**Initiative on
Harmonisation within Atmospheric Dispersion Modelling
for Regulatory Purposes**

HARMO*20*

20th International Conference on Harmonisation within
Atmospheric Dispersion Modelling for Regulatory Purposes

14-18 June 2021, Tartu, Estonia

Information and instructions for attending Harmo20 Online Conference

Web platform: WORKSUP

HOW TO ACCESS IT AND HOW TO USE IT

Attendees

Event web app Worksup will be used at HARMO 20. It enables participants to

- watch the livestream (e.g. presentations, Q & A discussions etc.)
- browse the program
- ask questions from the presenters
- up-vote questions and comments posted by the other participnts
- browse lists of other participants and propose chatting or meetings
- access posters at any time during the conference.

You can enter Worksup from a web browser of your computer, tablet or phone.
There is no need to download an app or create an account. For browsers, we recommend using apps like Safari, Google Chrome, Mozilla Firefox or Microsoft Edge.

To launch Worksup, just navigate to your event confirmation e-mail and click on the "(button name given in Fienta)".

Alternatively, use the link of https://www.worksup.com/harmo20 and enter the ticket code (retrievable from your email) to access the event.

Speakers

Your presentation will be in live streaming on a devoted web-platform, no "screen sharing" (that's why we need your presentation in advance): you will receive a special link to access your presentation remotely and scroll the slides by yourself.

The speakers will follow two environments while presenting:
vMix Call for audiovisual presentation (with camera and microphone);
Worksup to review questions. The chair of the session will support in intermediate the questions verbally.

IMPORTANT: While presenting at vMix Call, you need to close the livestream in Worksup to prevent the audio conflict in your device. Otherwise, the livestream's audio will disrupt your presentation in vMix Call. Once your presentation is finished, you can reopen the stream in Worksup.

IMPORTANT AGAIN!! on 10 and 11 June training sessions for Worksup will be available, you will receive an email communication to access your training time: do not miss this opportunity!!

Q&A

Attendees can ask questions through Q&A-buttons that are available under each session. Additionally, the upvoting feature ("like"-button) helps to reorganise the questions based on the popularity.

Poster sessions

Attendees can ask questions through Q&A-buttons that are available under each session. Additionally, the upvoting feature ("like"-button) helps to reorganise the questions based on the popularity.

Networking

By selecting "Profile" from the menu and by clicking on the "Edit interests" menu button, you can add and select topics / interests/ competence that you offer and are seeking for in networking. Choosing interests is optional and not a prerequisite for networking.

After selecting the interests, you can review other participants via the "Participants" menu button. You have the opportunity to start a written conversation with the participant. In addition, Worksup also allows conducting 1-1 video meetings. The "Chats" menu button allows you to keep track of chat invitations and ongoing ones correspondence.

***** REMINDER ***** On June 10 and 11 a demo session on Worksup will be available to the participants, tests are planned for the speakers!

Preparing you contribution

How to give an ORAL PRESENTATION

Your talk **15 minutes+5 Q&A** can be given 'lively' or through a pre-recorded presentation when necessary (problems with connection or due to time zone):

- ✓ DEFAULT PRESENTATION: LIVELY
- ✓ IF YOU PREFER TO USE THE PRE-RECORDED VERSION, please contact Marko Kaasik at harmo20@ut.ee

What to provide for an ORAL PRESENTATION:

(1) MANDATORY: a PPT or PDF presentation that can be presented lively by the author: the PPT/PDF is stored on the website and a special link allows speakers to move the slides online, keeping their camera and microphone turned on.

(2) POSSIBLY, but STRONGLY SUGGESTED: A PRE-RECORDED presentation **in MP4 (preferred) or MOV format** *(PPT with audio can be saved as MP4, for instance)* to allow:
- Having a backup in case of possible problems of internet connections, to assure that the talk will be given in any case: present authors may then respond to questions
- Presenting your contribution in case your time zone does not favour your presence: this has been considered mainly for Asian participants that may face major difficulties for the time scheduling

**** IMPORTANT *** NAME YOUR FILE AS FOLLOWS
Sn_H20-XXX_SURNAME.ppt (H20-XXX the code of your contribution; Sn = numbering of the oral session, see the Program online)

How to give a POSTER PRESENTATION

No lively presentation is planned but **pre-recorded 2-minutes talks** will be automatically shown in sequence. The posters will be available on Worksup platform along all conference. Attendees can find an Expo button in the footer menu of Worksup to explore posters at any time during the conference. During all **CHAT TIME SESSIONS** it will be possible to interact with the poster authors.

What to provide for a POSTER PRESENTATION:

 (1) A PRE-RECORDED presentation **in MP4 (preferred) or MOV format** *(PPT with audio can be saved as MP4, for instance)* of 2 MINUTES MAX, with a couple of slides
(2) A PDF file of the poster

**** IMPORTANT *** NAME YOUR FILE AS FOLLOWS**
Pn_H20-XXX_SURNAME.ppt and Pn_H20-XXX_SURNAME.pdf (H20-XXX the code of your contribution; Pn = numbering of the poster session, see the Program online)

How to send your presentations and posters: UPLOAD on

https://ebsee-my.sharepoint.com/:f:/g/personal/marko_puusaar_ebs_ee/EjVTvBNJFExAvgWKlSlEyOoBhhCpkAt_8Ak6X2M3-4QmSA

Important! The limit size for one upload is 500 MB. Normally, a 15-minute MP4 clip does not exceed this limit. However, if the exceedance occurs, you have to take measures, e.g. to reduce the screen resolution and record again!

>>>>>>>>>>>>>>>>>>>> DEADLINE June 8! <<<<<<<<<<<<<<<<<<<<

Chat-time sessions

During the Chat-time sessions it will be possible to look and the posters and chat **by writing** to the authors through the Worksup Platform, how to do it:

- Enter the Virtual Exhibition Area by clicking the button of "Expo" on the platform's footer;
- Select the poster;
- Scroll to Contacts and click on "CHAT".

Meeting e-rooms will also be available for chats and discussions related to both oral and poster presentations, where some participants can make appointments, how to do it:

- Find the Break or Lunch sessions in the agenda;
- Click on the Media button at selected Break or Lunch session;
- Click on the "JOIN E-ROOM HERE".
- The e-rooms are also available on Special Session 1 (on 15th of June) and on Special Session 2 (on 17th of June). You can find e-rooms under the Media button of the sessions.