

INSTRUCTIONS FOR POSTER AUTHORS

2nd European NDT&CM CONGRESS

IMPORTANT INFO

- Please note, the virtual platform is still under the construction and some other pages might not be fully developed and filled with the information. Thank you for understanding.
- If you registered with different email from your abstract submission, kindly please contact directly our **HELPDESK**.
- **Please upload your poster files till 1.10.2021. Thanks for understanding.**

HIGHLIGHTS

- Log in to the virtual platform and complete your personal profile on your personal page.
- Check the program and scheduled presentation. Create your personal program.
- Visit the **EXHIBITION** and learn more about our partners.
- Connect with other participants via Chat networking.

TECHNICAL PRE-REQUISITES

For the correct function of the online **NDT&CM CONGRESS** virtual platform please follow the minimum system requirements:

- Microsoft Windows or Mac OS based device (**other devices are not fully supported**).
- Latest **Chrome** and **Microsoft Edge** internet browser (**other browsers are not fully supported**).
- Headphones with a microphone to reduce background noise are recommended.
- Stable Internet connection with no blocked ports (minimum 10/10Mbps is recommended).

LOGIN

- To attend the Virtual Congress, please visit the live congress website (<https://endtcm21.gcon.me/>) and then click on the **User Login** button in the top right corner of the page.



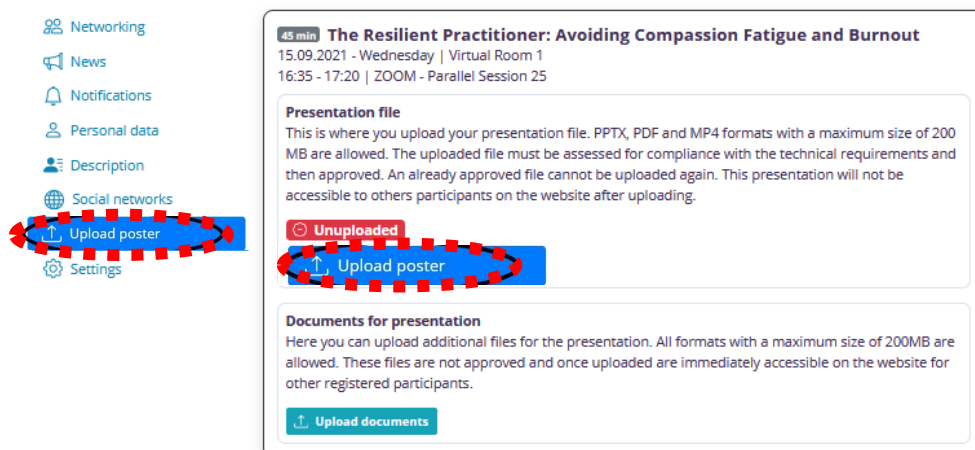
- The site will request your login credentials (**email address and password**).

- On your first login attempt the site will ask you to provide your email address (the e-mail address you used for your **ENDT&CM registration**), your password will be automatically sent to this address (it is coming from the e-mail address **info@gcon.me**).
- If your **first login or reset password fails** (email not received), please repeat the process, if unsuccessful, please contact **Helpdesk**.

UPLOADING FILES POSTER

How and where to submit your Poster:

- After the login please go to the **Personal page**
- Then use the **Upload poster**



- For uploading your presentation/pre-recorded video which you want to be shown as POSTER materials please use **Upload poster** button.
 - **The file size limit is 200 MB.**
 - **Please use .pptx, .pdf or .mp4 files only**
- For uploading your Supportive documents which will be visible for all participants during whole congress please use **Upload documents** button
 - **The file size limit is 200 MB.**
 - **Please use .pptx, .pdf or .mp4 files only**
 - **You can upload Pre-recorded presentation of your Poster here**

Tips for recording Pre-recorded video

- Use an area as quiet as possible
- Avoid areas that have an echo. Rooms should be fairly small. Sound damping with carpeting, curtains, furniture helps
- Use a good headset with its microphone close to the mouth, BUT away from the direct airstream of the mouth to reduce "pops". Avoid using the default built-in microphones of the computer
- Do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation. Adjust if needed
- When entering PowerPoint's presentation mode, we recommend using the laser pointer (in full-screen mode: right mouse click --> pointer options --> laser pointer)
- Prefer white walls in the surroundings, light your face and do not position your camera against windows.

ATTENDING POSTER SESSIONS

To attend the POSTER SESSIONS:

- To attend the live poster sessions, please read the guidelines for in person or remote participation.

MANAGING YOUR ACCOUNT

To increase your virtual experience, you can fill in your account information, add picture or description:

- You can **find and change** your personal data, description and social sites in the **right upper corner** "name" menu

- Then click on the **Personal page**
- Here you can manage your **Personal data** (e.g. profile picture, phone number, e-mail)
 - Do not forget to **save your changes by green Save changes button**
- On the other tabs, you can change the **Description** and **Social media profiles** that will be shown on your profile

- Also, do not forget to **Save changes**
- The **Social media profiles** could be in both formats: **URL (link) or Username**

HELPDESK

In case you face technical difficulties and need support from our technical team, please contact us through the **Helpdesk** menu. Here you can find links to download system manuals or use the **Chat** option to communicate directly with our support personnel.

Type your message to the **chatbox** and click **send**, this will add your chat to our support queue and one of our agents will reply to you as soon as possible.

- You can leave the chat and return to it at any time, it will stay saved for you.
- You can have the chat open in a separate browser window while still watching the live stream or visiting other parts of the online event.

During the congress

Live support at the Helpdesk will be operated during the operating hours.

Before the congress

The helpdesk will be operated on a regular basis and all questions will be answered as soon as possible.

The screenshot shows a dark blue navigation bar with the following items: HOME, PROGRAMME (with a dropdown arrow), POSTERS, LIVE HALLS (highlighted in red), EXHIBITION, HELPDESK (highlighted with a red dashed circle), and ENDTCM21 Website. Below the navigation bar, the 'HELPDESK' section is visible, featuring a profile picture of Jan Kolář and a globe icon. At the bottom left of the screenshot, a 'Chat' button is highlighted with a red dashed circle.

Operating hours will be posted soon.

Please leave your message in chat.

Helpdesk will be operated on regular basis and all questions will be answered as soon as possible.
You can send your request also to the congress secretariat at endtcm21@guarant.cz