

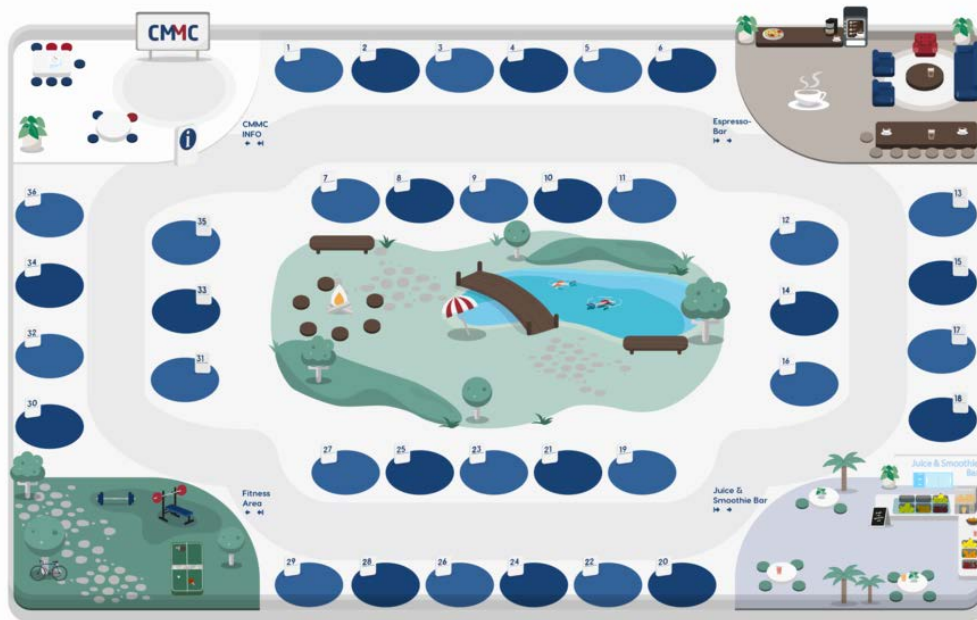
CMMC Poster Session Guide for Your Virtual Participation

The digital **CMMC Poster Session 2021** will take place on **September 26, 2021** (1st day of the CMMC Symposium - 25 Years of Progress in Molecular Medicine) directly following the talks.

We are looking forward to welcoming the poster presenters and the attendees in our virtual CMMC Poster Session Venue! The interactive tools will allow poster presenters and attendees to meet and network in our virtual CMMC Poster Session Venue in an online atmosphere with features of a real conversation based on live stream video chats for discussions and networking - <https://www.cmmc-uni-koeln.de/events/cmmc-symposium-2021>

Explore the virtual CMMC Poster Session Venues with your avatar, meet the poster presenters at their respective booths and start the live video chat with the poster presenter and other participants.

The virtual CMMC Poster Session Venue consists of several identical virtual rooms (“MAPs”) as shown below with corresponding poster booths. In each “MAP” 30 poster booths will be available.



Sept. 26, 2021 Sunday Poster Session

5.45 - 6.00 p.m. Welcome Address – MAP 1

Presentation of Posters

**6.00 - 7.30 p.m. MAP 1: A 01 - A 10 | B 01 - B 17
MAP 2: C 01 - C 06 | D 01 - D 06**

**7.30 – 9.00 p.m. MAP 2: E 01 - E 11
MAP 3: F 01 - F 11 | G 01 - G 18**

9.00 – 9.10 p.m. Concluding remarks – MAP 3

Guide for entering the HyHyve Virtual Poster Session Venue

All registered participants and all poster presenters will get access to the streaming page of the CMMC Symposium “25 Years of Progress in Molecular Medicine”. There you will find the link to enter the CMMC Poster Session Venue. To set up your avatar and to get ready for joining the virtual CMMC Poster Session Venue, please follow the instructions below.

To all poster presenters only: Test run on Sept. 23, 2021 from 10.00 a.m. to 12.00 p.m. – The CMMC Office will contact all poster presenters by e-mail.

To all participants: If you have further questions during the poster sessions, please join us at the CMMC Info Booth at the Virtual Poster Session Venue.

