



ISPSM 2025 - Technical instructions

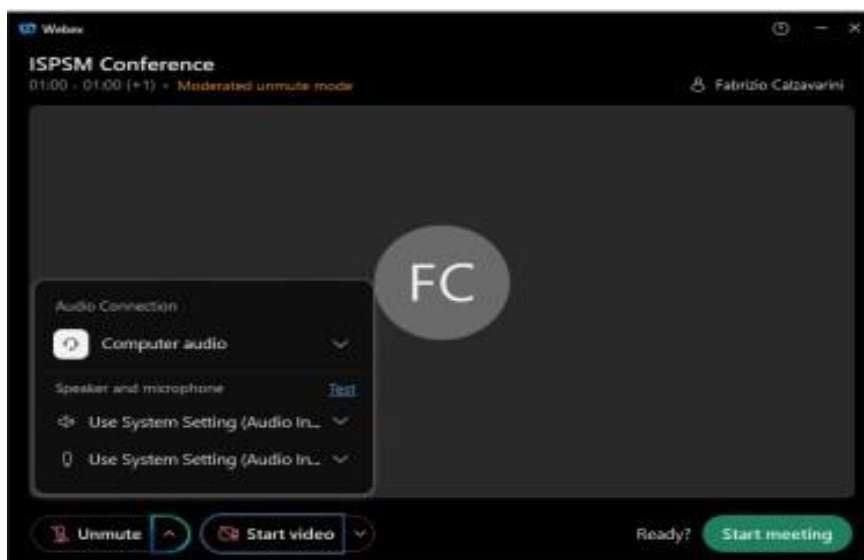
First of all, thank you for participating at our conference!

There are a few things we'd like you to know before participating to ensure a smooth participation to our online conference:

- There is only one link for both the keynote talks and the parallel sessions.
- We encourage you to get acquainted with Cisco Webex by making [a pre-test here](#).
- **MAC users, in particular, MUST launch the software and, most importantly, try to share their screen at least once before the conference.** This is because the first time you share the screen on a MAC platform on Cisco **the program might require a round of authorization and reboot**, which due to our stringent time limits simply cannot be accommodated during the conference. On setting privacy authorizations for Webex meetings with MACs, it might also be useful to look at the following links:
 - [LINK support 1](#)
 - [LINK support 2](#)

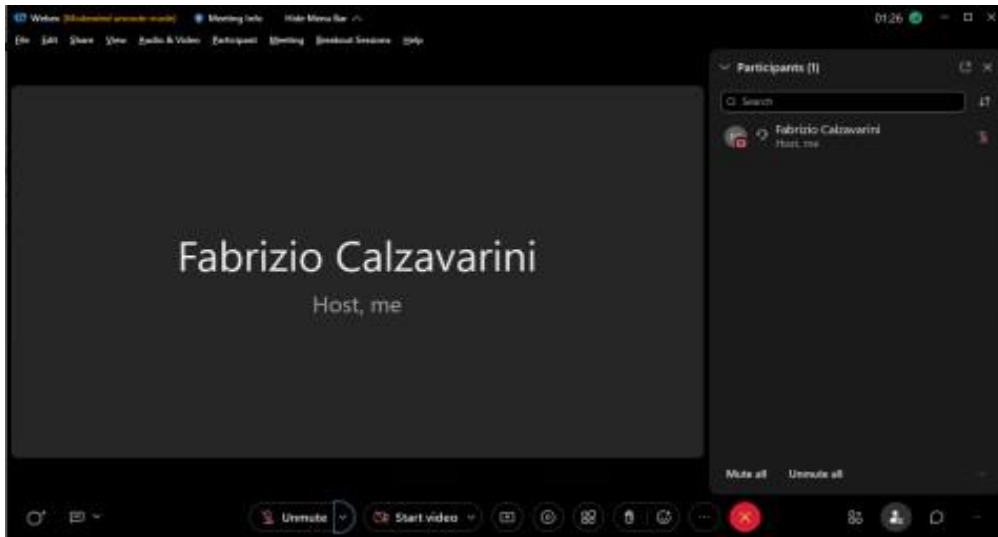
Joining the conference / audio & video settings

Please join your session ten minutes before it starts, using the Cisco Webex conference link. If you have already downloaded the application during the pre-test, all you have to do is click the link and set the audio video preferences. The Meeting ID and Passcodes are included, but you probably won't need them. You will be able to join the meeting even if your chair has not yet joined.





