

# Instructions for presenters

**IMPORTANT: Please be sure to read the guide for attendees!**

## Preliminary and mandatory step:

Check the microphone slider, keep it muted until the session chair will make you a presenter, then unmute it (Fig. 1).

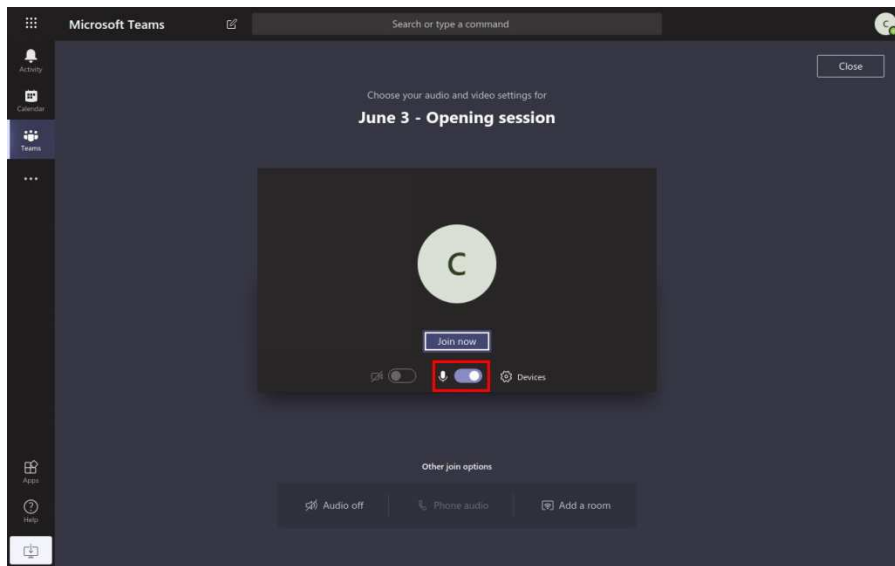


Fig. 1

## Presentation management:

Click on the "Share" icon, highlighted in red in Fig 2.

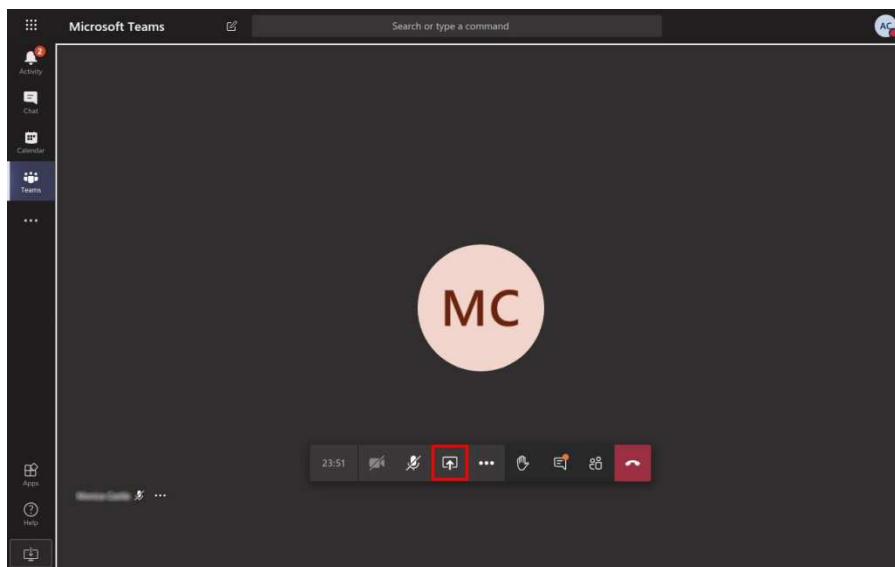


Fig. 2

In the sharing menu, please select if you want to share your desktop or window (Fig. 3) or choose a Powerpoint file clicking on “Browse” and then “Upload from my computer” (Fig. 4).

