

## Information for the Chair of the Plenary session and Free Communication session

- **The chair** is responsible for supervising the session. This includes introducing the speaker(s) in **Plenary sessions** and **Free Communication** sessions (who will then introduce the rest of the panel and actively lead the session).
- The chair is also in charge of **timekeeping** and overseeing **questions from the audience**.
- Any transfer of responsibilities between the chair and the moderator in advance of the session is at the discretion of the individual panel.

### Before the Conference

- Check the programme schedule on the IIGANN Conference Platform:
  - <https://iigann2025.qcon.me/>

### During the Conference

- Before the session, please be seated at the chair table. Keep the time schedule in mind to start on time.
- Please keep track of all the time slots reserved for each presentation. Notify the authors in case of time overlapping.
- If any issues arise, please contact the technician in the hall.

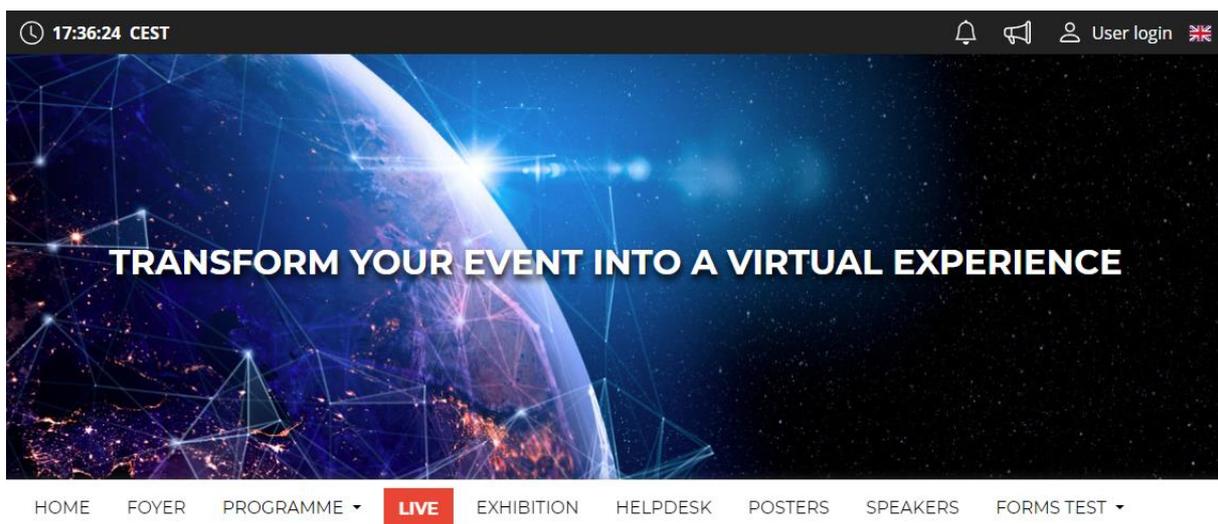
## Login to the IIGANN Conference Platform:

### Important information

- Visit the conference platform available here: <https://iigann2025.qcon.me/>
- **Log in to the platform using the same e-mail address you used to register for the conference.**
- Upload your presentation.

### Login to the platform

- In the top right corner – select **Login**.



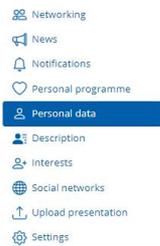
- Log in with your e-mail and password.
- The first time you log in, you will be asked to enter your password, which will be sent to the e-mail you used to register– you can then change your password on your personal page.

## Other Tips: How to Navigate the IIGANN Conference Platform:

### Personal Page

- Manage your profile under the field with your name – “Personal page”
- Please fill in your personal profile and upload your photo

- On your personal page, you can find:
  - Personal Info
  - Networking
  - News, Notifications
  - Personal Programme
  - Presentation upload
  - Certificates

A form for editing personal data. It includes fields for 'Titles before', 'Firstname' (filled with 'Jan'), 'Surname' (filled with 'Kolář'), 'Titles after', 'Function', 'Company' (filled with 'GUARANT International spol. s r.o.'), 'Country' (filled with 'Czech Republic'), 'Email address' (filled with 'kolar@guarant.cz'), and 'Phone'. There is a profile picture of a man and buttons for 'Upload' and 'Delete' next to it. A green 'Save changes' button is at the bottom.

## Networking

- The “Networking” function enables you to communicate with other speakers and participants.
- Using Networking:
  - You can access Networking by clicking on the “envelope” icon in the top right corner of the screen.
  - You can then search for speakers or participants and send them a message.
  - You are welcome to use the platform and communicate with other speakers even before the conference begins.
  - If you don’t want to receive messages, you can turn off the networking feature in your profile settings.
- **We don’t share any contact details or personal information; communication is managed only through the IIGANN Conference Platform.**