

## INSTRUCTIONS FOR PARTICIPANTS

### 2<sup>nd</sup> 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.

#### 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.



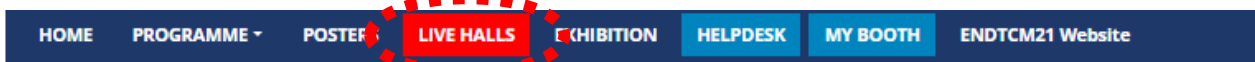
- The site will request your login credentials (**email address and password**).

- On your first login attempt the site will ask you to provide your email address (the e-mail address you used for your **ENDTN & 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**.

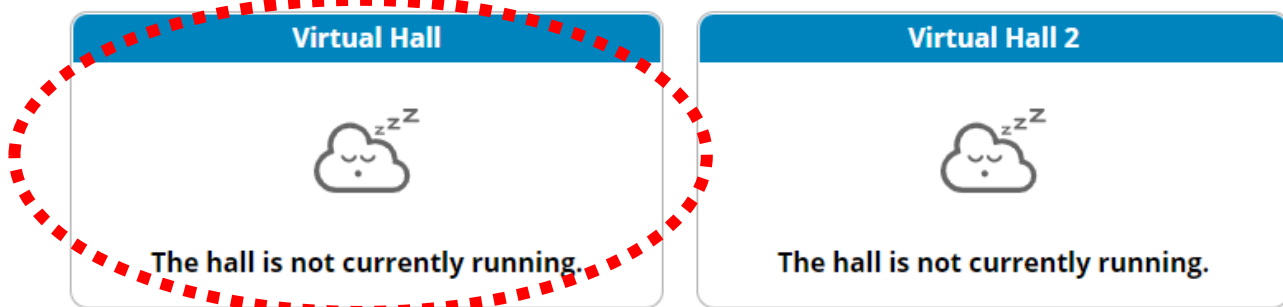
## ATTENDING LIVE STREAM AND Q&A

### To attend the LIVE SESSIONS:

- You can find the actual live running sessions on the page **LIVE HALLS**



#### List of live streams



- Once you click on your desired **Virtual hall**, you enter the live stream.
  - For searching the program of other sessions next to the live streaming, we suggest to **open Program** on the new tab of the internet browser.

### Asking questions in live sessions:

- Ask your question by clicking on the **Question button**
- Wait for your question to be read
  - Questions are reviewed by the chairman
  - Questions will be read after the presentation ends
  - Questions are cleared before the start of the new presentation



## ATTENDING POSTER SESSIONS

### To attend the POSTER SESSIONS:

- You can find the Posters under **POSTERS** button.
- Once you have entered POSTERS you have to click on your wanted SESSION and then on the name of the POSTER

