

[www.DGK-30-Munich-2022.de](http://www.DGK-30-Munich-2022.de)



30th Annual Meeting of the German Crystallographic Society March 14-17 2022



## DGK Conference 2022 – Poster Session Manual

# How to Access the Poster at the Conference

## Before the conference starts:

Check on which day the posters will be presented which you are interested in. You can use the printed program that was sent to you or the PDF version on the conference website to get an overview. There are two poster sessions:

Poster session I: Tuesday, March 15th, 16:15 to 18:15

Poster session II: Wednesday, March 16<sup>th</sup>, 16:45 to 18:45

You can find out on which day your desired posters will be presented by looking them up in the conference program:

<https://indico.frm2.tum.de/event/308/sessions/554/#20220315>

Here, under each title of a poster you find the name of the presenter and the date on which it will be presented. You can use CTRL-F or function key F3 of your browser to search for a particular contribution. The numbers given on the left of the contribution are the ID#s given in the printed program and its PDF equivalent on the website.

If you have not done so far, please get yourself a login on our indico conference web-page:

<https://indico.frm2.tum.de/event/308/>

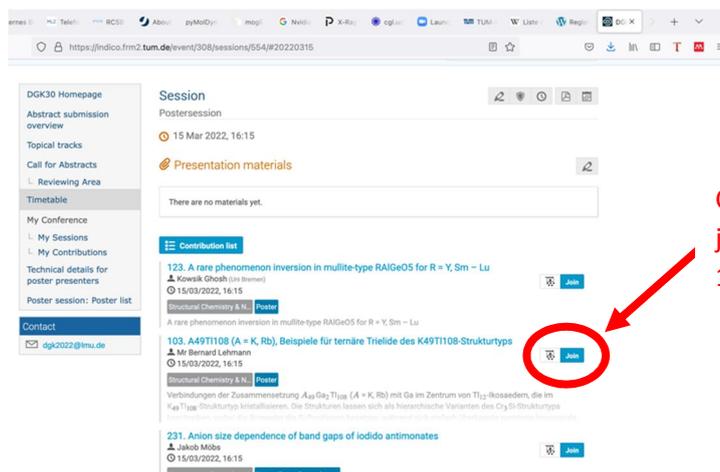
by clicking in the top right corner on the button called “login”.

You will have an account on this page already, if you have handed in an abstract for a talk or a poster or if you have participated in a previous conference hosted by the MLZ indico system.

You may also join the posters of the conference even without an indico account, but then the poster presenter does not see your name and you appear to her/him as “Anonymous”.

## During the conference in the respective poster session:

For joining a virtual poster room click on the join button next to the title of the poster you are interested in:



The screenshot shows the Indico conference interface. On the left is a navigation menu with options like 'DGK30 Homepage', 'Abstract submission overview', 'Topical tracks', 'Call for Abstracts', 'Reviewing Area', 'Timetable', 'My Conference', 'My Sessions', 'My Contributions', 'Technical details for poster presenters', 'Poster session: Poster list', and 'Contact'. The main content area is titled 'Session Postersession' and shows the date '15 Mar 2022, 16:15'. Below this is a 'Contribution list' with three entries. The second entry, '103. A49T1108 (A = K, Rb), Beispiele für ternäre Trielide des K49T1108-Strukturtyps', is highlighted. A red circle is drawn around the 'Join' button next to this entry. A red arrow points from the text 'Click here to join poster 103' to this button.

You may be asked to allow access to your computer microphone and camera. Or you can just join listening.

Have fun in browsing through the poster sessions!

## How to Host the Virtual Rooms for PRESENTERS

- We recommend that you upload your poster not just in BBB but also in indico (where you uploaded your abstract) so that people can read/look at your poster before entering your presentation room. To protect unpublished data you may upload a reduced-resolution version, omit certain items, or take other measures that you deem necessary.
- In order to start your room, please use the login data you received via email from the conference office!
- Please note: This link differs from the link the visiting participants use to enter your room! They find the proper link in the timetable at <https://indico.frm2.tum.de/event/308/timetable/#all>
- Presenters are offered to enter with a camera. We think, it is nice to see somebody when entering the poster room - but please feel free to disable the camera in the bottom menu.
- Visiting participants will join without camera on enter by default.
- In case you like to visit another poster while presenting your own: You can open it in another tab.
- Please be aware that you can use your mic only once.
- Please mute yourself in all tabs you are not talking.
- In order to show more of your poster, both side panels (chat as well as messages) can be moved or even hided. This has to be done by you as the presenter as well as the visitor.

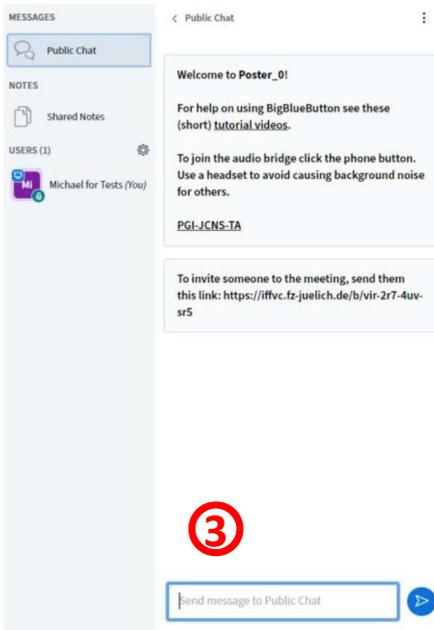
Your screen after entering the virtual room

①

②

④

⑤



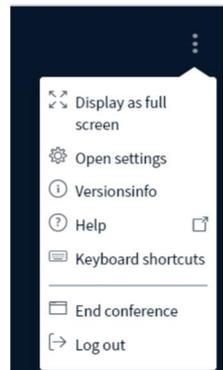
- ① Click to show the chat
- ② Click to hide the chat
- ③ Type here to chat.
- ④ Click here to show/hide the users' list
- ⑤ Click for options (e.g. logout) (see below)
- ⑥ Click for options (e.g. logout) (see below)
- ⑦ Click to switch on/off your mic and/or camera
- ⑧ Click to change the page (see below)

## The Details

⑤

When you click the **three dots on the upper right corner** inside the browser window, you get a menu with the following special functions (the rest are explained by the text itself)

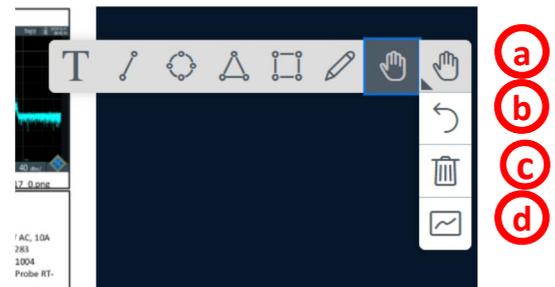
- Ⓐ **End conference** – this will end the conference, disconnect all attendees and remove all uploaded files! You will only see this if you are the moderator of the session. In our poster sessions all presenters have the moderator status.
- Ⓑ **Log out** – this logs you out of presentation but leaves session open for others.



⑥

Ⓐ You can select the function to write some text, draw straight lines, ellipses, triangles or rectangles or to draw with a pen (free hand). You can select the pen color and size. You can use this also on the 3 empty pages (see below).

- Ⓑ **Undo** the last operation
- Ⓒ **Delete** all drawings



d) Start **multi user mode** so that others can draw too

---

8

a) There are 3 empty pages after your poster you can use for your explanations. Find them with the buttons on the lower side of the page. You can use the tools explained above.

a