A General settings to configure your avatar


A1 Login

- On the streaming page of the CMMC Symposium click the link to enter the CMMC Poster Session Venue.
- Follow the instructions and enter your first and last name to continue.


A2 Insert a personal picture as your profile picture instead of using the avatar

- Click on “Menu” → Click on “Profile” → Select “Edit profile” → Click on “Upload” to upload a picture → Click on “Save”.
- In case you do not want to use a private picture, you can also choose a different avatar animal by using the arrows below your avatar → click on “Save”.
- If you have a LinkedIn profile, you can simply login with this – your details (such as name and picture) will be automatically filled in.

A3 Microphone and camera settings

- Click on „Next” on the right at the bottom of the page: the program will check if your microphone and camera are working properly.
- Click on “Allow microphone access”, to continue the process. Make sure to allow the program to use your microphone and click on “Save”.
- Click on “Next” to continue.
- In the next step you can decide if you want to use your camera (preferred) or join the program without your camera.
- “Allow camera access” – Your camera will be turned on. Make sure to give the program the permission to use your camera.
- “Continue without camera” – Your camera will be off.
- Click again on “Next” to continue.
- Your settings for microphone and camera are now set. You will be able to change your settings at the bottom of the page  or under the menu item “Settings” at any time.
- Click on “Next” to continue.

A4 Change language

- Click on  “Menu” → Click on “Settings” → Select a language at the top.

CMMC Poster Session

HyHyve

Hallo, "your name"

