

# RISIS



RESEARCH INFRASTRUCTURE FOR SCIENCE  
AND INNOVATION POLICY STUDIES

## Virtual Meetings Rules *Participants*

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## Outline : Participating in Virtual Policymakers Session

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## 1 Joining the Conference

First of all, you need to install GoToMeeting on your pc.

Follow the instruction here: <https://www.gotomeeting.com/it-it>.

Then, click on the **link** you have received by email from **RISIS Communication Team**.

When you enter the Virtual Room, type first of all your **Name, Surname and Organization**, so that everyone can see who you are.

The Moderator will welcome you, will introduce topics and speakers involved in the Virtual Policymakers Session.

## 2 During the Speakers Presentation

From the beginning of the Conference switch off the microphone, please.

During the Session, you can write and address your questions using the **chat** you can find below on right side. Specify the name of the **Speaker/Discussant** you like to address to and the **main themes** regarding your question. **RISIS Communication Team** will collect all the questions coming from the audience during the different sessions and at the end of the Conference the Moderator will introduce you so that you will be able to take the floor and direct your question to the speaker you wish to involve.

## 3 Participating in the Debate

At the end of the Session a Debate is planned. The Moderator will introduce the participants who want to take part to the discussion one by one, according to the time in which they have sent by chat their questions. During this part you can also write and address your questions in the chat or you can raise your hand and ask to take the floor. The Moderator will switch on the microphone and will invite you to speak and to illustrate your opinion.

## 4 Useful links and contacts

To install GoToMeeting in advance:

<https://www.gotomeeting.com/it-it>

To watch a video on GoToMeeting overview:

<https://www.youtube.com/watch?v=HKJ-Ei4z8k8&feature=youtu.be>

**Further information:**

[risis.communication@ircres.cnr.it](mailto:risis.communication@ircres.cnr.it)

Thank you to all for joining RISIS Community.