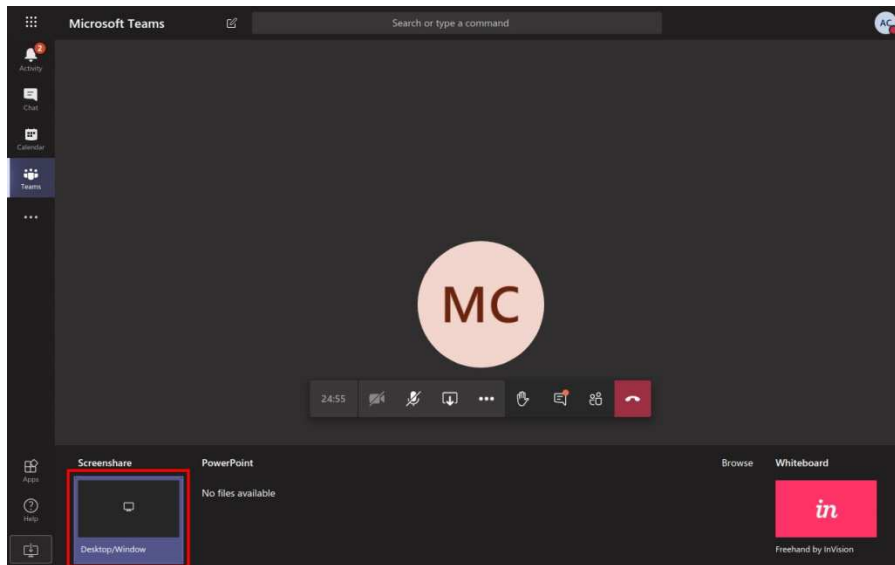


Fig. 3

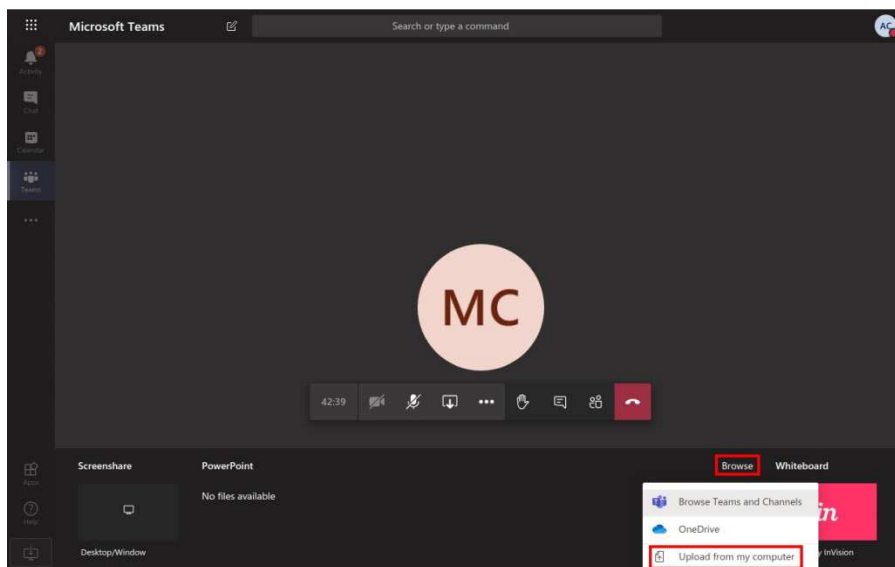


Fig. 4

Select if share your entire screen (Fig. 5) or an application window (Fig. 6); both options are highlighted in red as usual.

