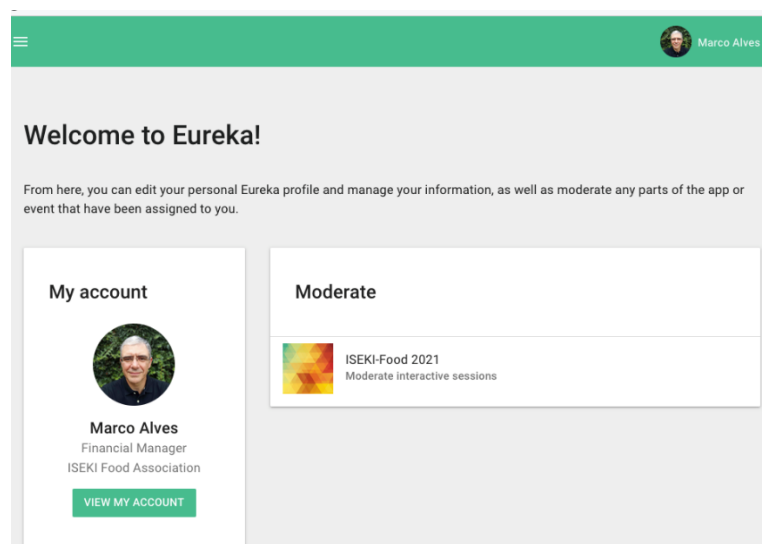


INSTRUCTIONS TO CHAIRS

The following guidelines will help you manage your dashboard as a Chair at the ISEKI-Food 2021 Conference. In the conference platform, your role is designated as *Moderator*. Please read these instructions carefully and in advance. We advise you to become familiar with the event platform several days before the event. Make sure you use the same computer and internet connection as during the event.

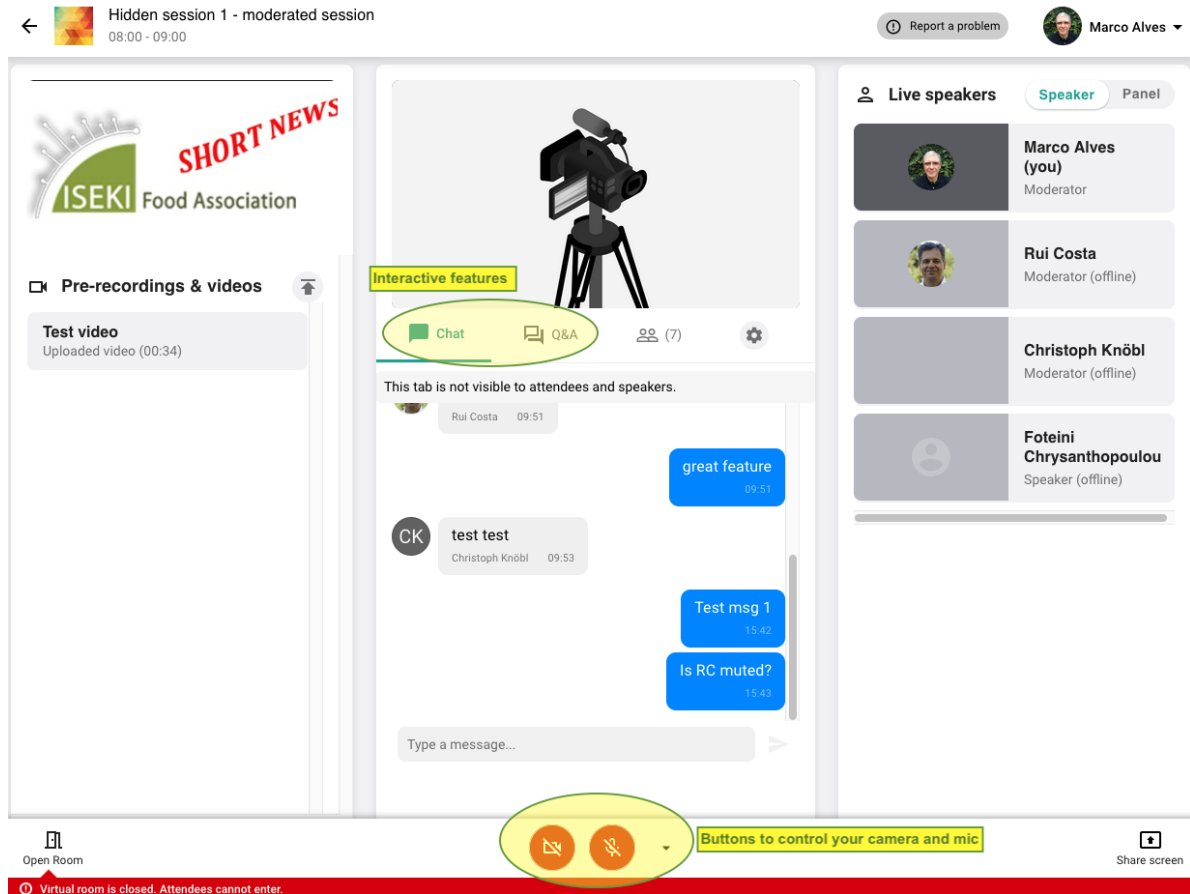
- **Browser compatibility:** Google Chrome is the ONLY browser supporting the specific features of the conference platform. Make sure you have the latest version and that cookies are enabled (more detailed technical aspects at the end of the document).
- **Access to the platform:** You will receive an automated email from the online conference platform, inviting you to moderate an online session.
 - Please keep that email for future reference or save the login link to your bookmarks: <https://iseki-food2021.backend.get-eureka.com/login>. **This link should only be used to log in to the session you are moderating.** All the other sessions will be accessible through the attendee link (see at the end of the document).
 - If you have not received the email prior to the conference, please check your **spam folder**. For any problems, please contact conference@iseki-food.net.
- **Personal page:** Upon the first access you will be asked to create an account using the same **email** address used to receive the invitation and a **password** of your choice. Once logged in, you will be taken to your personal page (image below) where you can:



