



Instructions for the participant

Here you will find instructions for logging in to the event platform and navigating the event platform and participating in programs.

You can get acquainted with the event platform on 4th of June.

This is how you attend the event

You will receive a link via email that will allow you to create a user account and register for the Liveto platform. A user account is required to attend the event.

After registration, the user account will display the event you have registered for and you will be able to attend the conference.

Lobby

When you log in to the event platform, you will arrive in the lobby.

In the lobby you will find a timetable and instructions for participating.

On the left side of the page is a navigation bar with transitions to different sections of the event platform.

On the right side of the page is a chat field where you can ask about the conference program and attendance.

Main stage

There is a separate main stage marked for each day. You can access the daily main stage from Stages -> and select the desired day.

You can comment and ask questions in the chat field.

All programs shown on the main stage are interpreted and recorded. The recordings will be available on the event platform during two weeks after the end of the conference. You can watch the recorded programs by clicking on that day.

Workshops

Workshops take place mainly in the session rooms. The two parallel sessions will be implemented on the main stage.

You can see in the schedule in which room the workshop will be held.

To access workshops, click the Workshops icon and select the room where the program will be held. Press Go to go to the room.

Upon arrival in the room, you must agree to the use of audio and video.

Click the Join Discussion icon on the screen.

To speak, press the image of the hand on the left side of the computer screen.

Open the microphone when you speak. Remember to turn off the microphone when your speech is over.

You can also turn on the camera if you want, so other participants can see you.

You can also comment and ask questions in the chat field on the right side of the page.

Please note that the workshops do not work with a mobile phone.

Coffee room

In the coffee room, you can chat with other participants if you wish.

Upon arrival in the coffee room, you must agree to the use of audio and video. If you want, you can turn on the camera so other participants can see you. This makes the interaction more authentic.

The microphone is kept open when you have something you want to say, after you have said it, please turn off the microphone.

To speak, press the image of the hand on the left side of the computer screen.

You can also comment and ask in the chat field on the right side of the page.

Please note that the coffee room does not work with a mobile phone.

Private messages and videocalls

You can also chat privately with other participants via private messages or video call.

Send private messages by clicking another participant in the Attendees-list and choosing "Send private message".

Start video call through private messages by clicking "Start a video call (Beta)".

Before the other participant has answered, you can choose the source of your camera and mic or end the call by clicking the red symbol. During the call, you can share screen, open/close mic, end call, open/close camera or change the source of camera and mic from the settings.

Click and drag the video call screen to place it wherever you want in the platform.

If you receive a video call from another participant, you see their name and picture in the request. You can choose to either answer or reject the call.

Technical instructions:

We recommend using the Chrome browser, but the platform also works with Firefox and Edge browsers. Also make sure your browser is updated. With other browsers or outdated versions, the virtual experience may be degraded.

Note that a strong firewall may block some of the contents of the virtual event platform.

Do not keep other software or tabs open during the event.

We recommend that you use a computer to participate in the virtual event.

If you want to participate in networking moments, make sure you have an adequate network connection. The network connection should be wired and at least 5mbs / 2mbs. The best quality is achieved with a connection of at least 30mbps / 10mbps.

If you're experiencing audio or video issues, sign out and refresh or restart your browser window. Also, make sure that the problem is not with your firewall if, for example, some content is invisible or you experience other technical problems.