

Guidelines for Participants

The meeting will be held as a **Microsoft Live Event**, supported by active conversations & discussions in the *Microsoft Teams: PUBLIC MoZEES Annual Meeting*.

Meeting in Live Streams

Presentations will be held as *Live Events*. Each Session will have their own access link. The links will be posted on the MoZEES website and on the respective Teams Channel. Make sure to use the correct link to join each Session. It is possible to join the Live sessions within the Teams App, as well as in a Web Browser.

The Live Events are public, and no registration is necessary.

To be able to ask questions and participate in discussions in *Microsoft Teams* throughout the meeting, registration is necessary:

<https://forms.microsoft.com/Pages/ResponsePage.aspx?id=de515A59w0WPUDqAktm6-P9tabxak71BvI08AIKHqYJUM0tENFNITVowMjNRSVVFSlA3RzQySzFWUi4u>

Teams: PUBLIC MoZEES Annual Meeting

This Teams will be used for communication, access information to the Live Events and discussions during and after the presentations.

A lot of information regarding the event, including the program, abstracts, presentations (talks & posters) is available on the Teams. Take your time and have a look around!

Access

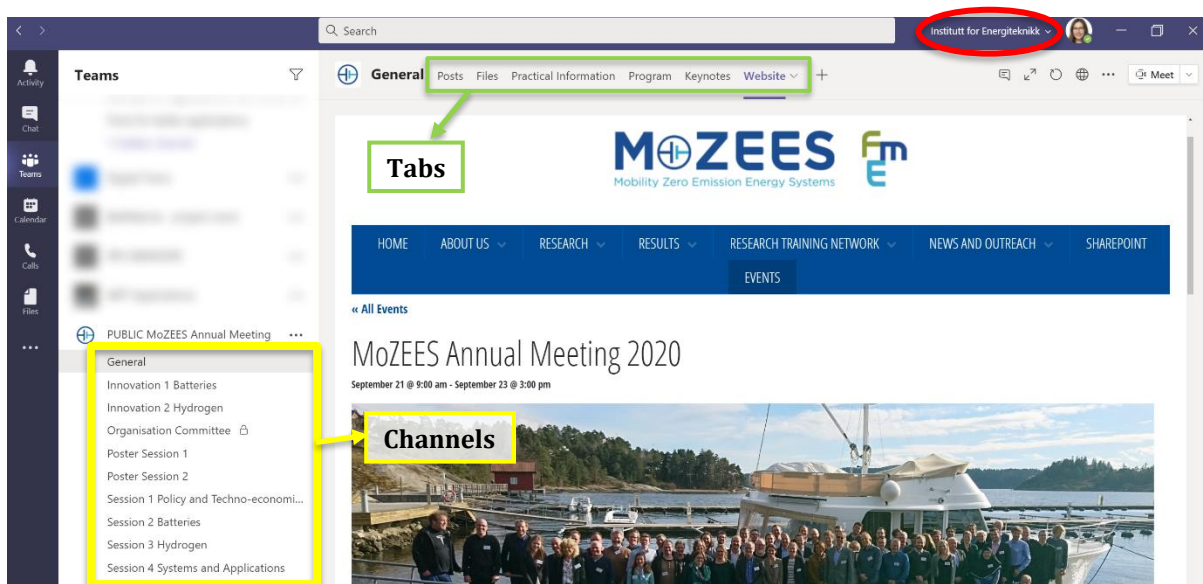
All registered participants will be added to the Teams and should receive an email with the invitation to join (check your spam folder!). You can choose to access the Teams in either the *Teams Desktop App* or in your Browser.

[Click here](#) or copy to following link into your browser to access the Team (NB: This link only works if you have been added!):

<https://teams.microsoft.com/l/team/19%3a6fea803cce7e40e58c32caaf37e46ca2%40thread.tacv2/conversations?groupId=5f3761b8-a059-42d2-a2b4-9395a8676840&tenantId=e448ee75-7d0e-45c3-8f50-3a8092d9baf8>

! This Teams is hosted by "Institutt for Energiteknikk" and you need to select the correct host in the dropdown menu in the top right corner (circled in red in the screenshot below) to have access in your TEAMS app. If you do this while participating in the Live Event, it will be stopped. In such case please re-join the Live Event, once you are in the "Institutt for Energiteknikk" page.

If you have problems accessing the "PUBLIC MoZEES Annual Meeting" Teams, please contact Julia (Julia.Wind@ife.no) or Janis (janis.danebergs@ife.no), PREFERBLY before the meeting.



