



UNIVERSITÀ
DEGLI STUDI DI BARI
ALDO MORO



GUIDE TO ACCESS THE VIRTUAL CONFERENCE

GUIDELINES FOR THE PRESENTATION

INSTRUCTIONS FOR SPEAKERS AND PARTICIPANTS

PRIVACY STATEMENTS

Personal data acquired through participation to the conference “**HELMeTO 2020. Bridges and mediation**” will be treated in compliance with current laws and regulations, including through computerised systems, only and exclusively for the purposes directly related to the conference organisation and management by the University of Bari Aldo Moro, according to the Italian Legislative Decree n. 196/2003 and subsequent amendments.

Using the connection to Microsoft Teams platform, you accept the conditions of treatment and data use of the Application itself.

Users, through the connection with Microsoft Teams platform, accept the conditions for the use of personal data, carried out in the ways and with the purposes indicated above, and are aware that they can exercise the rights provided by art.7 of Legislative Decree n. 196/2003 and subsequent amendments, including the right to obtain confirmation of the existence or not of the data as well as their cancellation, by means of written communication to be forwarded to the data controller.

The data controller is the University of Bari Aldo Moro.

GUIDELINES FOR THE PRESENTATION

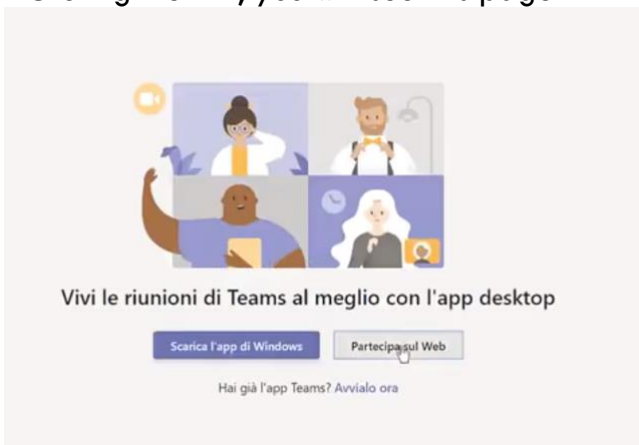
15 minutes will be given for each presentation plus three minutes for discussion.

GUIDE TO ACCESS THE VIRTUAL CONFERENCE

You can access the virtual conference following the link that you will receive, by clicking it or copying it in a browser (not Safari: we suggest Google Chrome).

You can access the event without registration on Teams platform, only through authentication using your name and surname.

- Clicking the link, you will see this page:



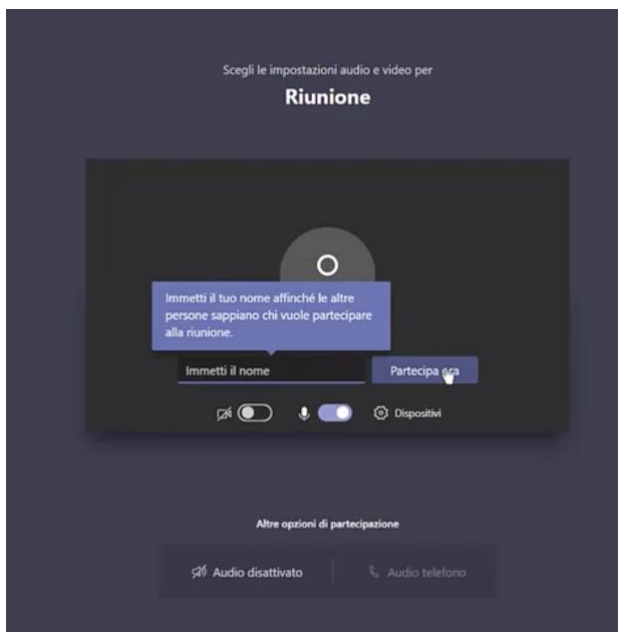
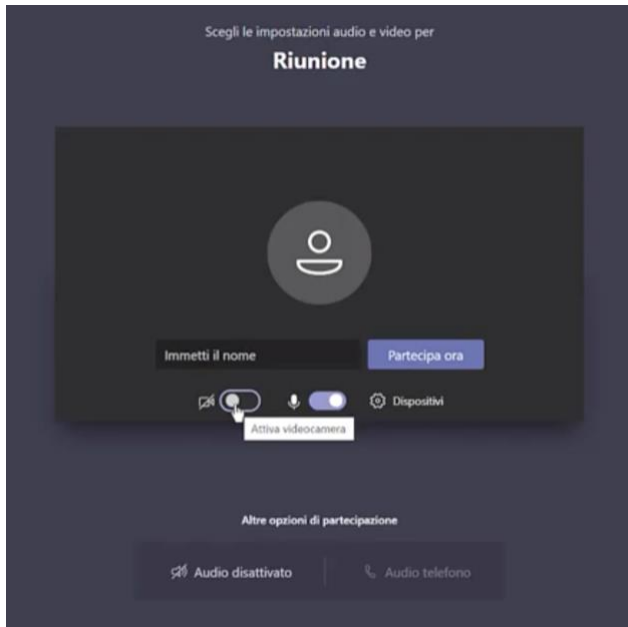
- Please select “partecipa sul web” (web participation)
- Please select “Consenti” (Allow) to allow Microsoft Teams to use your microphone and camera





