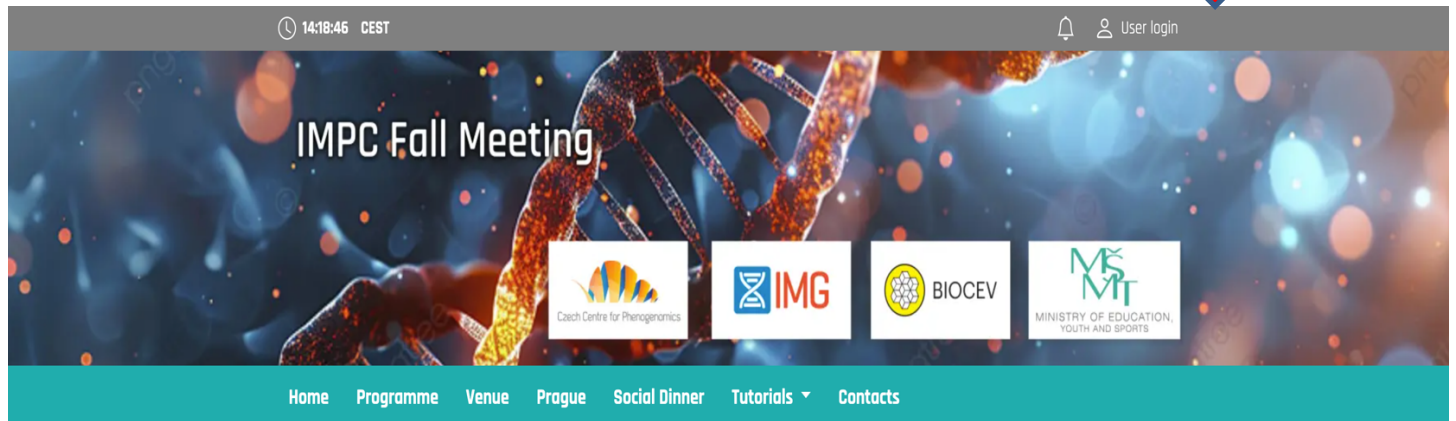


## WELCOME TO THE IMPC Fall Meeting 2024.

Speakers Preview Room goes live on 10<sup>th</sup> September.

### HOW TO GET IN?

Use the “User login” button in the upper right corner of the [website](#):



Enter the email address which you used to register. Click on Next and check your mail box to get your password. The password was sent to you from the email address [info@gcon.me](mailto:info@gcon.me).

Email address:

Close Next

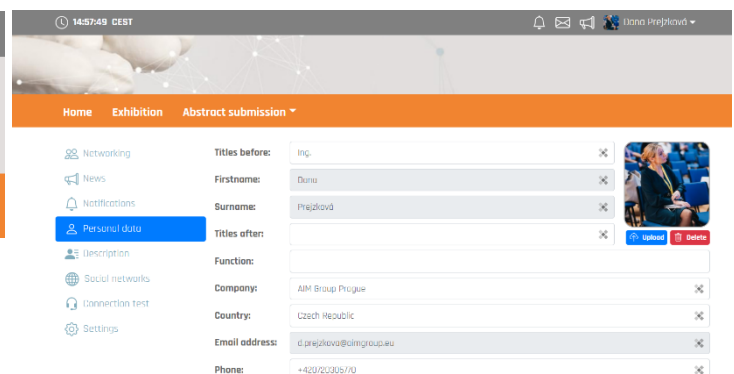
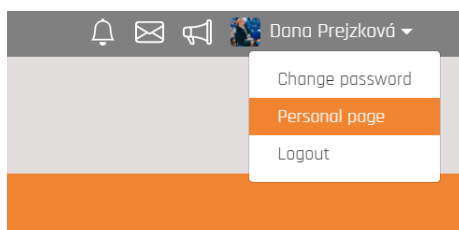
Password:

Forgotten your password? [Click here](#)

Close Login

If you cannot find a message in your inbox, check your spam folder first. Later, if you don't remember your password, you can reset it.