Questions & Discussions

There is one **Channel** in this Teams for each Session and Poster Session. These Teams Channels will be the place for questions and discussions (**Posts tab**) during, in-between and after the live events. Presentations and posters will be uploaded and made available there (**Files tab**).

Selected questions will be answered during the Live Events, but presenters are asked to follow up on questions and engage in discussions throughout the meeting.

Asking Questions

Please post all your questions in the respective Teams Channel (**Posts tab**). To get the presenter's (or Chair person's) attention, @mention them: just type @ before their name and then select them from the menu that appears. Feel free to already post questions during the presentations.

Selected questions will be answered during the Live Events, but presenters are asked to follow up on questions and engage in discussions throughout the meeting.

Poster Session

Posters will be posted in their respective Channels (Poster Session 1 & 2) at the start of the meeting. Feel free to browse through and ask questions at any time. Additionally, poster presenters will participate in the respective Live Event Poster Pitch Sessions and give a short 2-minutes elevator pitch on their posters.

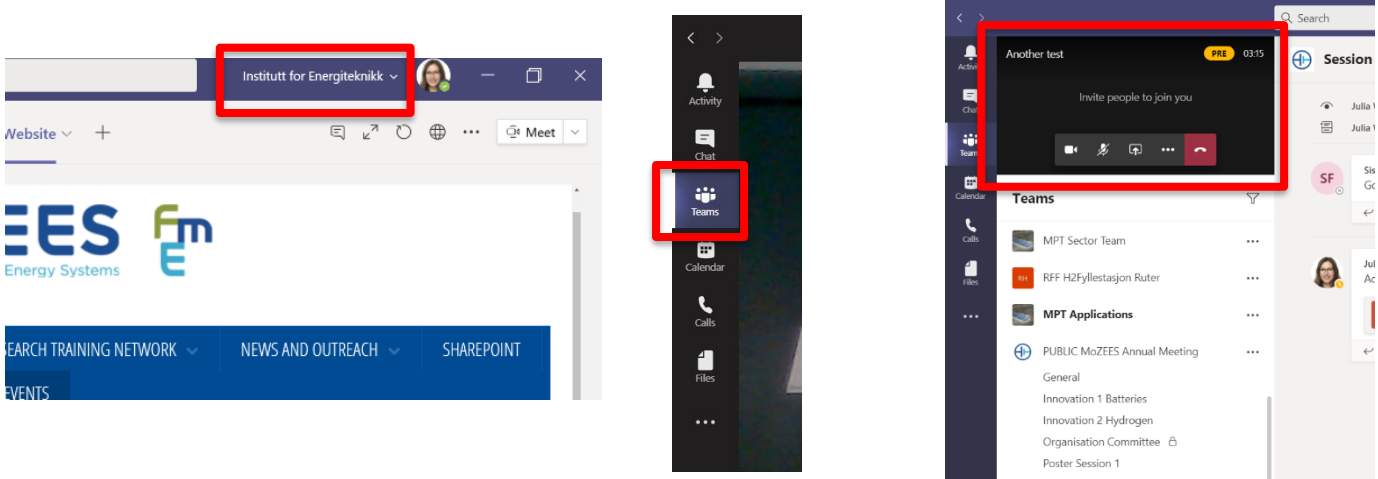
Tipps & Tricks

Switch between Live Stream and Teams Discussions

Both the live stream and discussions will be occurring on TEAMS, and usually both will open in the same window. It is possible to (1) switch between them within one window, or (2) open the live stream and the Teams in two separate windows:

