



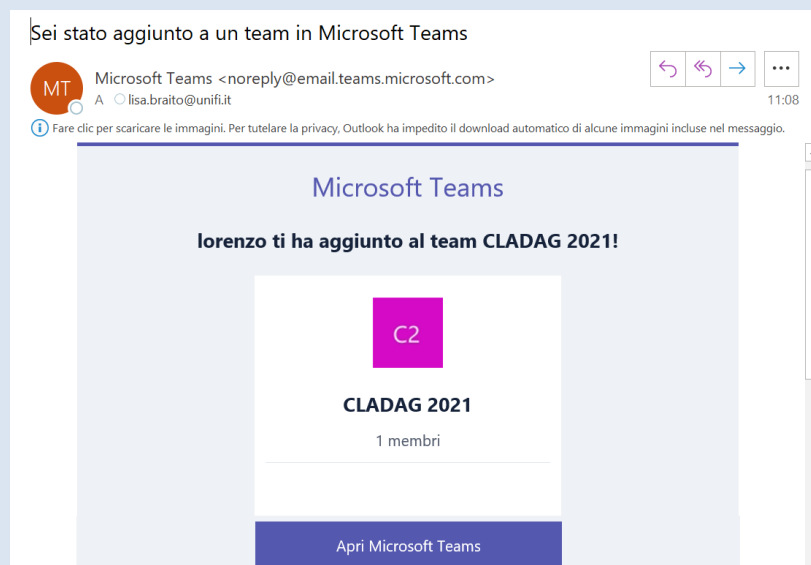
Indications for participants and speakers

Authentication: general instructions

The 13th Scientific Meeting Classification and Data Analysis Group will be held via the platform **Microsoft Teams** managed by the University of Florence.

All the following procedure will be in your reference language. For the sake of the instruction, the screenshots are in Italian.

To be included in the conference platform, you receive a mail like this:



You must click on "Apri Microsoft Teams". The link leads you to the browser.



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13-th Scientific Meeting
Classification and Data Analysis Group
Firenze, September 9-11, 2021



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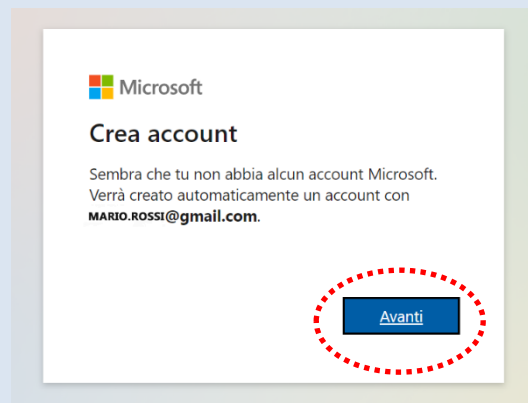
A. You already have an Office365 account with the email used to register the Conference

Once you have clicked on the link "Apri Microsoft Teams" as described before, then you are asked to authenticate with your Office 365 credentials.

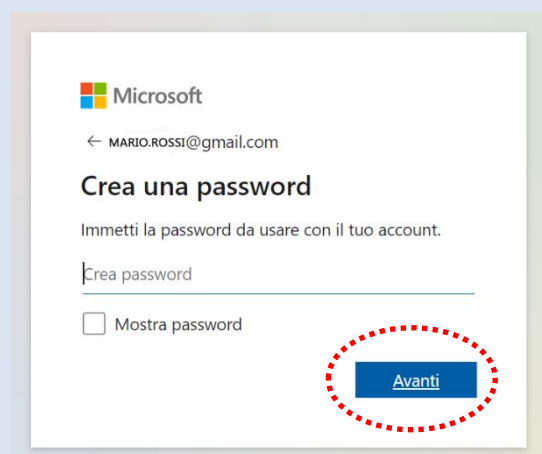
B. You don't have an Office365 account with the email used to register the Conference

If you do not own a Microsoft Teams account with this email address, click on "Apri Microsoft Teams".

If the account, you signed up for the conference has never signed into the Office 365 platform, you need to validate it by creating a specific Microsoft account following the visualised instructions (see the following screenshots).

