



EYRS 2023 – European Young Rheologists Symposium

8th-9th May 2023

Online meeting

Organised by the **European Society of Rheology (ESR)** and the **Italian Society of Rheology (SIR)**

Instructions and Guidelines

Dear Attendee,

The organizing committee of EYRS 2023 is very glad to welcome you to the first edition of the Symposium.

We hope you will enjoy the scientific programme, and that the meeting will be a source of inspiration for your present and future work, leaving you some stimulating questions and many valuable answers.

Please find below the relevant information to attend this online meeting.

1. Joining the meeting

The meeting will be held on the Microsoft (MS) Teams platform of the Italian Society of Rheology (SIR).

You are kindly invited to download the latest version of MS Teams and to register using the same email address used for EYRS registration. Please, also use First Name + Last Name during MS Teams registration to simplify communications during the meeting.

After registration on MS Teams, you will be able to access the meeting as a **Guest** of the SIR in the Team named “**EYRS2023**”. In this regard, you should receive an email from “Microsoft Teams”. If you do not receive it by May 2nd 2023, please check your spam folder or contact EYRS committee at the email address info@eyrs.eu.





If you do not have MS Teams installed, by clicking on the button “**Open Microsoft Teams**”, you will be redirected to a page where you will be asked to create a “Microsoft Teams account” with your existing email address.

Press “**Next**” and follow the on-screen instructions on adding a password and a residence country, and eventually verify the email address with the code automatically sent by Microsoft. If you do not receive the verification code in a couple of minutes, check the Spam/Junk folder.

In the subsequent step, you will be asked to review and accept the permissions given to STP Ltd.. Then, you will be redirected to the page where you can **download MS Teams for your operating system**. After installing MS Teams, you can login with your account and collaborate with the team you were invited by.

If you already use MS Teams with your organization account, we suggest you to logout from this account and login again with the e-mail address where you received the aforementioned e-mail.

You may be asked to add a password, but we suggest entering with a code you can ask directly to Microsoft and that will be sent you in a couple of minutes.

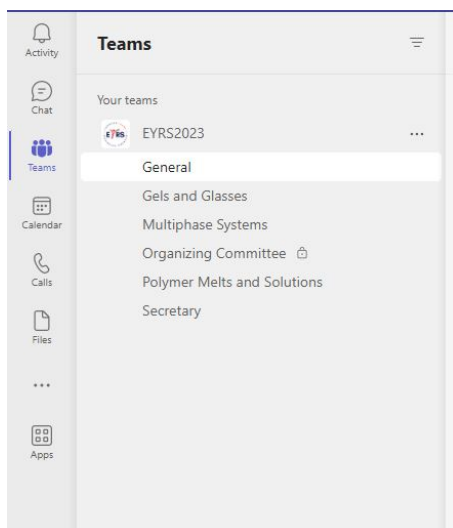
Emergency link

In the disappointing case that this procedure is not working properly, you can use **emergency links** to have direct access to the different sessions of EYRS.

The emergency links to access each EYRS session will be sent via e-mail in the mornings of the event.

EYRS Team structure

The workshop will be held in different Teams rooms.



The room “**General**” will host the common working sessions, such as the opening, closing, and awards ceremonies of the symposium.

There will be 3 other rooms hosting the 3 main EYRS sessions: “**Gels and Glasses**”, “**Multiphase Systems**”, and “**Polymeric Melts and Solutions**”. In each room, you can find the sub-session scheduled according to the programme available at the link <https://rheology-esr.org/eysr-2023/programme/>



There will also be a room named “**Secretary**”. You can use this to talk with the **Workshop Support Staff** to receive help (e.g., to verify your connection and your capacity to share presentation online).

2. Before the meeting – dry-run sessions and presentations backup copy


Our commitment is to assure that the workshop will proceed as smoothly as possible. Therefore, to avoid possible inconveniences that may arise during the online meeting, we **ask you to send a PDF copy of your presentation** to authors@eyrs.eu, so that, if there is something wrong with the online sharing procedure, someone of the Organizing Committee will share the pdf presentation on your behalf.

Besides, we invite **all the speakers to participate in a 5-minute dry-run**, during which we would quickly test your connection and eventually solve problems that can arise during the meeting, for example when sharing presentations.

Speakers will receive a mail before the Symposium with the schedule of the dry-run. **In case you cannot participate in the scheduled dry-run and you prefer another date**, please write to authors@eyrs.eu and propose your participation for another of the available dates.

We warmly ask you to join the dry-run before the meeting.

To share your presentation in MS Teams you can follow this procedure:

1. Select **Share content**  and choose if you want to share your computer audio.

You have multiple options:

- Screen: lets you show everything on your screen.
- PowerPoint Live: lets you share a PowerPoint presentation.
- Microsoft Whiteboard and Freehand: lets you share a whiteboard where participants can sketch together.
- Window: lets you share an open window containing a specific app.

The option that generates less problems with PowerPoint presentation is “Screen”, so please select this option.

