

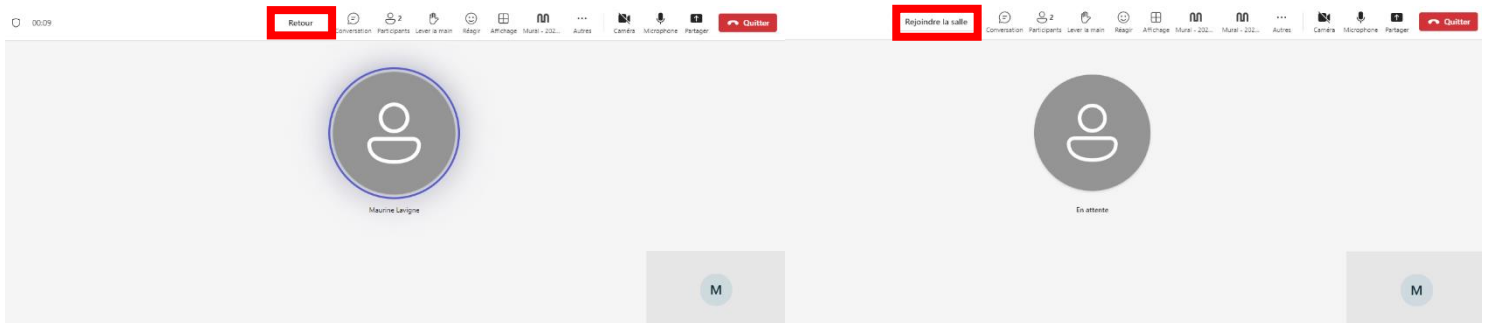
GUIDELINES FOR THE TECHNICAL PROGRAMME COMMITTEE MEETING

You will use these 2 following applications combined: Microsoft Teams and Mural

- ✓ Microsoft Teams will be used as meeting room. EPMA staff will be present in the main room and each group will have his own breakout room.
- ✓ Mural app will be used for sorting and attributing the abstracts submitted for the Euro PM2024 during the Technical Programme Committee.

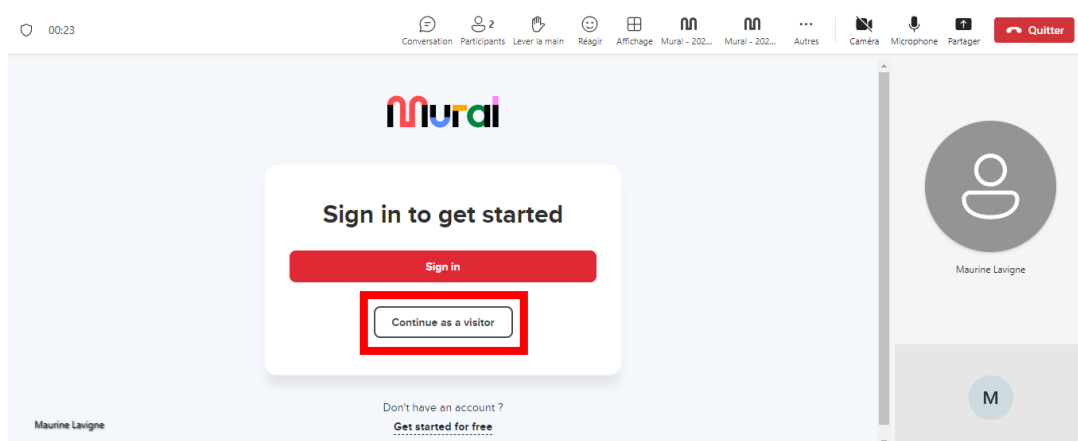
You have access to the Virtual Venue as a **Participant**.

