

MESIC 2021 Instructions for SPEAKERS

Please, take into account the following instructions for your ORAL PRESENTATION in the 9th Manufacturing Engineering Society International Conference (MESIC 2021):

- Note the **DAY AND SESSION** in which you are scheduled to participate.
- Presentation will be made via live **ZOOM** (the application must be downloaded <https://zoom.us/download>). A week before the Conference you will receive a link to enter the session **AS A SPEAKER** (please do use your full name and surname). As an option you will also receive an ID and password to enter the session.
- We will encourage you to enable the camera for a friendlier presentation.
- You must **BE AVAILABLE 15 MINUTES BEFORE** the start of the session.
- It is recommended to **CHECK THE QUALITY OF THE NETWORK CONNECTION** to facilitate the fluency of the presentation.
- Presentations must **NOT BE LONGER THAN 10 MINUTES**. Please adjust your communication to this time.
- After the presentation there will be **5 MINUTES** for possible questions.
- Prepare your presentation in **POWERPOINT or PDF** (free format). To make the presentation you will share your screen from the Zoom application.
- Slides must be written in **ENGLISH**. Presentation will also be in **ENGLISH**.
- Please do not leave the meeting until the end of your presentation and corresponding question time. If you are registered for the congress, once you leave the meeting, you are able to log in the Congress as an attendant (see instructions for attendants).

MESIC 2021 Instructions for CHAIRMAN

Please, take into account the following instructions for your participation as a CHAIRMAN in the 9th Manufacturing Engineering Society International Conference (MESIC 2021):

- Note the **DAY AND SESSION** in which you are scheduled to participate.
- Presentation will be made via live (the application must be downloaded <https://zoom.us/download>). A week before the Conference you will receive a link to enter the session **AS A CHAIRMAN** (please do use your full name and surname). As an option you will also receive an ID and password to enter the session.
- We will encourage you to enable the camera for a friendlier participation.
- You must **BE AVAILABLE 15 MINUTES BEFORE** the start of the session.
- It is recommended to **CHECK THE QUALITY OF THE NETWORK CONNECTION** to facilitate the fluency of your participation.
- The presentation of the speakers and the management of the session will be in **ENGLISH**.
- Please do not leave the meeting until the end of your session. If you are registered for the congress, once you leave the session, you are able to log in the Congress as an attendant (see instructions for attendants).

MESIC 2021 Instructions for ATTENDANTS

Please, take into account the following instructions for your participation as an ATTENDANT in the 9th Manufacturing Engineering Society International Conference (MESIC 2021):

- The Congress will be virtual via live **ZOOM** (it is not necessary to have the application downloaded). You will be able to LOG IN using the email address you registered with.
- A login tab will be made available on the Congress website.



- Once logged you will be able to access the scheduled oral sessions and posters.
- All attendees will have the opportunity to vote for the best poster. To do so, next to each poster there will be a button to vote for it. A maximum of 3 votes can be issued.