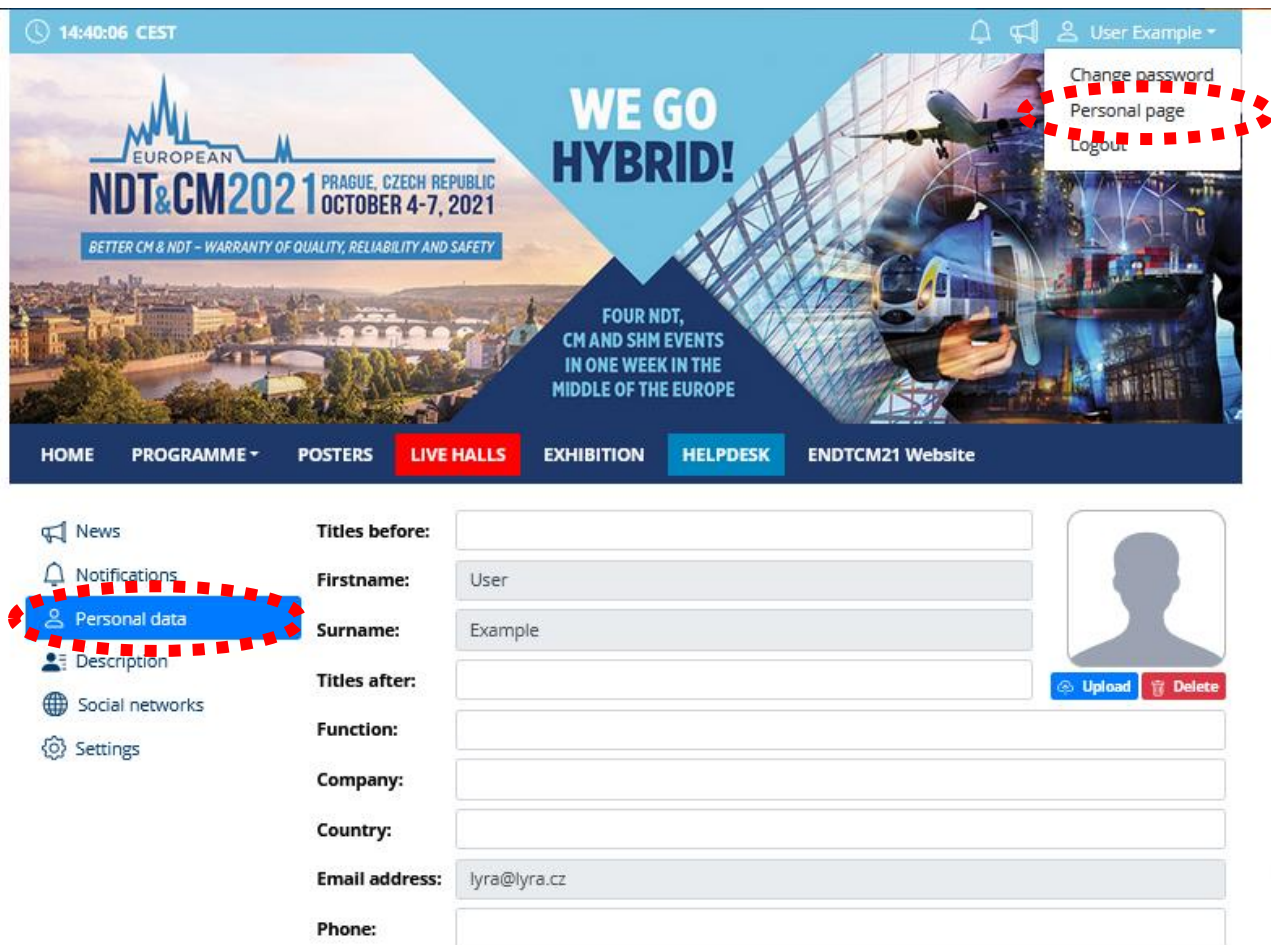
The screenshot shows the website's navigation bar with the following items: HOME, PROGRAMME, POSTERS (highlighted with a red dashed circle), LIVE HALLS, EXHIBITION, HELPDESK, MY BOOTH, and GENERAL INFO. Below the navigation bar is a search bar and a 'Tags filter' dropdown. The main content area displays a poster session for '04.10.2021 - Monday 15:30 - 17:30' in the 'Poster area'. The session is titled 'Poster Session' and has a 'PS' tag. A red dashed circle highlights the 'Poster Session' title and the 'PS' tag. Below the session title, there are two poster entries. The first entry is titled 'Fast inspection through arbitrary shape interfaces with Total Focusing Phased Array.' and has authors 'Guillermo Casarín' and a 'PS' tag. A red dashed circle highlights the title and authors of this poster. The second entry is titled 'Ultrasonic extraction of multi-layer enamel parameters in industrial lined pipelines' and has author 'Björn Süß' and a 'PS' tag.

- Here you can find actual Poster under **Documents tab** or you can discuss Poster under **Discussion tab**.

## 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.

HOME PROGRAMME POSTERS **LIVE HALLS** EXHIBITION **HELPDESK** ENDTCM21 Website

**HELPDESK**

  
Jan Kolář





**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](mailto:endtcm21@guarant.cz)