Following the TPC invitation link, you will arrive in the main discussion room. After the global presentation, you will be allocated automatically to your own working group room. You have the possibility to come back and forth in the main room at any moment if you have a question or need help, clicking on “Back” or “Join the room” during the meeting:

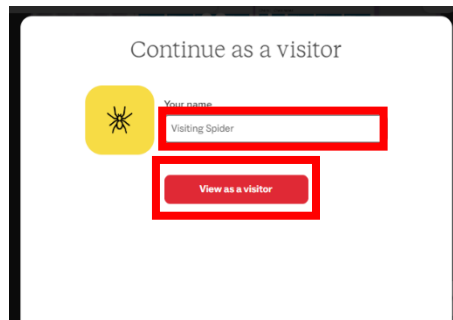


A Presentator is allocated to each room and will share with you the Mural presentation that will be used to allocate the abstracts to sessions. Each Mural is related to a Euro PM2024 specific topic corresponding to your working group.

Once the Mural tool is open in Microsoft Teams, click on “Continue as a visitor” to enter the Mural:

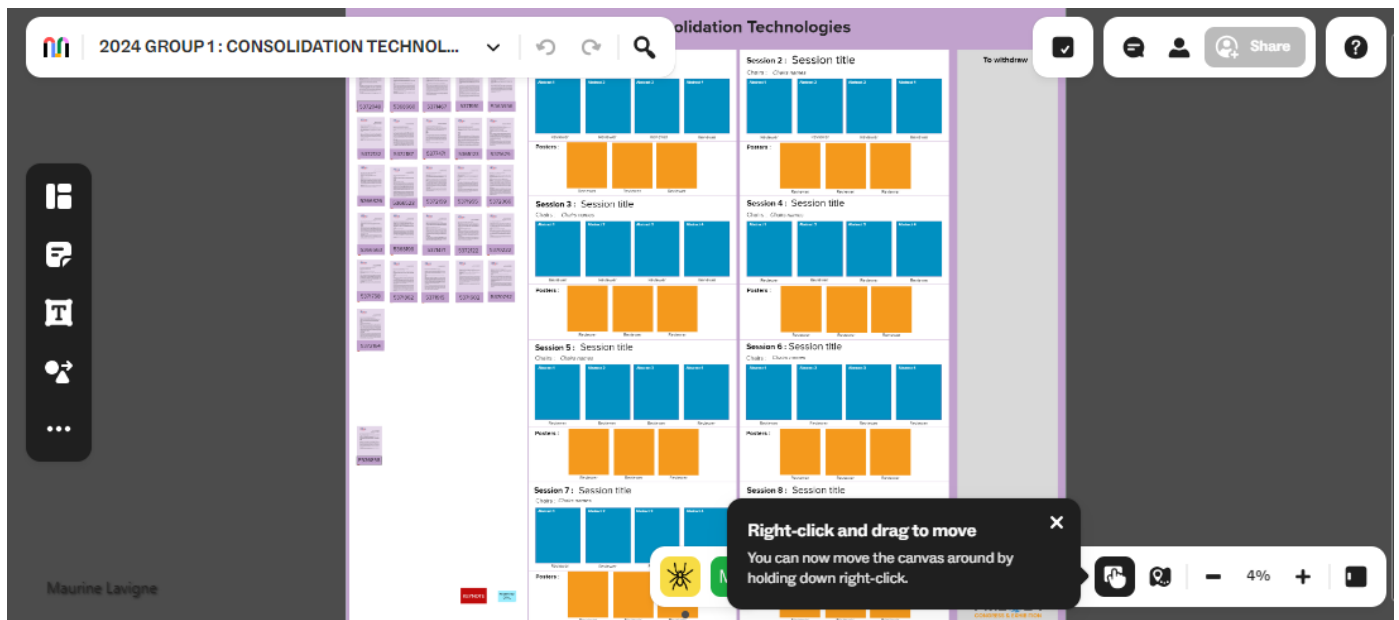


Write your name and click on “View as a visitor”:



We recommend you to work with a big screen in order to have a better view and experience of Mural. If you do not have a big screen, it is not a problem, you can zoom on each part of the mural.