Your picture for the avatar

MAP

CMMC Poster Session

No. of visitors

Leave the Map

HyHyve

Menü

- MAPs
- Your Profile
- Microphone & Camera

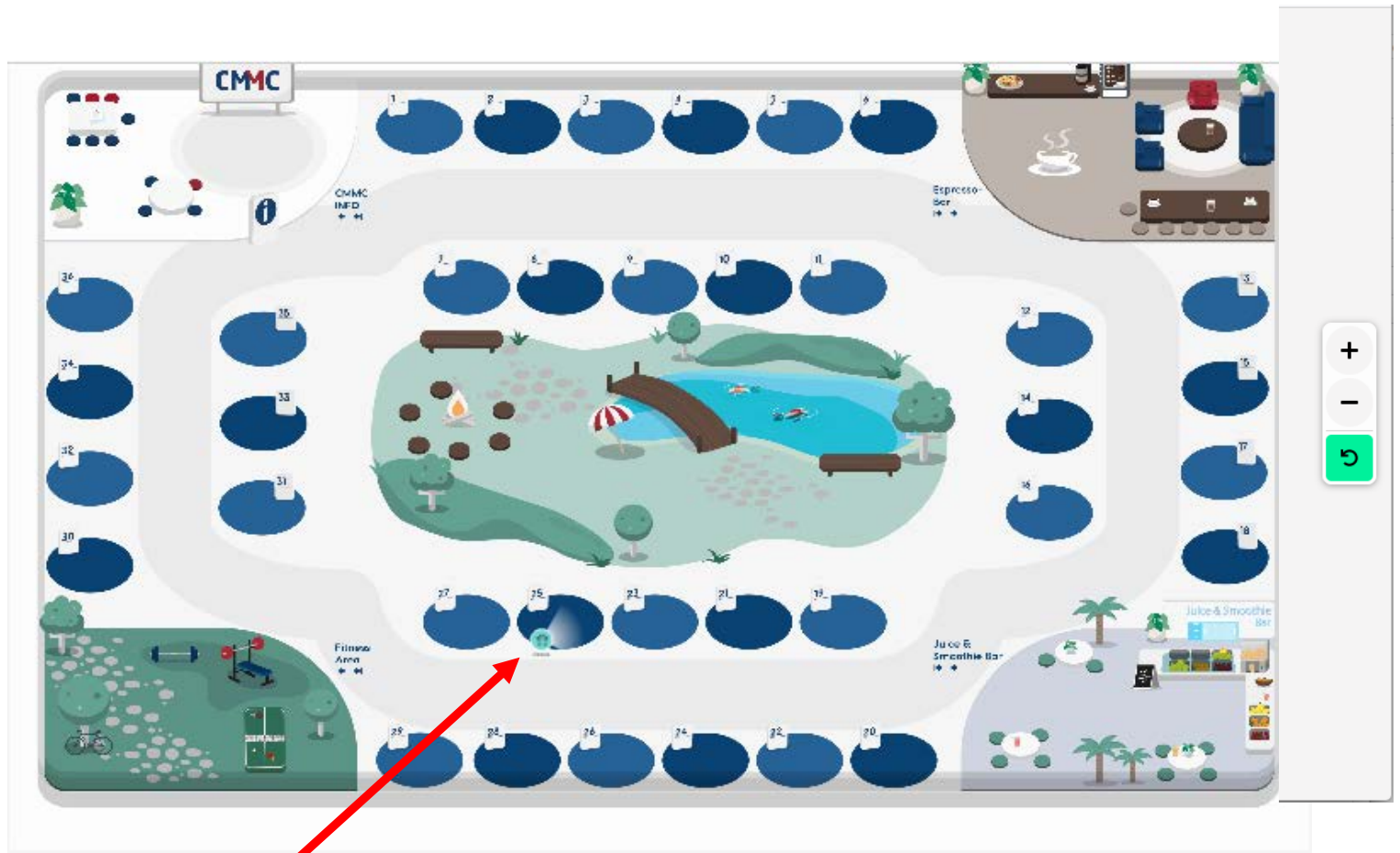
Communicatio

- Group Chat
- Private Chats

Organizatio

- Organization
- Settings

Back to Space



Here, is my avatar.
I look forward to talking to the poster presenters and to meeting the other participants for discussions.

Menu








1 Visitor

Mute


Off


Settings

B Your avatar – ready to go for all participants !

- **Your avatar as well as the avatars of all other participants will be located on the virtual Poster Session Map.**
- **Walking around with your avatar:** Use your computer mouse – simply by clicking on the left button of your mouse and moving the mouse. Release the button of your mouse and your avatar will stay at the new position.
- **Interacting and talking to other participants at the meeting:** Whenever you enter the bubble of another avatar, your camera will turn on and you can video live chat with the person. Of course, other participants will be able to join in as well.
- **Meeting at a poster booth and start the scientific exchange with the poster presenter:** Move your avatar to the poster presenter's booth you are interested in and enter the bubble to start the video live chat.
- **Changing the zoom setting:** You can change the zoom settings by pressing  located on the right side.
- **Volume setting option:** Lower or mute the voice from participants by clicking  next to their name and changing their volume .
- **Overview of all your chats:** Click on  located at the bottom of the page and all your chats will be displayed.
- **Enlargement of the shared screen – important for the poster presentations:** While poster presenters are sharing their screen, you can click on the shared window to enlarge or resize it.
- **Private chat option:** If you want to chat with someone in private, click on  and select the person you want to chat with. While you are standing next to the person you want a private chat with, you can also use the three dots  and the chat symbol  to open a new chat.

C For poster presenters – your specific instructions!

- **Preparation beforehand – optimal are two screens:**
Make sure you have two separate screens or open two windows: one for the virtual venue and one for your personal presentation.
- **Your virtual poster booth with your poster number:** The CMMC Office will send you your poster board number, which corresponds to your virtual poster booth number and thus determines the time slot for your presentation.
- **During time slot of your poster presentation, please stay at your poster booth:** Your avatar has to stay in your poster booth during the entire time of your time slot. Participants who are interested in your research will meet you there for your “poster” presentation via live video chat and shared screen. To ensure smooth running of your poster presentation, please don't move your avatar away from your poster booth during your time slot.
- **Get ready to share your poster right from the beginning of your time slot:**
Please share your poster (only your pdf document, do not share your screen) by using this  at the bottom of the display.

Best handling for your presentation is to work with two screens or two windows: one for the virtual venue and one for your personal presentation.
- **Stop sharing:** By clicking the stop symbol 

Trouble Shooting: For support, please do not hesitate to contact the CMMC Office by e-mail cmmc-symposium@uni-koeln.de or by phone +49 221 478 89535