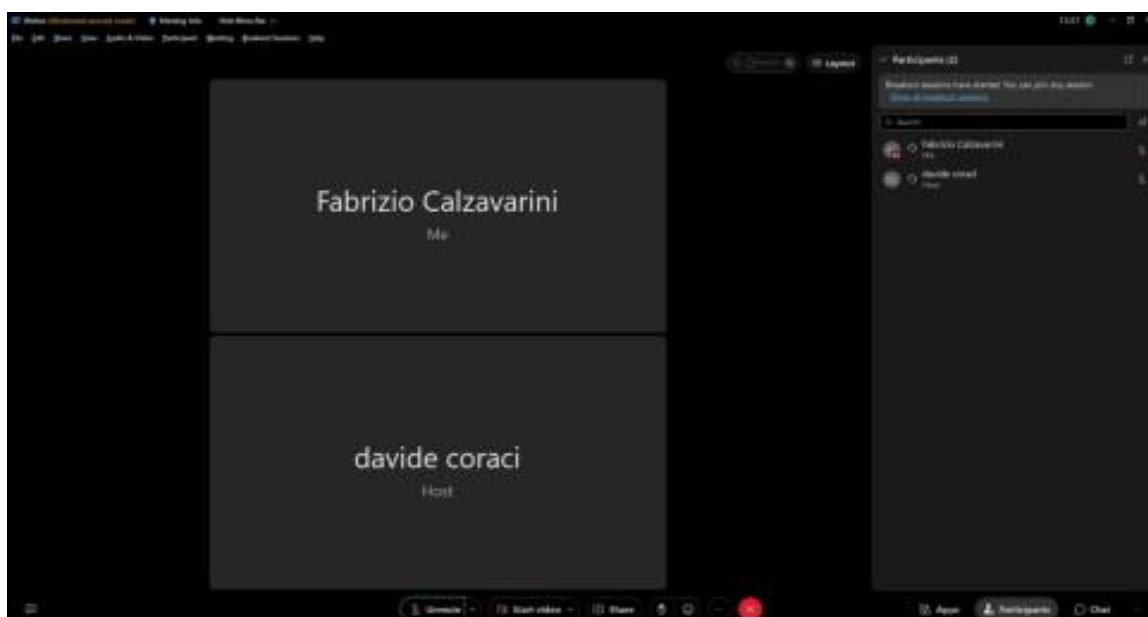
If you want to change audio and video settings once you have entered, click either “audio & video” at the top of the screen, or the down arrows close to the “Unmute” and “Start video” buttons.



Please keep your microphone muted during the session unless called upon by the chair. If you're comfortable doing so, please keep your camera on, as this improves the experience for speakers and other participants.

Joining plenary sessions and keynote talks

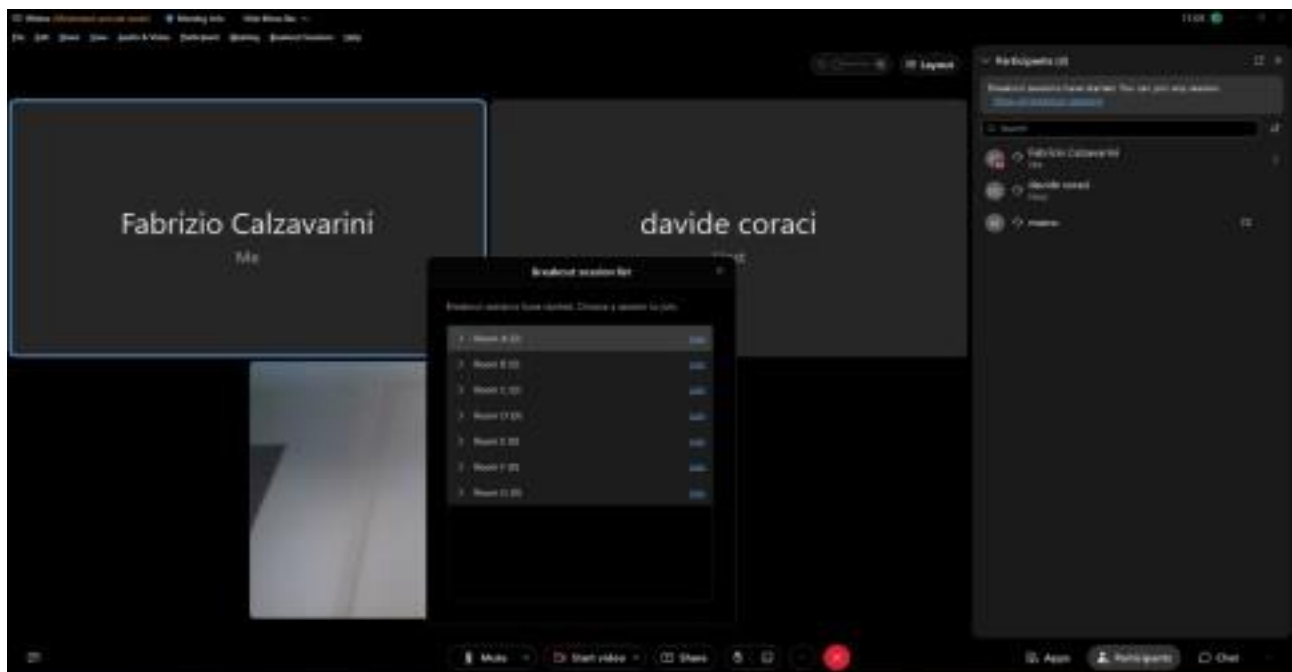
All keynote talks will be held in the main room. You will be automatically placed here when you enter the conference link. Your microphone will be muted by default, but you will be able to unmute yourself.



