

INSTRUCTIONS FOR PHYSICAL SPEAKERS & CHAIRS

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**.

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.**
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UPLOADING FILES

How and where to submit the Presentation:

Physical participants are asked to submit their presentation in the “**Speaker Ready Room**” in Prague at least 2 hours before the start of their session (to be precise: of the session, not of your presentation!), in PPTX or PDF format. Presenters are kindly asked to be in their allocated room 10 minutes before the start of the session (to be precise: of the session, not of your presentation).

Oral presentations will be streamed on-line and recorded, and remote participants will be able to ask questions both in text chat and by audiovisual connection.

Presentation Requirements

- **The file size limit is 200 MB.**
- **Please use .pptx, .pdf or .mp4 files only**

How and where to submit the presentation

- **Visit our Speakers Ready Room, at least 2 hours before start of your session**
- **We will upload your Presentation for you, from your notebook, phone or USB stick**

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



- News
- Notifications
- Personal data**
- Description
- Social networks
- Settings

Titles before:

Firstname:

Surname:

Titles after:


Function:

Company:

Country:

Email address:

Phone:



[Upload](#) [Delete](#)

- 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 word "HELPDESK" is displayed in white. Underneath, there is a profile picture of a person, the name "Jan Kolář", and a globe icon. At the bottom left of the screenshot, there is a "Info" button and a "Chat" button, both 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