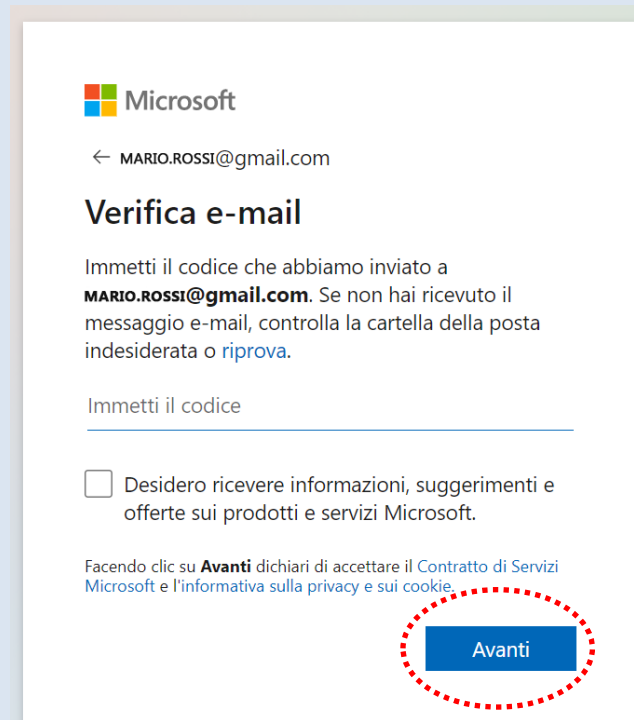


Click on "Avanti". Then you should see the following window which asks you to create a password for your new account. Enter the password and click on "Avanti".

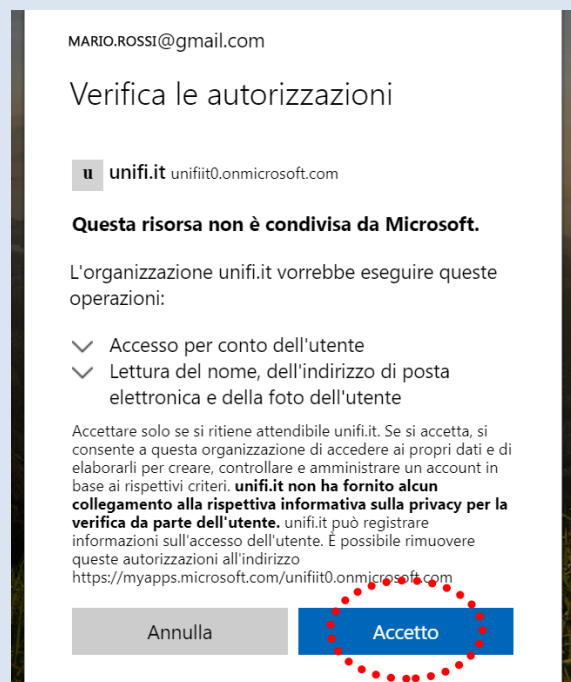




Next, you need to verify the email you used for the creation of the account. You should receive an email with a verification code. Enter the verification code and click on "Avanti".



Afterwards, you are asked to accept the *unifi* authorizations. Thus, you should click on "Accetto" to accept them.





Microsoft might ask you for a further verification using your mobile phone number. In that case just enter the number and you will receive a verification code which needs to be entered in the following window.

Microsoft
braitolena@gmail.com

Aggiungi il tuo numero di telefono

Questa app richiede il tuo numero. Verrà aggiunto al tuo account Microsoft come un altro nome utente, quindi assicurati di usare il tuo. [Altre informazioni](#)

+39 Numero di telefono

Ti invieremo un SMS per verificare questo numero.

Microsoft
MARIO.ROSSI@gmail.com

Immetti il codice

Abbiamo appena inviato un codice a 3334057889.

Codice

If you followed the procedure, you now should have an account with Office365 and thus with Microsoft Teams and then should be able to log in and access the Team which was created for the conference.

IMPORTANT: We suggest using Google Chrome or Microsoft Edge as browsers.