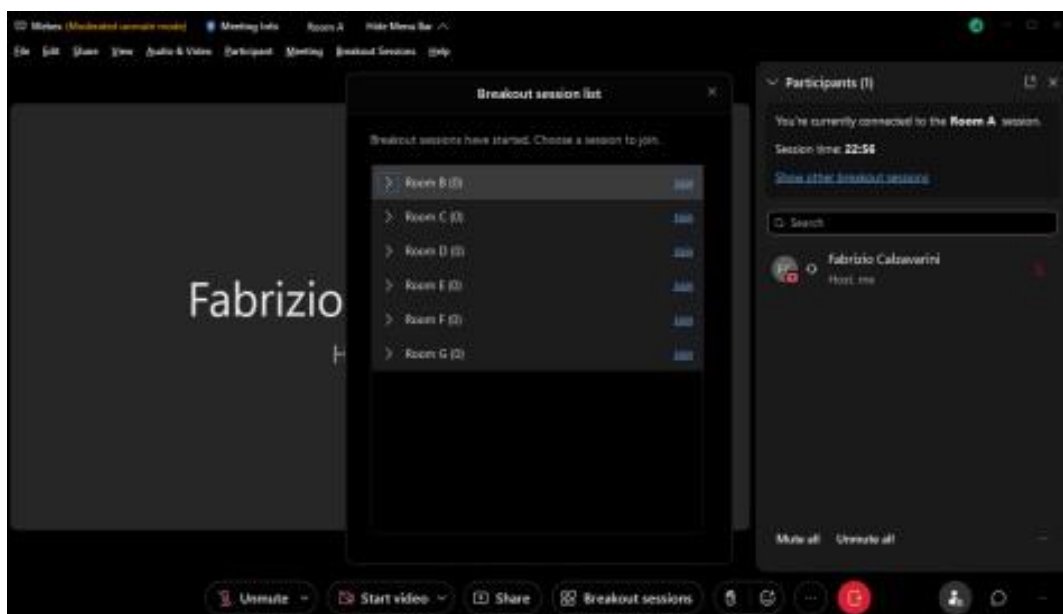


Joining and leaving parallel sessions

Parallel sessions will be held in the breakout sessions. Breakout sessions are named from Room A to Room G, in accordance with the program. In order to join a parallel session, click the “show all breakout sessions” button under the participants column and then select the chosen room (click the “join” button).