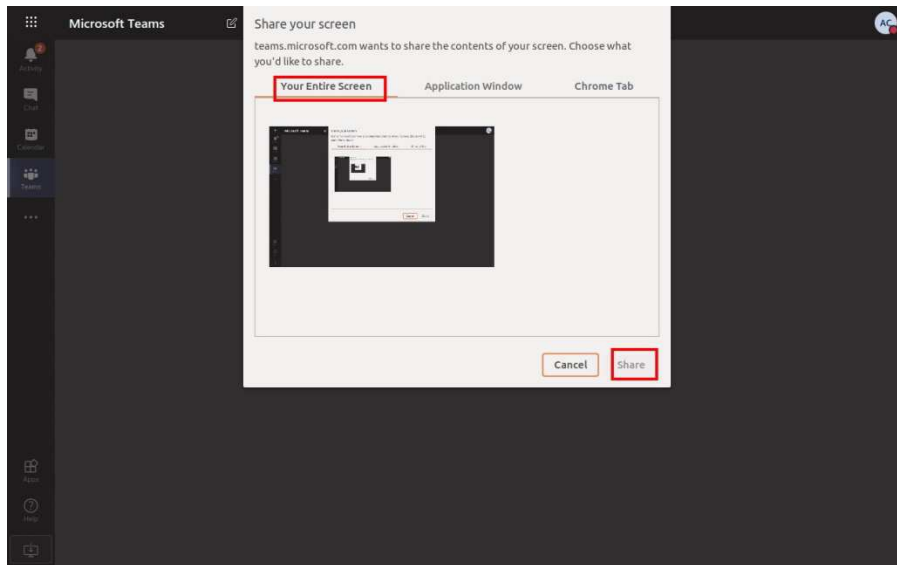


Fig. 5

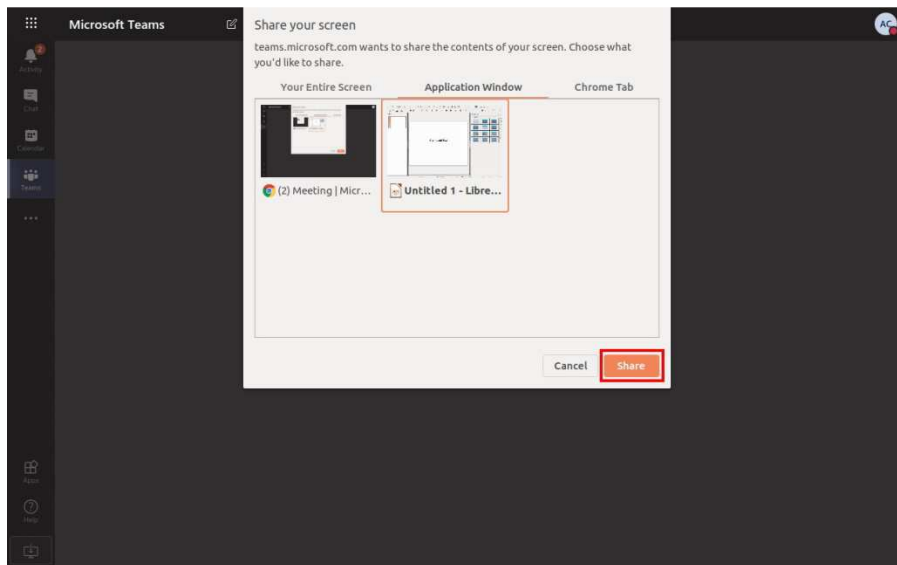


Fig. 6

In our example we are sharing a Libreoffice Impress window (Fig. 7). At the end of the presentation please click on “Stop sharing” button - highlighted in red here below.

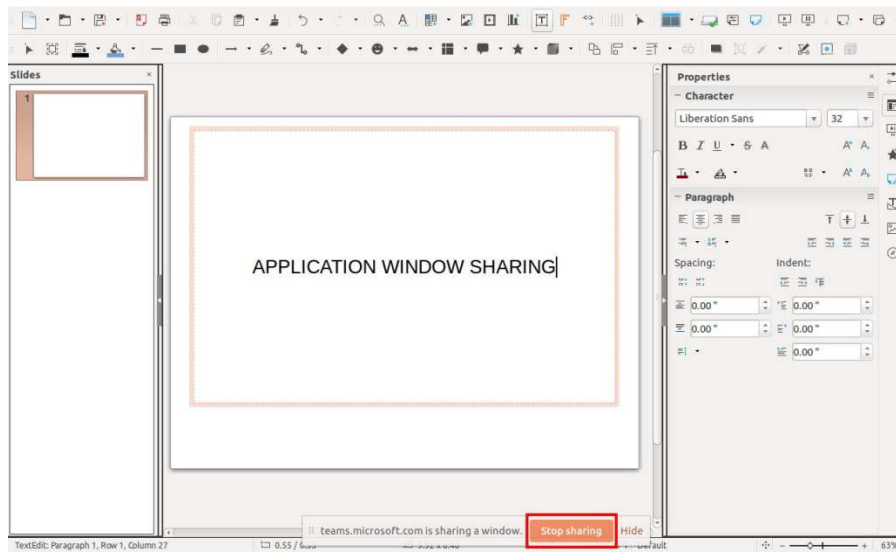


Fig. 7

Now please click on the meeting chat button (Fig. 8) to check if there are questions for you, but remember that only the session chair asks you questions.

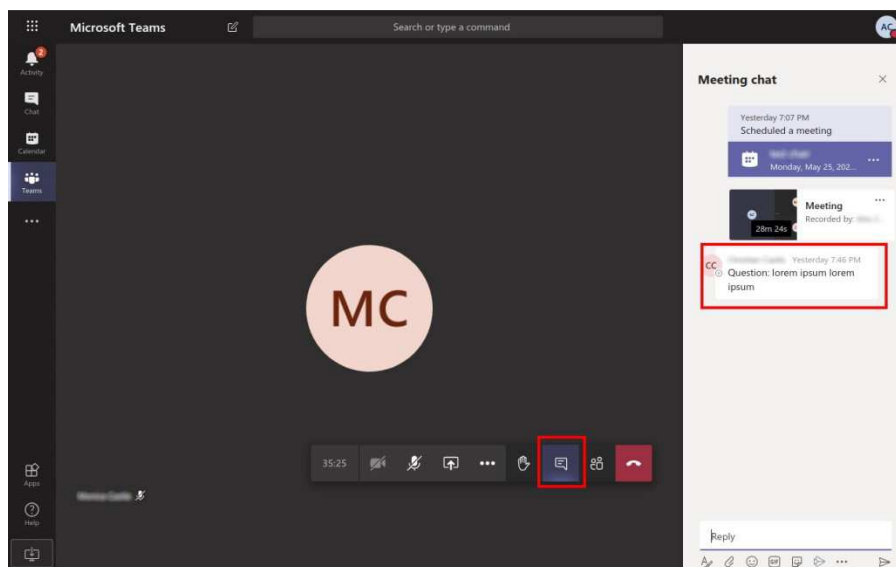


Fig. 8