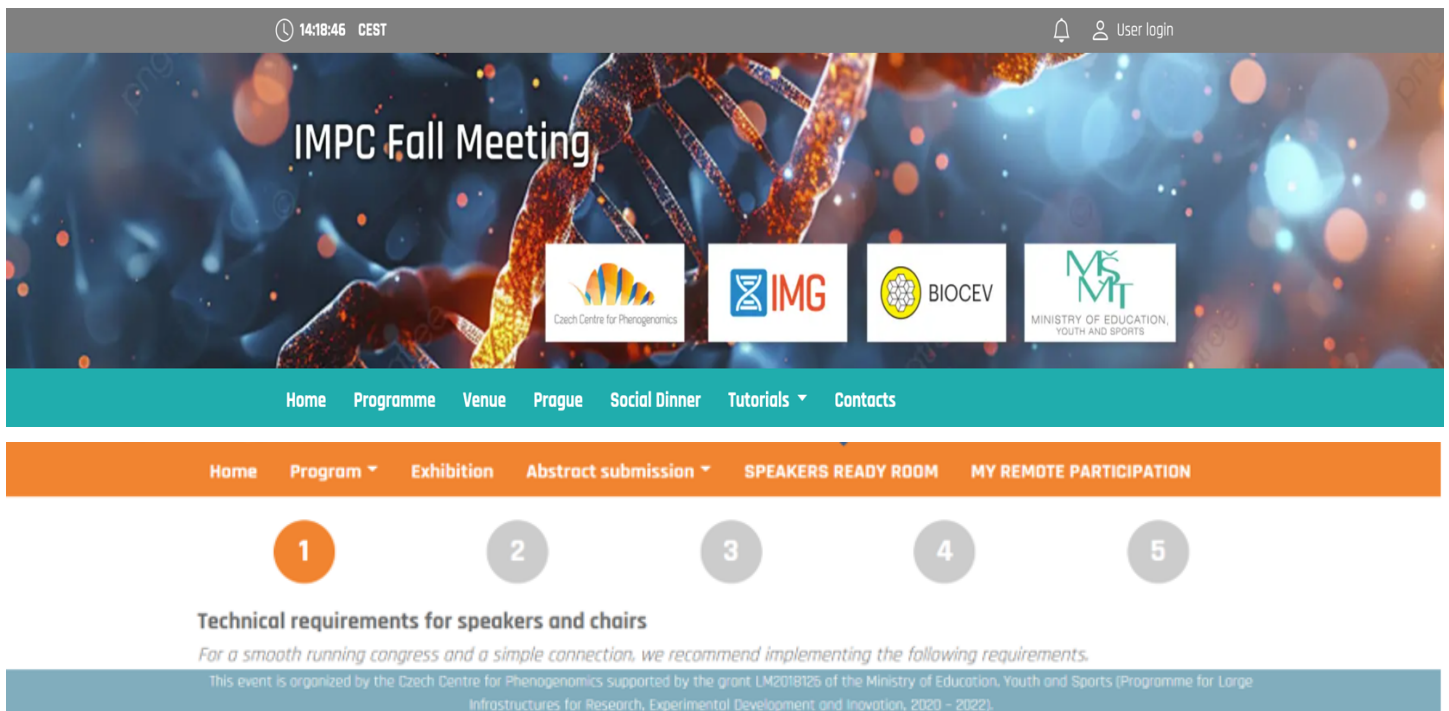
After logging in, you can alter your profile details by clicking on your name in the upper right corner. If possible, please, upload your profile picture.



## HOW TO TEST YOUR CONNECTION PRIOR TO THE MEETING?

In this very first step, you need to check your connection and hardware by using our preview system. This step is crucial. Please make sure you go through it before the Meeting starts. Please do this test on the network and with the equipment which you are going to use to deliver your talk.

Enter **SPEAKERS READY ROOM** – IF YOU DON'T SEE IT, PLEASE LET US KNOW.



The screenshot shows the IMPC Fall Meeting website. At the top, there is a header with the time '14:18:46 CEST' and a 'User login' link. Below the header is a banner for the 'IMPC Fall Meeting' featuring a DNA double helix and logos for the Czech Centre for Phenogenomics, IMG, BIOCEV, and the Ministry of Education, Youth and Sports. A navigation menu includes 'Home', 'Programme', 'Venue', 'Prague', 'Social Dinner', 'Tutorials', and 'Contacts'. A secondary navigation bar highlights 'SPEAKERS READY ROOM' and 'MY REMOTE PARTICIPATION'. A 5-step process indicator is shown, with step 1 highlighted in orange. Below the indicator, the text reads: 'Technical requirements for speakers and chairs. For a smooth running congress and a simple connection, we recommend implementing the following requirements.' At the bottom, a small text block states: 'This event is organized by the Czech Centre for Phenogenomics supported by the grant LM2018126 of the Ministry of Education, Youth and Sports (Programme for Large Infrastructures for Research, Experimental Development and Innovation, 2020 - 2022).'