If you encounter any problem during this procedure, redo the procedure using a private browsing window on the browser ("Inprivate" or "Undercover browsing") either on Google Chrome or Microsoft Edge.

Once you have completed the authentication procedure, you can log into the Microsoft Teams platform by using the browser <https://teams.microsoft.com/> or the Microsoft Teams app (you can download the app from <https://teams.microsoft.com/downloads>). The app is also available for mobile devices on Apple Store or Google Store.

Once you are in Teams logged in with your account, you will be able to access to the Teams "**CLADAG 2021**" under the section "Teams" both on the app and on the browser (see the following screenshot).

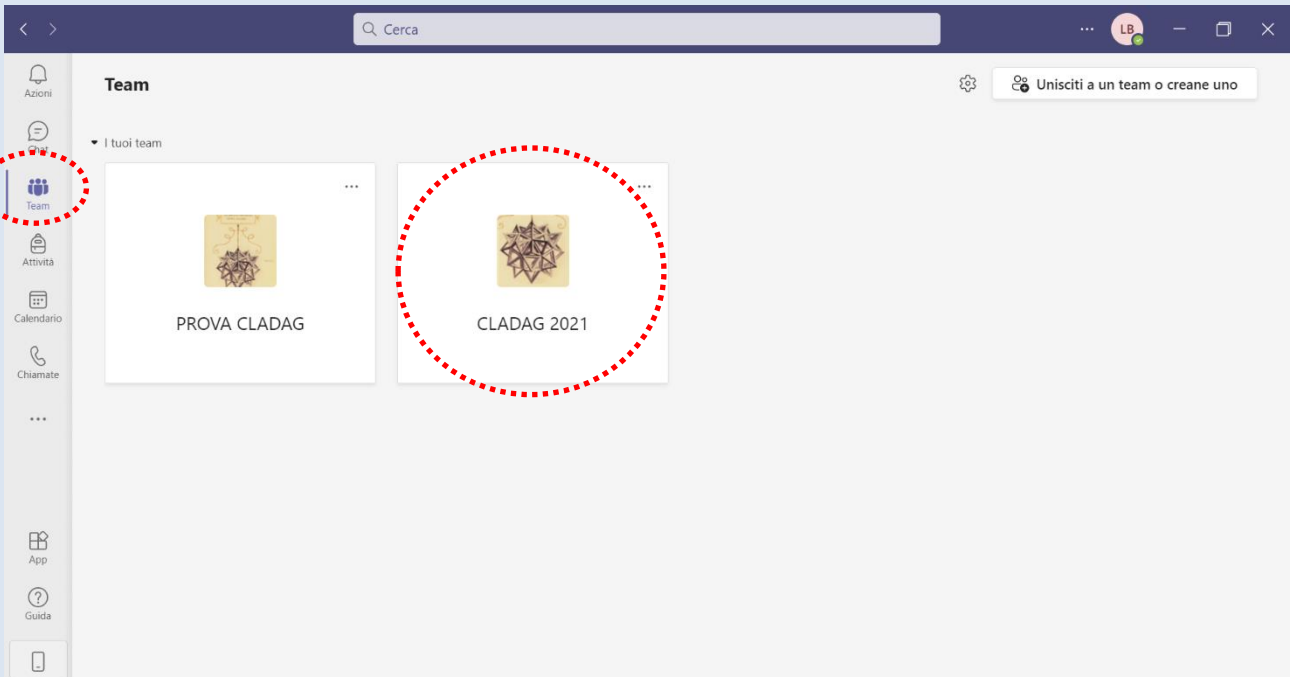


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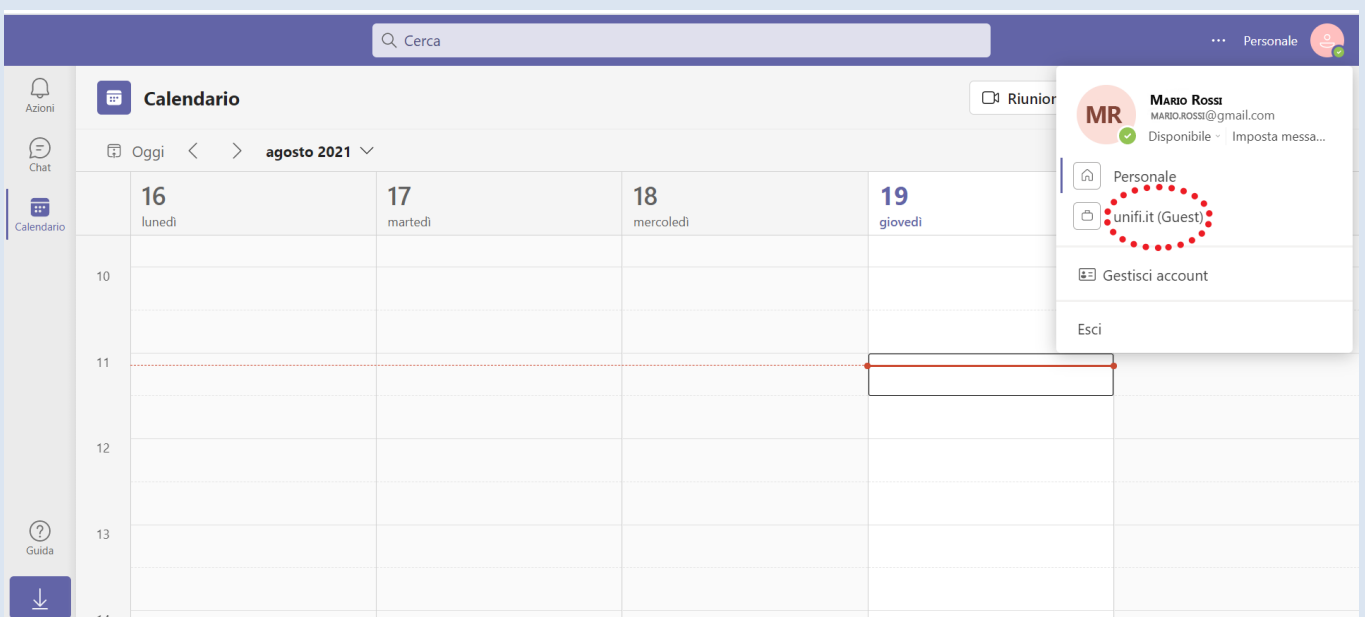


IMPORTANT: If you use Teams in a web browser, then you have to use Google Chrome or Microsoft Edge.

If you have problem at this stage, try to allow all cookies.

If you need to login, use the credential you have validate before.

At the top right (by clicking on your name) you can switch from one organization to another, in this case you must switch to the organization: **unifi (Guest)**.





