

RISIS

RESEARCH INFRASTRUCTURE FOR SCIENCE
AND INNOVATION POLICY STUDIES



Virtual Meetings Rules *Participants*

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Outline : Participating in RISIS virtual meetings

1	Joining a RISIS virtual meeting	2
2	During the Speakers Presentation.....	2
3	Participating in the Debate	2
4	Useful links and contacts	2

1 Joining a RISIS virtual meeting

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 Research Seminar.

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. **The Moderator** will collect all the questions coming from the audience during the different sessions and at the end of the Conference she/he 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 Seminar a Debate is planned. The Moderator will introduce the participants who want to take part to the discussion one by one. 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

Thanks for joining RISIS Community.