

## International Cartographic Conference – ICC 2021

### Guidelines for Presenters

Technical sessions of the ICC 2021 will be held in hybrid mode (in-person and remotely) from 15 to 18 December.

Presenters can attend sessions in person and/or remotely.

ICC 2021 will be webcast through the Cisco WebEx Meeting web conferencing platform, hosted by the University of Florence.

You do not need to create an account to use the system, but you can first download and install the Cisco WebEx client (<https://www.webex.com/downloads.html>) and open a test meeting here:

<https://www.webex.com/test-meeting.html>.

In order to guarantee the best possible conference performance, while accommodating any potential last-minute changes dictated by the constantly evolving pandemic, all speakers must send the following materials to [loc@icc2021.net](mailto:loc@icc2021.net) no later than **10 December 2021**:

- **Mandatory:** Pdf file of the presentation named as follows:  
SessionCode\_PresenterSurnameName.pdf (e.g. T01-1\_SmithJohn.pdf)
- **Highly recommended for those coming from outside Italy:** recorded presentation saved as .mp4 file, lasting no more than **12 minutes**. The file must be named as follows:  
SessionCode\_PresenterSurnameName.mp4 (e.g. T01-1\_SmithJohn.mp4)

### Presenting Remotely

Use the instructions below to present remotely at the ICC 2021 Virtual Conference.

- Your talk will continue as scheduled. As with a physical meeting, each session will proceed in order as per the conference agenda .
- Each talk will consist of a presentation and a subsequent Q&A session.
- Conference staff and the session chair will manage the order of the presentations and will initiate the playback of any presentations not given live.
- Each session will be presented in its own unique virtual conference room, which you can access from the ICC 2021 website.
- In preparation for the meeting, you can download the test client via the WebEx site (<https://www.webex.com/downloads.html>). For the best experience, please use your webcam and test your audio.
- If you are presenting live, you will “Share” your screen. Alternatively, the room moderator can set this up on your behalf. Please ensure that your webcam is on so that attendees can view you during your presentation.
- For MacOS users, please check your privacy settings, in order give WebEx permission to share the screen (<https://help.webex.com/en-US/article/73zvl3/Support-for-Cisco-Webex-Meetings-for-macOS-Catalina>)
- A Question and Answer session will follow at the end of all presentations. The session chair will read questions submitted by participants.
- Please plan to join the meeting 15 minutes early in case there are any issues that need to be worked out.

### Useful links

to record a presentation: <https://www.pcmag.com/how-to/how-to-record-the-screen-on-your-windows-pc-or-mac>

Troubleshooting Webex: <https://confluence.uconn.edu/ikb/communication-and-collaboration/webex-video-conferencing/troubleshooting-webex>