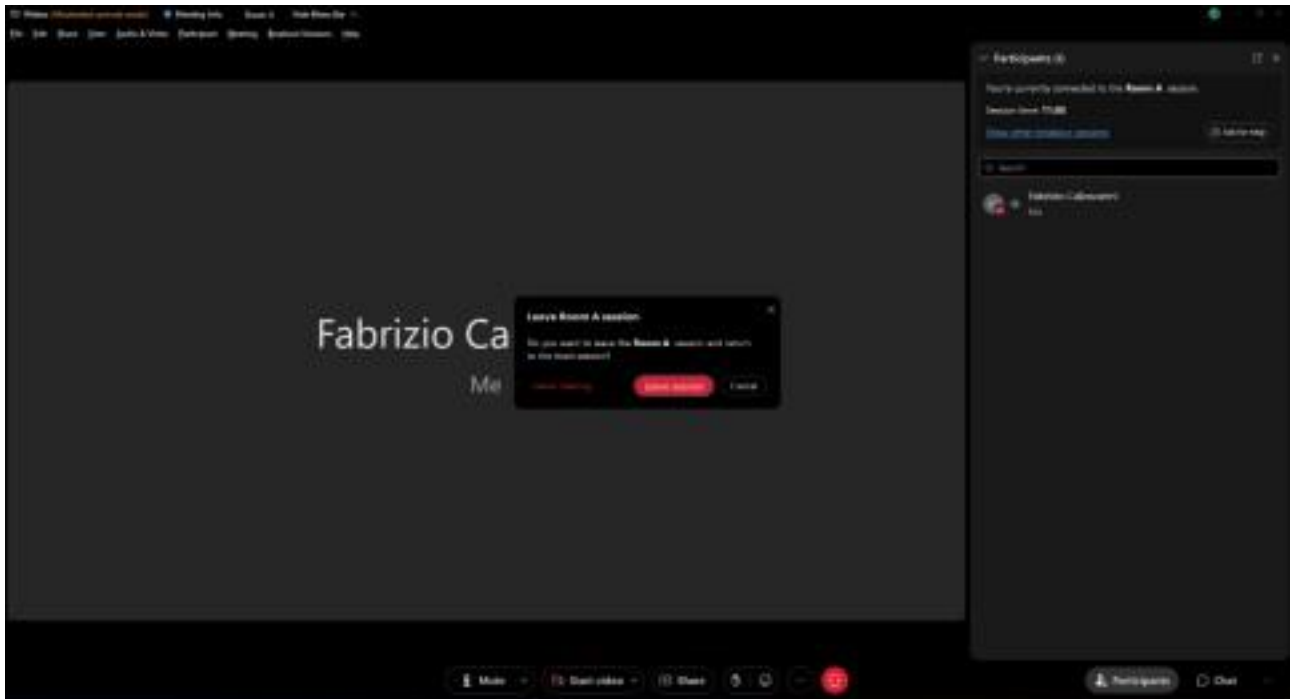


You will always be able to see which room you are currently joining under the participants column. To move from one room (breakout session) to another, you can click on the “show other breakout sessions” link.



