

Dear IFSA-EUSFLAT 2021 participant,

As you know IFSA-EUSFLAT 2021 conference will be held as hybrid conference. Some of the participants will be on-site and some online but everyone will have an online access to the conference rooms (to presentations).

The system we will use is Microsoft Teams. Why are we using this system?

- You have access to the conference calendar with the possibility to join any session
- MS Teams can be used as a social network with online meetings, files sharing...
- Real time transcription to English
- Etc.

Soon (September 13.-14.) you will get an e-mail with your MS Teams login details. In case you will not receive the mentioned e-mail with instructions please inform the organizers: ifsa-eusflat_2021@sipkes.sk

How to login:

- If you have MS Teams already installed, sign out and log in with your account login details.
- If you don't have MS Teams installed:
 - Installation on Win 10: <https://www.microsoft.com/en-us/microsoft-teams/download-app>
 - For Mac users: <https://apps.apple.com/us/app/microsoft-teams/id1113153706>

Test calls will be:

- September 14, (Tuesday) 19:00 CET (Central European time)
- September 15 (Wednesday):
 - 09:00 CET
 - 13:00 CET
 - 19:00 CET
- September 16 (Thursday) 19:00 CET

For test calls you should be logged in to the MS Teams. On the left side you will see a panel where you click on calendar. There you will see a test call meeting.

Please, try the connection in the above given time slots before the conference. **It is highly important to test the connection with the new account and if some flaws appear, to get in touch with us as solving the problems during the conference might be too late. Especially the online participants are kindly asked to take the opportunity and participate in the testing calls.**

Thank you very much in advance.

Kind regards,

Ladislav Šipeky /ORGANIZING CHAIR IFSA-EUSFLAT 2021
managing director of SIPKES

www.ifsa-eusflat2021.eu/