Go through the entire 5-step process.

**This process checks that:**



1. You use the latest version of a supported browser. (Chrome or MS Edge). Older browsers may not be supported! Please make sure to update it. Do not use iPhone, iPad or Android phones/tablets for your talk/presentation. Use a full desktop browser on your laptop or PC.
2. Your connection is stable.
3. Your camera and microphone are enabled.
4. **Red text means there is a problem with some of your components and needs to be resolved.**
5. The test will finish with a four digit PIN. This is a sign for you that all went well.

Use the Speaker Preview at the end of the process to see how you will look while presenting.

**Make sure Chrome or Edge is NOT MUTED:**

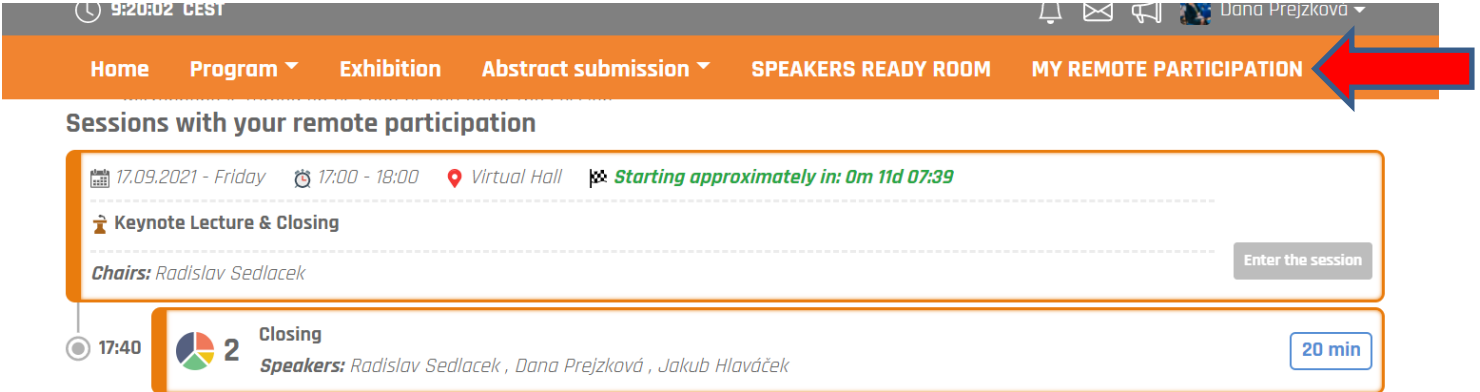
1. Right click on this icon in your taskbar
2. Select „Open Volume mixer“
3. Check if browser is not muted



## HOW TO CHECK YOUR PARTICIPATION DURING THE MEETING?

After going through the previous step, you can check MY REMOTE PARTICIPATION tab. In this tab, you will see all your sessions, which you actively participate in. This is where you will be accessing your active sessions during the Meeting.

### Presentation – slides upload



9:20:02 CEST

Home Program Exhibition Abstract submission SPEAKERS READY ROOM **MY REMOTE PARTICIPATION**

Sessions with your remote participation

17.09.2021 - Friday 17:00 - 18:00 Virtual Hall Starting approximately in: 0m 11d 07:39