1. Using only TEAMS application

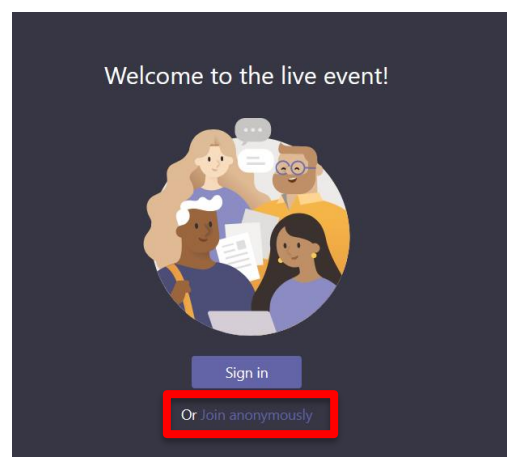
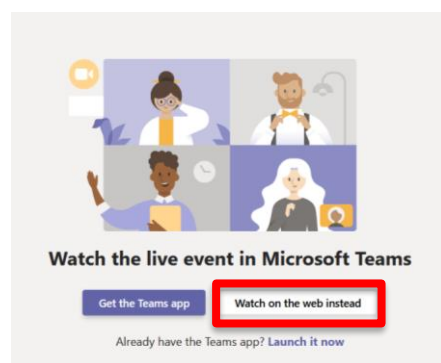
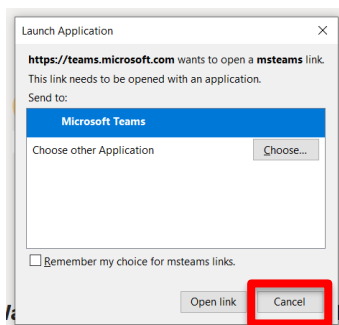
- a. Switch to TEAMS hosted by “*Institutt for Energiteknikk*” and join the live event.
- b. To post questions or join discuss in the Annual meeting TEAM, click on the TEAM symbol on the left side of the window and choose the correct channel in TEAM “PUBLIC MoZEES Annual Meeting”
- c. To return to full screen Live Event, click on the small window of the event.



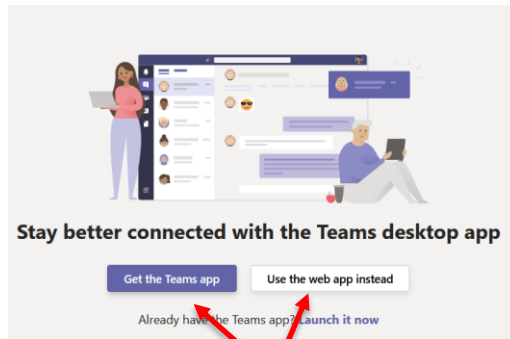
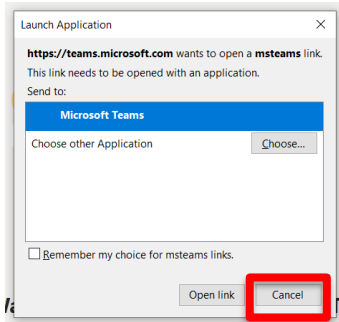
2. Use two separate windows

Use two separate windows in your web browser or in combination with TEAMS

- a. Open the Live Event through the corresponding link in the browser



b. Open TEAMS through the link (see above) in browser or applications

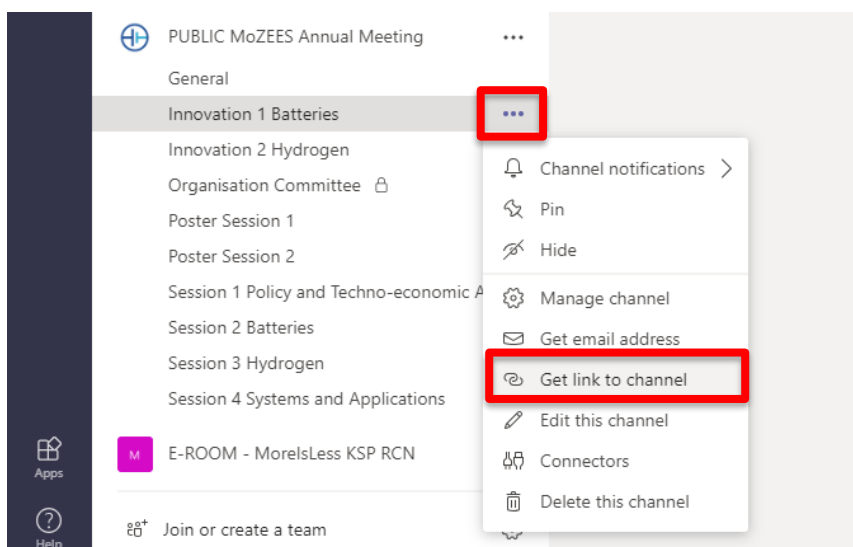


Choose one of these options and login with your cooperate email.

Get a link to the Teams

To get the link to the Teams or a selected Channel, click on the three dots next to the Channel name and select "Get link to channel". You can paste this link into your browser to open.

(NB: as mentioned above, these links only work if you were added to the Team.)





tøi Institute of Transport Economics
Norwegian Centre for Transport Research

FFI Forsvarets
forskningsinstitutt
Norwegian Defence Research Establishment

USN University of
South-Eastern Norway

IFE Institute for
Energy Technology

NTNU
Norwegian University of
Science and Technology

SINTEF

UiO University of Oslo

**UPPSALA
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UNIVERSITY**

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DI GENOVA**