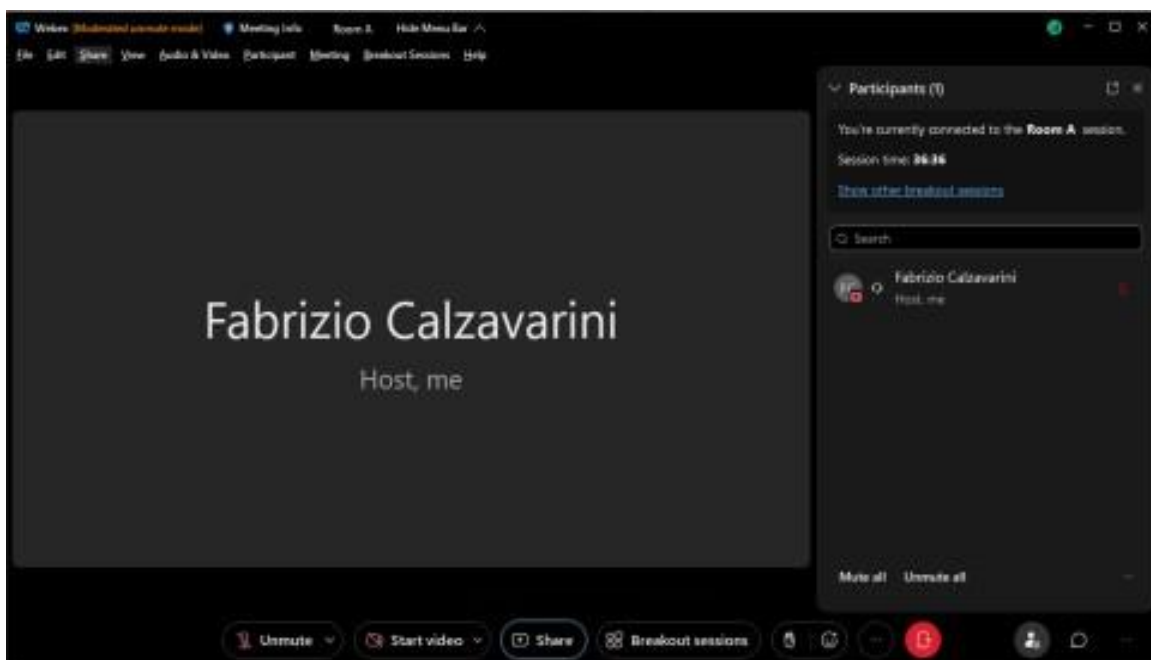


In order to leave a specific room and come back to the main meeting room, you have to click the red button at the bottom of the page and then confirm that you want to leave the session.



Sharing slides

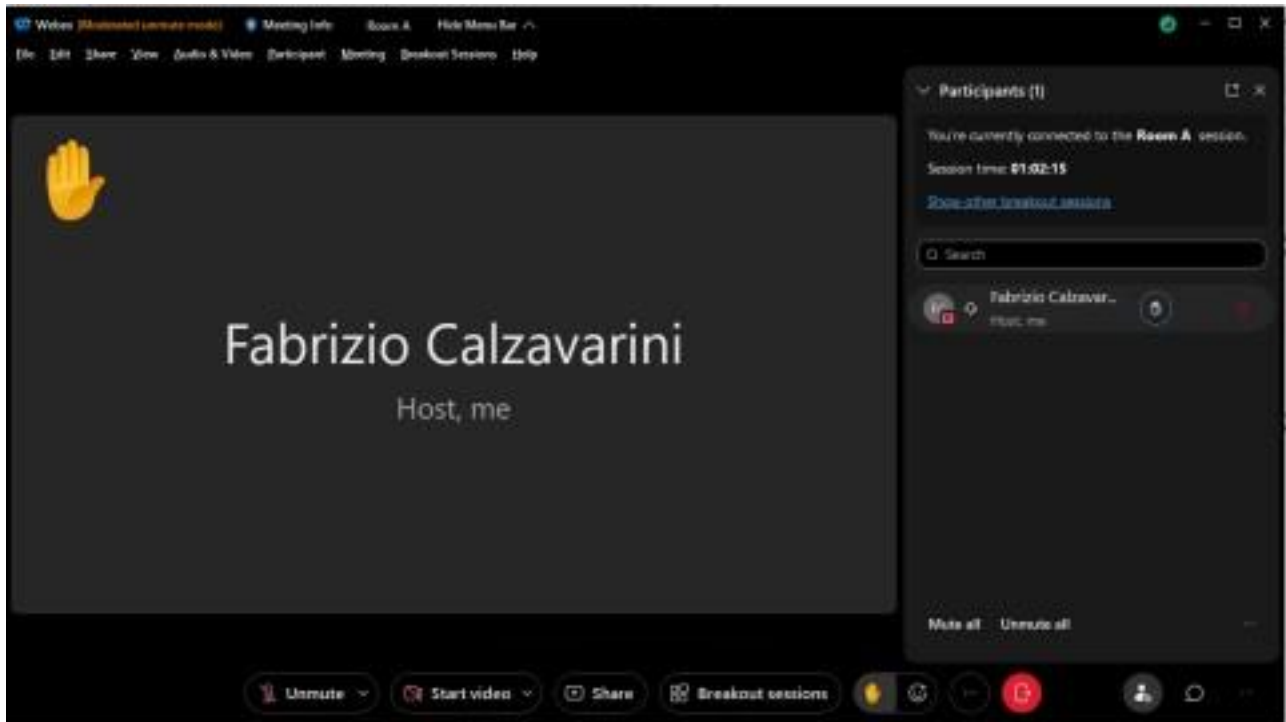
In order to make your slides visible, you have to click the “share” button either at the top of screen or at the bottom. Keep in mind that the first time you share the screen on a MAC platform on Cisco the program might require a round of authorization and reboot. Please make a pre-test before the conference begins!





Making questions

To be added to the question queue, please use the “raise hand” function in Cisco Webex. Please try to be concise. In order to unmute yourself, click the corresponding button at the bottom of the screen or close to your name under the participants column.



Technical support

Our ability to provide technical support during the conference is limited, but if you encounter any problems in your role as chair or speaker during the parallel sessions, please come back to the main meeting room where you will always be able to find one of us. Alternatively, please contact us: at ispsmofficial@gmail.com.

Enjoy!!