Keynote Lecture & Closing

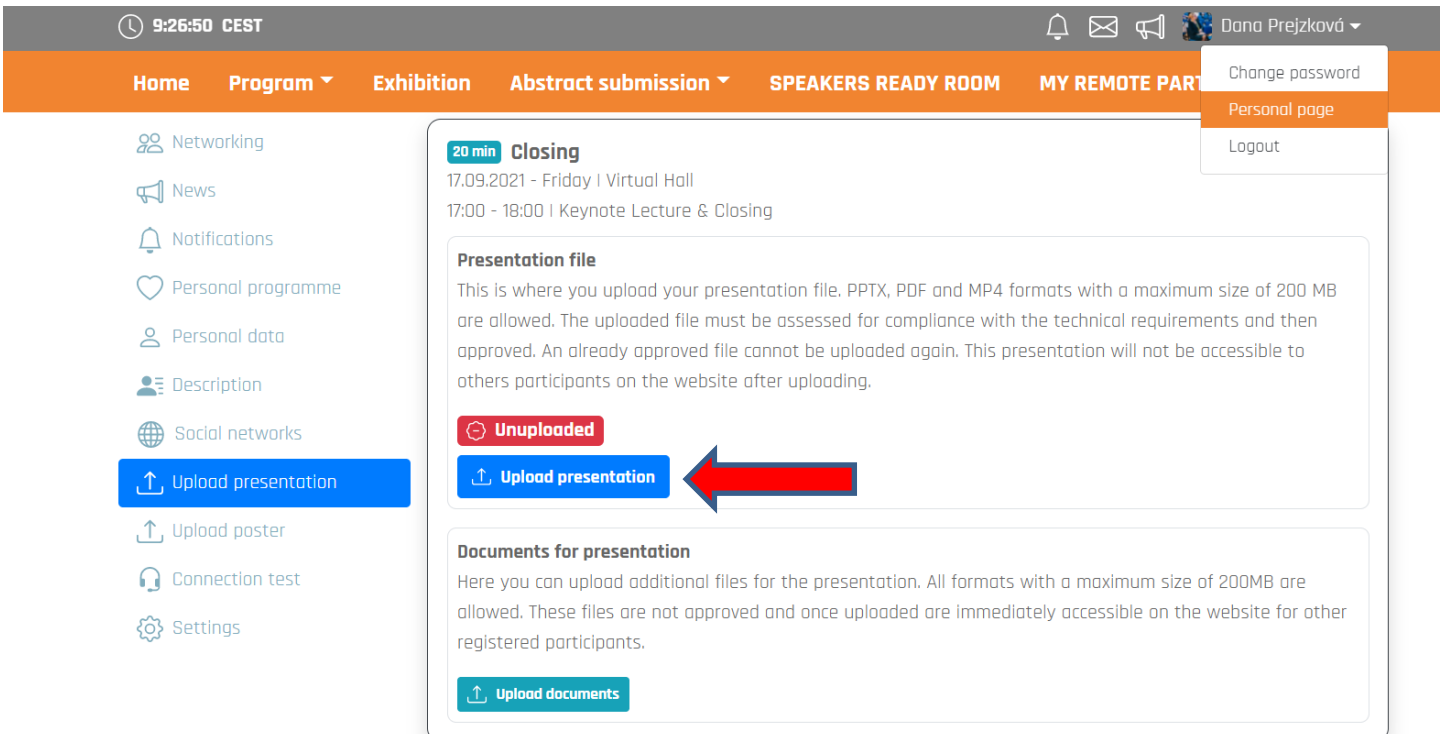
Chairs: Radislav Sedlacek

Enter the session

17:40 Closing 2 Speakers: Radislav Sedlacek, Dana Prejzková, Jakub Hlaváček 20 min

This event is organized by the Czech Centre for Phenogenomics supported by the grant LM2018126 of the Ministry of Education, Youth and Sports (Programme for Large Infrastructures for Research, Experimental Development and Innovation, 2020 - 2022).

You are requested to provide us with your presentation **slides in advance, latest by 11<sup>th</sup> September 2024**. The following formats are acceptable: pptx, pdf, mp4. **Keynote formats are not allowed**. These need to be converted before your upload. You can upload / record your presentation (click your name – Personal Page – Upload presentation) or send it to [ccp-conference@img.cas.cz](mailto:ccp-conference@img.cas.cz).



9:26:50 CEST

Home Program Exhibition Abstract submission SPEAKERS READY ROOM **MY REMOTE PARTICIPATION**

Networking

News

Notifications

Personal programme

Personal data

Description

Social networks

**Upload presentation**

Upload poster

Connection test

Settings

Change password

Personal page

Logout

20 min Closing

17.09.2021 - Friday | Virtual Hall

17:00 - 18:00 | Keynote Lecture & Closing

**Presentation file**

This is where you upload your presentation file. PPTX, PDF and MP4 formats with a maximum size of 200 MB are allowed. The uploaded file must be assessed for compliance with the technical requirements and then approved. An already approved file cannot be uploaded again. This presentation will not be accessible to others participants on the website after uploading.