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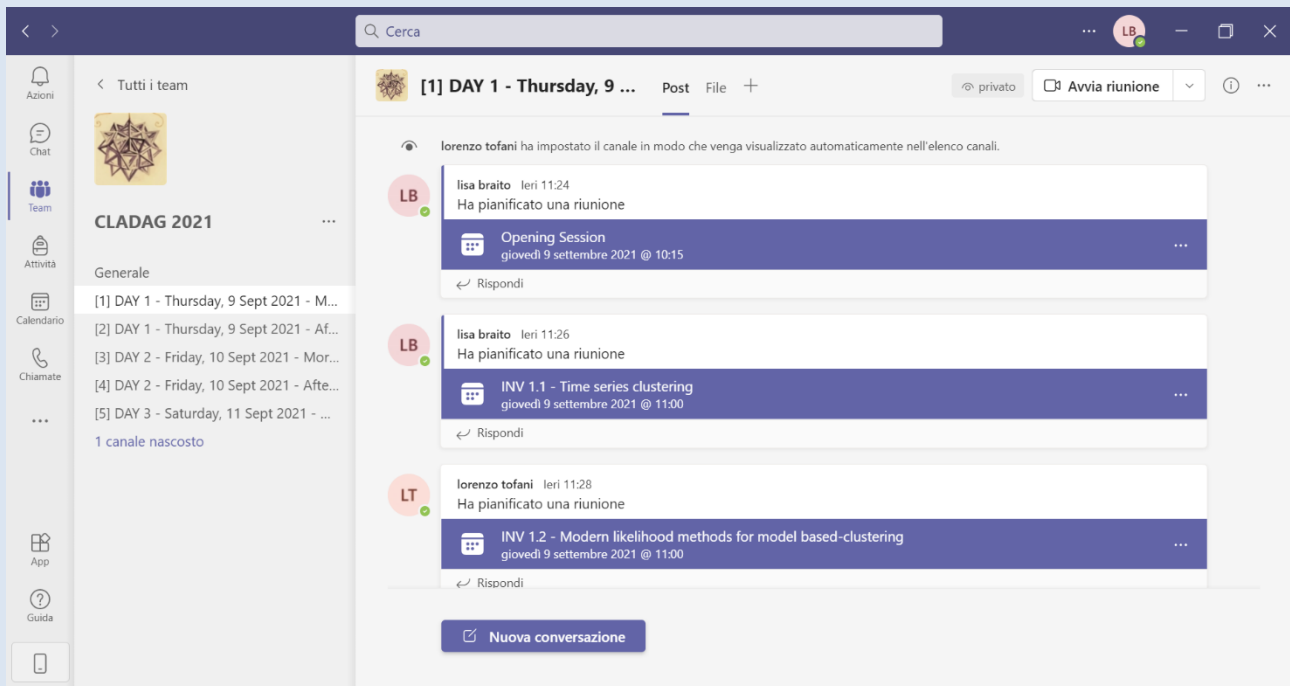
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Conference platform

Once you are in the conference platform you have to click on the team "CLADAG 2021", then you will have the following layout:



The conference is divided into "channels" based on the day ([1] Day 1 – Thursday 9 Sept 2021 – Morning, etc.). The channel "Generale" ("General") is open to all the participants, and everyone can write posts in it. So, if you have any problem during the conference, this channel is the right tool to ask for help to the organizing committee.

By clicking on a specific day channel, you have the list of all the sessions of the day. Each day is divided into two channels, one for the sessions planned for the morning and one for the sessions in the afternoon.

You can only join the session when it is "live". The session will be live when you have the "Partecipa" or "Join" option:



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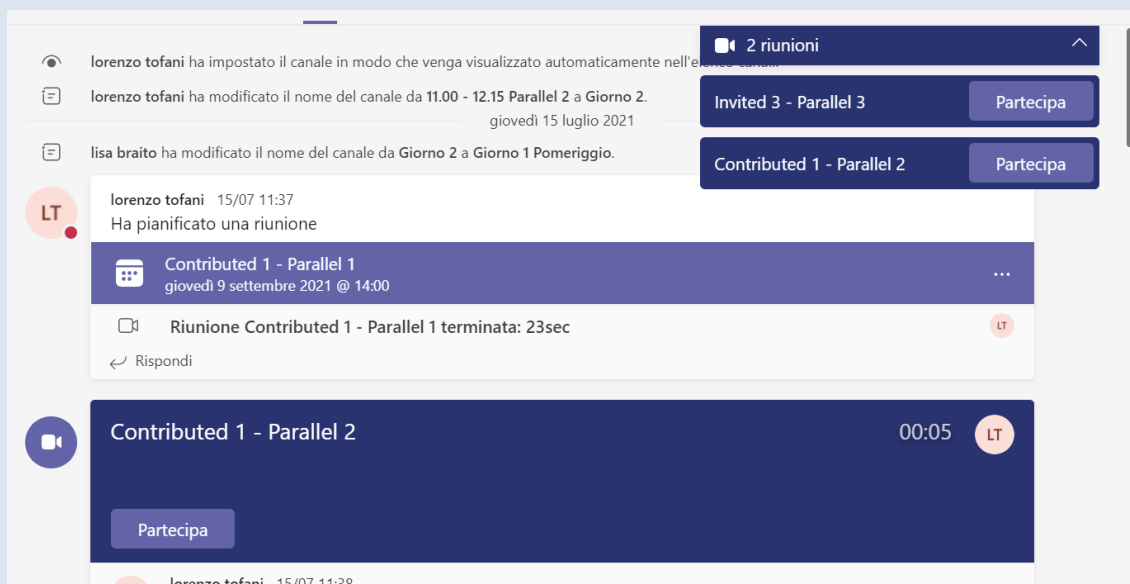
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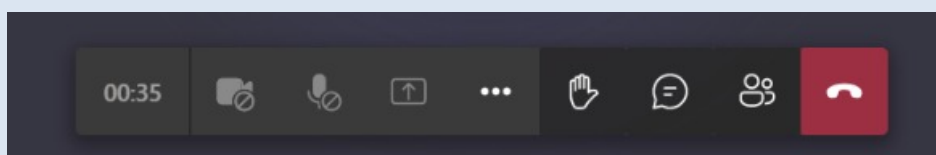
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If there are multiple sessions at the same time, you will see a drop-down menu on the right of the screen and you can choose which session to join by clicking on "Partecipa" or "Join" option.



