ONLINE ACCESS

The online part of the CEDYA / CMA 2020 to be held in Gijón in the week of June 14-18, 2021, will be done on the platform **MS Teams** of the Universidad de Oviedo.

You can access MS teams through the page https://teams.microsoft.com. It is possible to access using a web browser or through the official app available for Windows, Linux, macOS, iOS and Android.

A few days before the congress, every participant will receive in the email account they have provided, an invitation from an official Microsoft email as "Microsoft Teams noreply@email.teams.microsoft.com" with a subject similar to "**You have been added as a guest to Universidad de Oviedo in Microsoft Teams**".

Accept the invitation.

To accept, click on the link "Open Microsoft Teams" and follow the instructions that will appear.

You may be in either one of the following situations.

1. If your email address belongs to **an organization that has a MS Teams licence** (as happens with many universities, for instance), after acceptance of the invitation, select "Universidad de Oviedo" in the upper right dropdown menu of the app.

2. If your email address **does not** belong to an organization that has a MS Teams licence (this is the case, for instance, of many personal addresses), you must **create a Microsoft user** associated to

your email address (unless you already have one). This account is **completely free**. This step can be done **in advance** at https://teams.microsoft.com/ or https://signup.live.com/

Access the conference online.

Open your MS Teams app. Remember to use the same user that has received the invitation. Select "Universidad de Oviedo" in the upper right dropdown menu of the app. On the left side menu, select Teams and click on the team **CEDYA CMA 2020 Gijón.** In that team there will be a channel for every minisymposium, every thematic area, the poster session, and the plenary talks. In each channel, the sessions are already scheduled. Notice that **many channels will be hidden** by default. Click on "Hidden channels" to show them up.

In each channel, you will find an abstract and scheduled meetings for all the sessions. Check also the "Files" section for more information.

Access a session online. There are, at least, two ways.

1. Access the conference online as indicated above, select your channel, and join when the meeting has begun.
2. You may also access a session by clicking on the links in the abstract book or in the detailed program. Just remember that, when the MS Teams app pops up, you must identify yourself as user that has received the invitation. For security reasons, other users will not be allowed.

Chair a session.

1. From home. Access your session as indicated above, with the camera and the microphone on. Open the participant list clicking on the icon

You act as moderator, opening the microphone to whoever needs to speak.
2. From the onsite room. There will be an open session in the computer of the classroom.

Deliver a talk.
1. From home. Access your session as indicated above, with the camera and the microphone on. When the person that chairs the session gives you the floor, share your screen using the icon

2. From the onsite room. There will be an open session in the computer of the classroom. Load your presentation on the desktop of that computer. The computer has a virtual whiteboard, digital pen, and touch screen in case you need them. Notice that, since this is a hybrid conference, you will not be able to do some of the things that are usually done when lecturing, like using the physical blackboard, pointing with a laser beam or even walk around the room.

Attend a talk.
1. From home. Access your session as indicated above, with the camera and the microphone off. If you want to ask something, raise your hand with the icons

It is also possible to ask questions from the chat.
2. From the onsite room. Just go to the room the session is scheduled. Even if the lecturers and the chairperson are not onsite, there will be someone from the local organizing committee in the

room and the session will be broadcast. Questions will also be possible. Please, notice that there is a special capacity limitation in the rooms due to COVID restrictions.

Poster session. In the poster channel, you will find all the posters in pdf, as well as five-minute video presentations. You may send public questions to the author clicking on the link

↵ Reply

You may also send private question through a chat.