Conference Speakers' Guide

Thank you for registering as a speaker at the 8th edition of the Smart Cities Conference! We hope these instructions help you enjoy your experience in our Smart Cities community!

A. CONNECTING TO CISCO WEBEX AND THE CONFERENCE ROOM

1. If you did not use Cisco Webex before, you may want to download it. It is not necessary, but advisable. You can download the 'Webex meetings app' from here: https://www.webex.com/downloads.html.
2. In order to join the Conference room, please insert this link: https://snspa.webex.com/meet/sala.zece into your Web browser.

VERY IMPORTANT NOTICE: Please put the _ (underscore) symbol before the name (please use your full name for faster identification by the chair). This is necessary to allow the moderator to give you presenter rights (e.g. the possibility to share your presentation with the audience).

B. JOINING THE CONFERENCE SESSIONS

If you cannot attend all sessions of our Conference, we kindly ask you **to join your Panel 15 minutes before it starts**.

C. PRESENTING YOUR PAPER

1. You can use a PowerPoint presentation or any other kind of similar software app by sharing your screen with the audience – please announce the Chair to give you the presenter tool.
2. The chairs will assign you as a PRESENTER (which means you will have access to audio and video channels and you will be able to make a share-screen in order to make your presentation came to life).
3. You will have 10 minutes to briefly present your main objective (research question), methodology and results – please focus on the results.
4. Please consider sharing with the audience your professional email address, for further contact (on the last slide of your presentation, or via the CHAT box available on Webex).

VERY IMPORTANT NOTICE: Keep an eye on the chairs, they will announce you when you have 2 minutes left for your presentation. **Please do not exceed the time allocated for your presentation**: our Program depends on it!

D. MISCELLENEOUS

1. Questions and discussions: a Q&A session will be organized at the end of each panel, for maximum 20 minutes. In case you have questions for the chairs / colleagues during a presentation, please use the CHAT box available on Webex (write your question there).
2. In case you want to applause a fellow colleague (use the emojis available on Webex) – we encourage you to do it as often as you want, as this is the maximum we can do to simulate the traditional face to face environment we are all missing.
3. If If you experience any technical difficulties to connect to Webex, please do not hesitate to contact our colleague, Radu TOADER (his contacts have been already sent to you by the Organizers).

Thank you and we look forward to having you as our guests!

The Organizing Committee

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