- Manage your account (left tile) adding as many details as you like (e.g. picture, job title, bio, company, country, contact information). *By entering this information, you agree that it will be visible to the organisers and all the conference attendees who are signed in on the conference platform.*
- Access the sessions you are invited to moderate (right tile). Clicking this tile opens a page where all the sessions linked to your email address are listed and grouped by day.

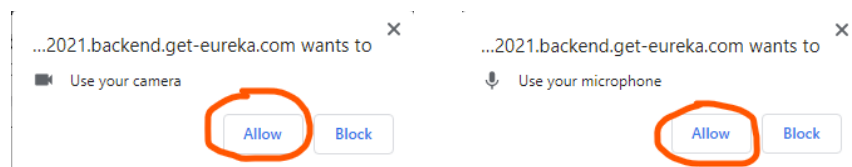
ACCESSING YOUR DASHBOARD

Select the session you will moderate and the **moderator's dashboard** page will open:



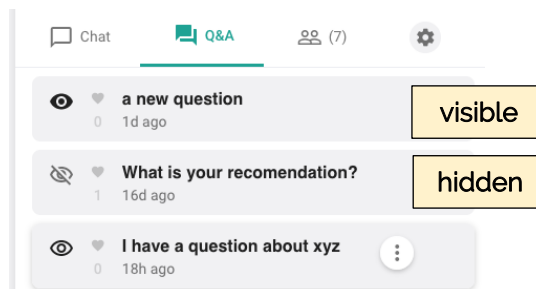
During the live session, a technical moderator will take care of all technical aspects. You, as a Chair, should familiarize yourself only with the following features:


- **Camera and microphone controls** (bottom-center)
 - Click the cam/mic icons to turn them on/off
 - You can change the **audio/video sources** by clicking the arrow at the right. If your camera/microphone does not work, please allow the platform to use them in the pop-ups at the top of your webpage.



- Before the technical moderator **starts broadcasting**, you will only be seen/heard by other Chairs and speakers. Once the broadcasting begins, the audience will hear everyone with mic on, so **make sure your mic is on only when you are presenting**.

- The **Chat tab** is set to function as a private channel between Chairs and technical moderator and this is the place to communicate “behind the scene”. It should be open most of the time.
- The **“Q&A” tab** will display questions made by the audience (or by a speaker). When a new question is made, a notification appears next to its icon. This tab will display the list of questions and you, as a Chair, will have the choice to filter and edit any question before it is made visible to the audience.
 - Hover your cursor over a question and a 3-dot menu will show up, allowing you to edit or delete a question.



- Once a question is ready to be published, click the “eye”  icon to make it visible to the audience.
- The technical moderator will be in charge of all other technical aspects (e.g. open/close room, start broadcasting, change speakers/presenters). Make sure that you do not click any other button during the live session.
- For questions please contact conference@iseki-food.net and indicate your session title and your name in the subject of the email. If you have problems during the live session, the ISEKI-Food 2021 Conference Team will assist you as quickly as possible, but the best way to avoid “live” problems is preparation beforehand.

ADDITIONAL TECHNICAL DETAILS

- In case you have trouble logging in to the conference platform, try switching to another internet connection to resolve the problem (e.g. mobile internet).
- If that does not work, check your internet firewall settings, or ask the person that has access to your company/university internet to allow the following domains on the network. Those domains all need to be wildcards for the subdomains, e.g.:
 - *.agora.io
 - *.edge.agora.io
 - *.agoraio.cn
 - *.edge.agoraio.cn
 - *.backend.get-eureka.com
- You can find this information here:
<https://docs.agora.io/en/Agora%20Platform/firewall?platform=All%20Platforms#rtc-sdk>

Chair dashboard link: <https://iseki-food2021.backend.get-eureka.com/user>

Attendee access link: <https://virtual-iseki-food2021.web.indrina.com/Landing>