Once you are in the meeting you will have the following commands-bar.





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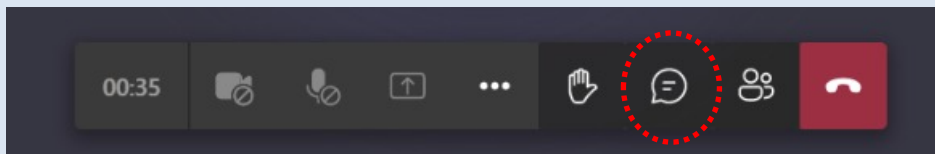
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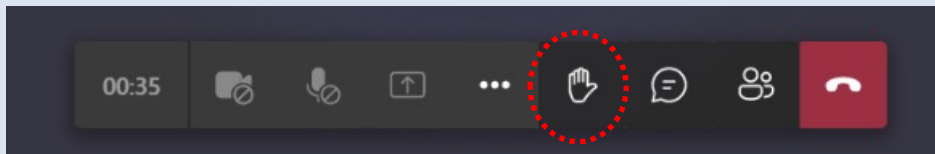
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You will not be able at first to switch on/off your camera and your microphone.

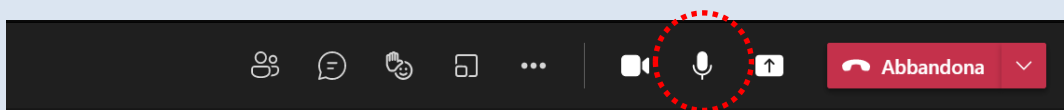
To interact with the audience of the session you can use the chat by clicking on the following button in the command bar (buttons can be in different positions depending on if you use Teams with a browser or with the App).



If you want talk you can raise your hand with the following button (depending on the App, the hand button can be together with the "emoticons" button).



Then the Chair can give you the permission to activate the microphone by clicking on the following button.



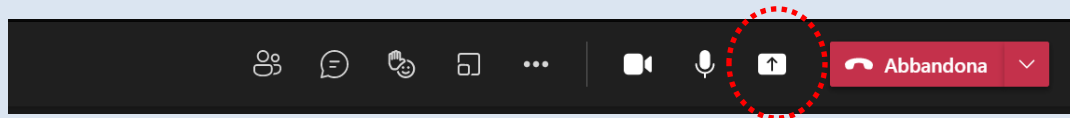
Once you have the permission you can switch on/off your microphone as you wish (please, remember to mute the microphone when you are not talking).