2. After you select what you want to show, a red border surrounds what you are sharing. Meeting participants will not see any notifications that might come in.
3. Select “**Stop sharing**” to stop showing your screen.

3. During the meeting

Use of the microphone

Once you have joined the meeting, please keep your microphone muted, unless you are speaking. Please be aware that the Organisers will keep the right to mute your microphone if it will be switched on erroneously. Please remember to switch on your microphone before speaking.



Use of the camera


Differently from the microphone, you can keep your camera switched on or off at your convenience. However, the chairpersons and speakers should keep their camera switched on, if possible. Similarly, if you ask questions or you are participating in a discussion, it would be nice if you can keep your camera on.

Talks organization and Q&As section

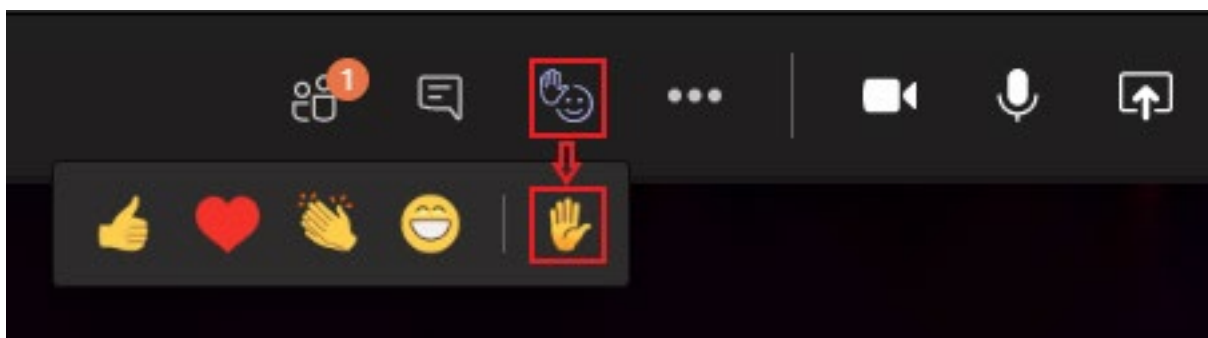
The main aim of EYRS2023 is to give young rheologists the possibility to freely share ideas and doubts about their research and to get advice and suggestions from senior mentors who will moderate the discussions. The main sessions are divided into sub-sessions as specified in the programme of the Symposium (<https://rheology-esr.org/eyrs-2023/programme/>).

Every sub-session counts 3, 4 or 5 talks of 15 mins. According to the EYRS organization, **any question or comment** will be not done at the end of each talk, **but postponed at the end of the sub-session**. In particular, a discussion among all the sub-session participants, in particular the speakers, on the topics covered during the presentations will be opened and moderated by the chairperson(s).

Operatively, once the chairperson has opened the discussion, you can register to talk by “**raising your virtual hand**”.

To do so, just select the icon “Show reactions”  in the meeting controls, and then choose “Raise your hand” .


Everyone in the meeting will see that you have got your hand up.



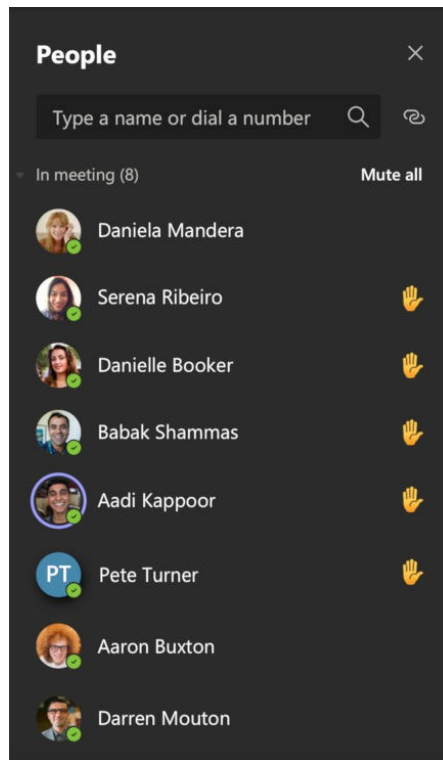
Meeting presenters will also receive a notification that your hand is raised (*Tip: in addition to raising your hand, you can also choose from four live reactions to express yourself during a meeting*).

The chairperson will take note of your reservation and questions will be done in order of hand raise. In case you cannot use your microphone, or you prefer to write your questions, please use the chat. The chairperson will read your name and your question in your place.

In case you are chairing the session, and you need to see who has raised hand, you can select

the “Show participants” icon .

Anyone who has raised hand will have the corresponding icon next to her/his name. When multiple people raise their hands, they will be listed in chronological order.



4. Conference desk

Like at any conference, the secretary is the place to get the info you need about the ongoing activities. Please use the MS Teams chat to leave any communication relevant for the other attendees.

**Finally, we just have to wait for the Symposium to start.
The Organizing Committee wishes you a pleasant EYRS 2023!**