European Lidar Conference 2020 Granada

Guidelines

UNIVERSIDAD DE GRANADA
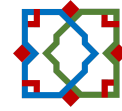
IISTA
Instituto Interuniversitario de Investigación del Sistema Tierra en Andalucía

raymetrics
lidar systems

LUMIBIRD
MORE THAN LASERS

Organised by: Atmospheric Physics Research Group, Andalusian Center for Environmental Studies (CEAMA), University of Granada

Guidelines for Participants

- Ethernet connection is recommended instead of WiFi for all participants in ELC2020.
- The number of maximum users allowed to join a Zoom meeting is limited, please share one connection among several colleagues if possible to accommodate the maximum number of participants.
- The meeting room will be open 15 min. in advance. Please use this time to check the sound and get experienced with the platform.
- Your camera should be switched off unless the Chair recommends differently (e.g. for a group photo).
- Keep your microphone muted as long as you are not speaking, to avoid background noise.
- Use the chat to ask for the floor, by typing your name. One of the session Chairs will introduce you when it is time to speak.
- Use the chat only if you want to participate in the discussions linked to the presentations. Your comments will be collected and passed to the community.
- Use the PRIVATE chat to contact the Local Organizing Committee for any comment/question about the organization.

Guidelines for Oral Session Chairs

- Oral Sessions will take place using the Zoom meeting tool. A link to the Zoom virtual rooms will be provided by email on the days previous to the conference.
- Ethernet connection is strongly recommended instead of WiFi.
- There are 2 Chairs for each session. One Chair should moderate the discussions, the other should keep track of time, give the floor for questions (check the Chat for names) and introduce interesting comments (check the Chat).
- There are 3 minutes available for questions after each oral presentation. If this time is exceeded, remaining questions shall be moved to the discussion session.
- In case of delay with respect to the scheduled program, questions after each oral presentation should be deferred to the discussion time at the end of the session.
- Chairs are encouraged to take notes of the main comments/questions during oral presentations to promote the dialogue during the discussion session.
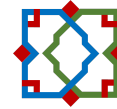
Guidelines for oral presentations

- Ethernet connection is strongly recommended instead of WiFi.
- Prepare Powerpoint or pdf slides. Please do not use small fonts or figures, distribute the information on consecutive slides instead.
- When prompted by the Chair, share your slides (share content) and unmute your microphone.
- Switch to presenter's mode / full screen (PowerPoint: press *F5*; Adobe Reader: press *Ctrl+L*).
- Make sure you do not open other applications on the same screen. They will overlap the slides and the participants will see grey boxes.
- Apple devices may require additional actions to share the screen. Indications are provided in this link: https://support.zoom.us/hc/en-us/articles/360016688031

Guidelines for poster presentations

- Ethernet connection is strongly recommended instead of WiFi.
- During Poster sessions, be available in your virtual room for the duration of your assigned session. The link to the virtual room for each poster is:
  https://meet.jit.si/ELC2020_postercode
  For example, https://meet.jit.si/elc2020_S01P00.
- Share the screen and switch to presenter's mode / full screen (PowerPoint: press *F5*; Adobe Reader: press *Ctrl+L*) with your poster.
- Please, use large fonts and figures for good readability.
- Make sure you do not open other applications on the same screen.
- Apple devices may require additional actions to share the screen. Indications are provided in this link: https://support.zoom.us/hc/en-us/articles/360016688031