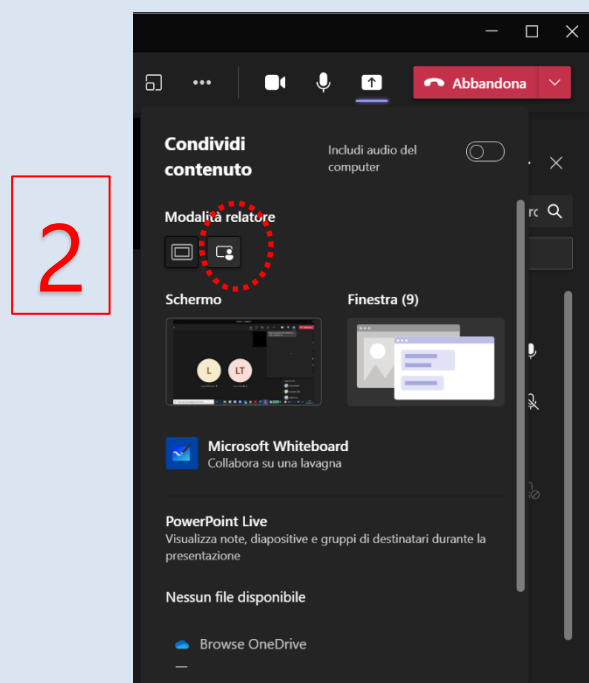
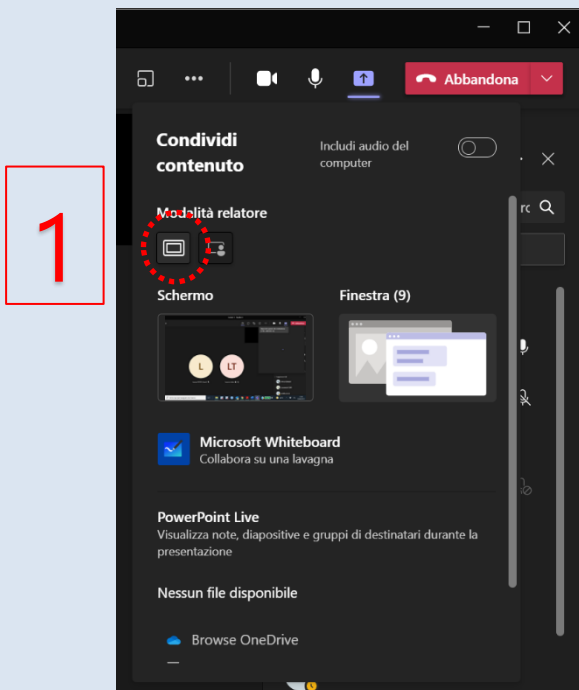
Speaker instructions

If you are a speaker, please join the session 15 minutes before the scheduling time. When you enter the session, write in the chat that you are a speaker, the Chair will give you the permission to activate the microphone and to share your screen.

You can share your screen/presentation by clicking on the following button



There are two different modes of sharing the screen: "Solo contenuto" ("Only content") or "Contenuto sullo sfondo" ("Content on the background"). You can choose which one you prefer. The first option is the standard one while the second option allow the participants to see both you and your presentation at the same time (see the screenshot below).





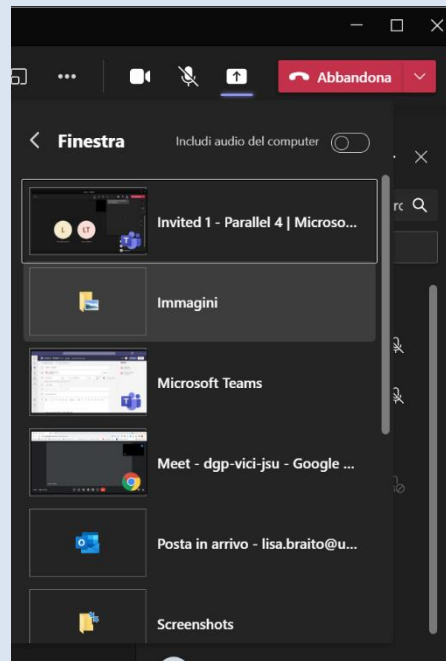
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You can either share your entire screen or just a window ("*Finestra*"). We suggest to use the second option for quality reasons (normally it shares with higher quality). If you want to share only a window (e.g., the ppt presentation), click on "*Finestra*" and then choose which window you want to share among the ones which are open in your computer.



When you have concluded your presentation remember to stop sharing your screen and to switch your microphone off.