Unuploaded

**Upload presentation**

**Documents for presentation**

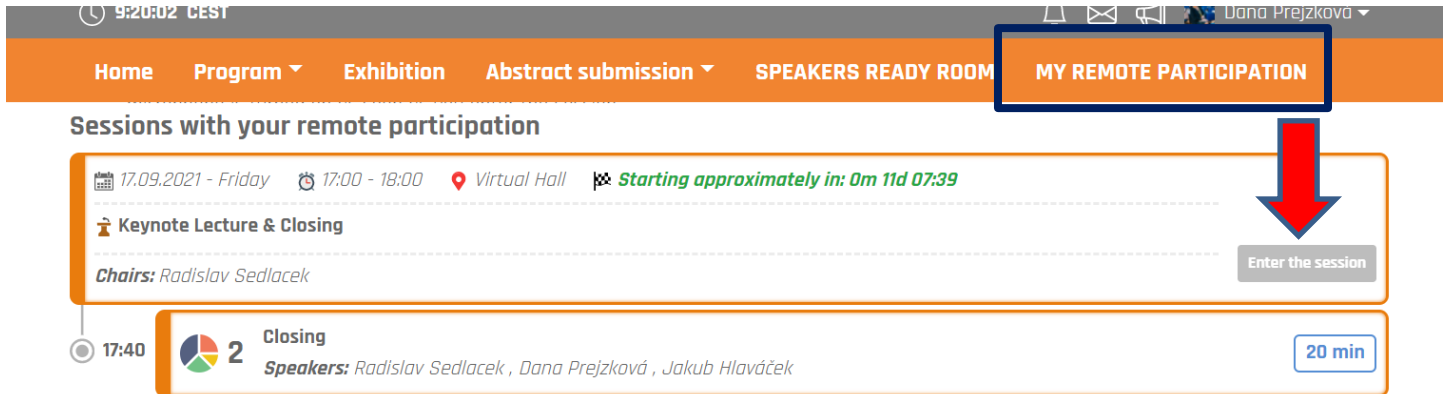
Here you can upload additional files for the presentation. All formats with a maximum size of 200MB are allowed. These files are not approved and once uploaded are immediately accessible on the website for other registered participants.

Upload documents

## HOW WILL IT WORK DURING THE MEETING?

The official time zone of the IMPC Fall Meeting 2024 is Central European Summer Time(UTC+2). The official programme will start on Monday, 17<sup>th</sup> September, at 9:30 AM.

First, please log in into the virtual platform (details above). **Please join your active session 15 minutes before each session starts.**



The screenshot shows a web interface for a virtual meeting. At the top, there is a navigation bar with links: Home, Program, Exhibition, Abstract submission, SPEAKERS READY ROOM, and MY REMOTE PARTICIPATION. The 'MY REMOTE PARTICIPATION' link is highlighted with a blue box and a red arrow pointing down to an 'Enter the session' button. Below the navigation bar, there is a section titled 'Sessions with your remote participation'. The first session is 'Keynote Lecture & Closing' on 17.09.2021 - Friday, from 17:00 - 18:00, in a Virtual Hall. It is starting approximately in 0m 11d 07:39. The chair is Radislav Sedlacek. Below this, there is a 'Closing' session starting at 17:40, with 2 speakers: Radislav Sedlacek, Dana Prejzková, and Jakub Hlaváček. A '20 min' duration is shown for this session.

This event is organized by the Czech Centre for Phenogenomics supported by the grant LM2018126 of the Ministry of Education, Youth and Sports (Programme for Large Infrastructures for Research, Experimental Development and Innovation, 2020 - 2022).

### Our technician will welcome you and guide you through the interface.

- Once your presentation starts, we will run your pre-recorded presentation or pre-uploaded slides on our computers. You will be controlling the presentation (slides) remotely by arrow buttons or moving slides below the presentation's window.
- At the end of each session there will be a "Discussion with speakers" moderated by the session's chair. He will be reading questions posted by the participants. Also anyone may also raise his hand and after chair's invitation he may ask his question directly to you using his sound and screen.
- Do not forget to use same outfit as you used for pre-recording (if the pre-recording is used).
- Encourage audience for interaction.

Should you have any questions or requests, please contact us at any time.

### Meeting Hotline - Contact Us

If you have any questions or issues during or prior to the IMPC Fall Meeting 2024, please contact us at [p.skobis@aimgroup.eu](mailto:p.skobis@aimgroup.eu).