ZOOM INSTRUCTIONS FOR THE CONFERENCE

The 13th International Conference on Mechanical and Physical Behaviour of Materials Under Dynamic Loading, promoted by DYMAT association, will be a hybrid conference, including online and on-site contributions. For this reason, Zoom has been chosen as the software to share all presentations. Please download and install the desktop version to avoid problems during the conference. The link/invitation credentials for connecting to the conference during the entire event will be sent to each participant e-mail account.

Online speakers will be asked to share their screens during their presentations and the images and sound will be shared in the auditorium through a wide screen and speakers.

On-site speakers will have a laptop available at the conference room, whose screen will be projected and shared with the on-line attendees.

The following is a summary of general instructions with respect to the use of Zoom software during the conference.

ONLINE PARTICIPANTS

- Download and install the desktop version of Zoom software.
- The same link/credentials will be used for all sessions.
- The Zoom meeting will start at 8:30 (Madrid Time Zone -GMT+2:00) and will end at 20:30 every day; but remember to check the schedule of the sessions in the programme.
- When joining the meeting, please, be sure that your name appears correctly. It is very important to identify the speaker’s name of each session to give them permission to share the screen.
• During presentations, every microphone but the speaker’s, must be turned off.
• Online participants should use (highly recommended) headphones/earphones during their presentations or when asking questions to ensure quality sound at the auditorium.
• During an online presentation, the speaker will share the screen. Each online speaker will get the permissions to share the screen at the beginning of the corresponding session.

• During discussion in regular oral sessions, the on-line participants have to use the *raise-hand reaction* if they have any question; and the session chairs will coordinate the turns. Do not forget to lower the hand after participating.
• Discussion of short oral sessions will take place during the coffee break. During coffee breaks and lunch time, the Zoom meeting will remain open, allowing online participants to discuss among themselves.

ON-SITE PARTICIPANTS.

• Please, do not join the Zoom meeting in the Auditorium.
• There will be a laptop, with Windows 10 and Office 2019, for your presentation. In order to help us arrange all presentations and avoid possible problems, we ask you to upload your presentation to the laptop before your session. If you want to use your own laptop, you have to follow the online-participant procedure using Zoom; but talk to the organizers in advance.
• The on-site speaker has to share the screen for the presentation, but the microphone must be muted. The sound will be managed by an external system.
• In this kind of hybrid conference, laser pointers are useless. Therefore, it is recommended to use the mouse to highlight any important detail of the slide.

CHAIRPERSON

• The chairperson will have a computer in the room with the Zoom meeting.
• The chairperson will have co-host permission. However, the grant to share the screen of the online speakers will be given by the local organizers.
• During question time, the chairperson will have to manage the on-site and online questions. The online participants that want to ask questions have to raise their hand virtually, and this reaction appears on the Zoom meeting screen by order. Remember the online participants to lower the hand after their turn.