You can now use the tool in Teams:



What is in your Mural?

The screenshot shows a digital mural titled "Group 1: Consolidation Technologies". It is organized into several sections:

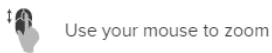
- Abstracts:** A grid of abstract cards on the left side, each with a title, author, and ID number. A red circle with the number "2" is placed over this section.
- Sessions:** Eight sessions are arranged in a 4x2 grid. Each session card includes a session title, chair names, and a grid of abstract slots (Abstract 1-4) and poster slots. A red circle with the number "3" is placed over the abstract slots in each session card.
- To withdraw:** A vertical grey bar on the right side of the mural, intended for abstracts that have been withdrawn. A red circle with the number "4" is placed over this bar.
- Keynote and Reserved Oral:** At the bottom left, there are two small red buttons labeled "KEYNOTE" and "RESERVED ORAL". A red circle with the number "5" is placed over these buttons.
- Session 2:** A red circle with the number "1" is placed over the session title of the second session in the top row.

1. Find the name of your group here.
2. All the abstracts related to the group are attached here.
3. Each section corresponds to a session.
4. Here is the section to put all withdrawn abstracts.
5. Several “Keynote” and “Reserved Oral” notes to drag on corresponding papers

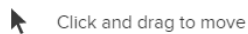
How to move in Mural?

You have 2 possibilities, depending on your computer set up:

1. If you use a mouse mode:

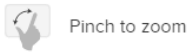


Use your mouse to zoom

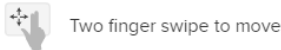


Click and drag to move

2. If you use a trackpad mode:



Pinch to zoom



Two finger swipe to move

Care to click on locked zones or on the grabbing tool to move the whole MURAL. Each “sessions”, “chairs” and “reviewers” text zones are unlocked and will be displaced if you click on it and drag your mouse.

Unlocked (and movable) zones are shown below:

The screenshot displays a Mural interface for 'Group 1: Consolidation Technologies'. The layout includes an 'Abstracts' section on the left, a grid of sessions (1-8) in the center, and a 'To withdraw' section on the right. Each session card contains a 'Session title', 'Chair', and 'Posters' section. Red boxes highlight specific text elements across the sessions, including session titles, chair names, and reviewer names, indicating they are unlocked and movable. The bottom right corner features the 'EURO PM24 CONGRESS & EXHIBITION' logo.

Zoom on : Abstracts part

Abstracts



You will find all the abstracts submitted in your topic group in this part.

The abstract number is visible on each paper (poster will have a “P” before the number).




If you want to read the paper, you can zoom on it until the information become readable. You can also double-click on the paper. The full abstract will be opened in a new PDF page.

During the TPC, you will be able to select a paper and move it to the session you will choose.

Click on the paper and drag it to the session, or to the poster section, or the withdrawn section if you decide to withdraw the abstract.

At the bottom of this section, several “keynote” and “reserved oral” notes are available. You can drag it on any corresponding paper in the corresponding session.

You can double click anywhere to add a new post-it. You can also add a comment on the paper by right-clicking on the paper, then click on  Add Comment



Zoom on : Sessions part

Session 2 : Session title 

Chairs : Chairs names 




Posters :



Each session will be composed of 3 or 4 papers.

1. After discussion, slip the chosen paper straight to the corresponding section (in order of passage). Put all the posters in the poster zones.
2. Double click on “reviewer” (below each paper) and tap the name of the reviewer you want to allocate.

If the name is too long, you can reduce it by clicking on the 

3. Double click on “chairs names” to add chairs names.
4. Double click on the “session title” to add a session name.

If you want to withdraw a paper, just slip it to the global withdraw section.

After the attribution

When your sort and attribution session is over, come back to the main meeting room and ask to an EPMA staff member to finalise the TPC session **with you**.

The mural will be automatically saved.

Thank you for your participation to the Virtual Technical Programme Committee !