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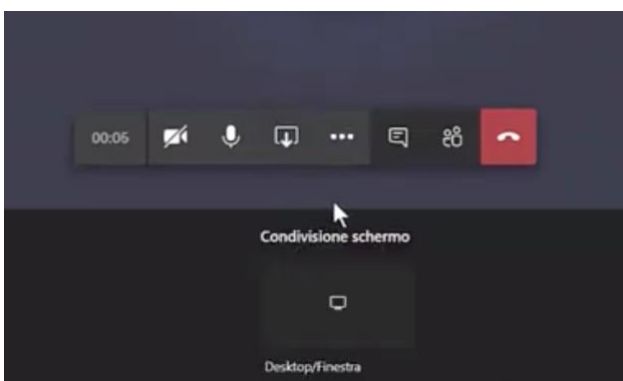
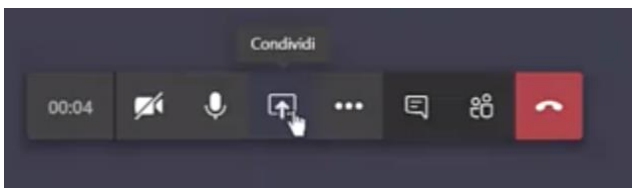
- Before clicking “Partecipa ora”(participate now), please add your name and select audio and video settings (we suggest to disable camera and microphone)



- Please wait that conference organisers will let you access the conference virtual room;



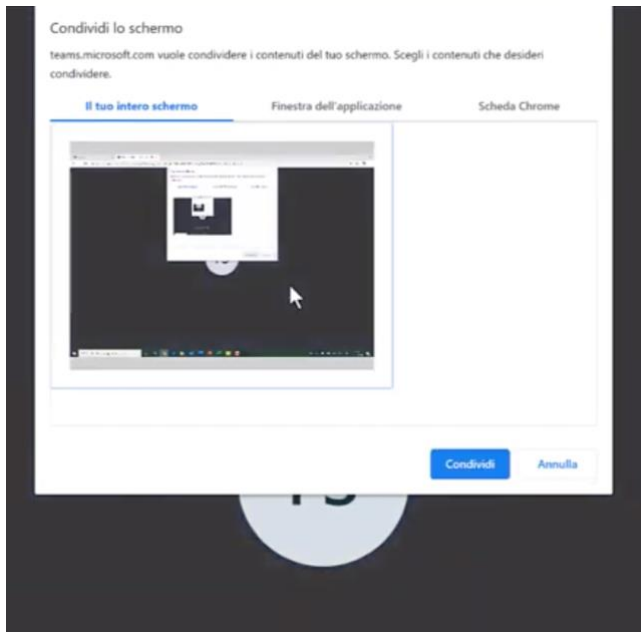
- In order to share your screen, you can click “condividi” (share screen) at the bottom of your screen



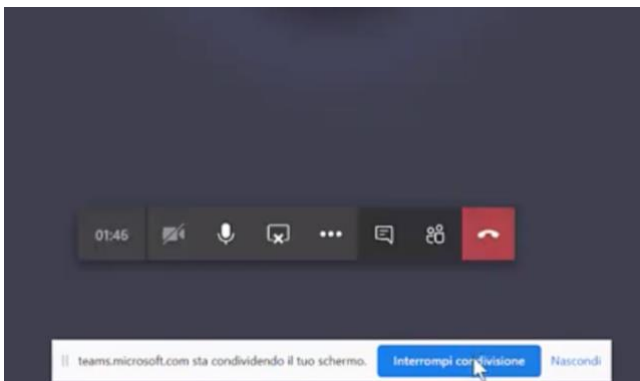
- It is possible to share your desktop or a single window (in this case, please select the area you would like to share)



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- In order to end the sharing screen mode, please click on “Interrompi condivisione” (stop sharing)



- In order to leave the session, please click the red button

