

**February 02, 2021 CMMC Poster Session 3.00 - 6.45 p.m. – Info and overview of the poster contributions - [here](#)**

For presenters	For participants
<ul style="list-style-type: none"> <li>• Please make sure, that the actual version of Zoom 5.4.9 is installed. This is absolutely required for the digital participation in the CMMC Annual Retreat 2021 (e.g. discussions in breakout rooms)</li> <li>• Link for downloading Zoom 5.4.9 - <a href="https://zoom.us/download">https://zoom.us/download</a></li> <li>• Info about Zoom: <a href="https://rrzk.uni-koeln.de/en/support-information/information-on-collaboration-tools-for-working/zoom-faq">https://rrzk.uni-koeln.de/en/support-information/information-on-collaboration-tools-for-working/zoom-faq</a></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Zoom Link A for the CMMC Poster Session:</b> <a href="https://uni-koeln.zoom.us/j/99933055700?pwd=WmZYWWxwS1QxMnppM1dHU3U4NIJWdz09">https://uni-koeln.zoom.us/j/99933055700?pwd=WmZYWWxwS1QxMnppM1dHU3U4NIJWdz09</a> Meeting ID: 999 3305 5700 Password: 598211</li> <li>• <b>LogIn with your Family Name, First Name required for identification</b> (for example: Muster, Lisa)</li> </ul>	
<ul style="list-style-type: none"> <li>• Turn your camera on and mute your microphone</li> <li>• Find a room where you can speak without a mask</li> <li>• Make sure that your microphone works properly and that all setting on your computer/notebook are ok for the zoom meeting</li> <li>• Before the meeting, make sure that you are familiar with Zoom incl. the breakout room sessions</li> </ul>	<ul style="list-style-type: none"> <li>• Turn your camera off and mute your microphone</li> </ul>
<p><b>Schedule of the CMMC Poster Session</b></p> <ul style="list-style-type: none"> <li>• Part 1: two min. flash talks of the presenting authors 01-17 and then the breakout rooms 01-17 for discussions with the presenting authors</li> <li>• Part 2: two min. flash talks of the presenting authors 18-35 and then the breakout rooms 18-35 for discussions with the presenting authors</li> <li>• Detailed program: <a href="https://www.cmmc-uni-koeln.de/events/cmmc-annual-retreats/annual-retreat-2021/cmmc-virtual-poster-session">https://www.cmmc-uni-koeln.de/events/cmmc-annual-retreats/annual-retreat-2021/cmmc-virtual-poster-session</a></li> </ul>	
<p><b>Flash talks</b></p>	
<ul style="list-style-type: none"> <li>• Each flash talk is scheduled for 2 min. – sharp!</li> <li>• Have your poster or slides ready for sharing your screen</li> <li>• Please note: It is up to you to decide how you would like to present the project: either showing parts of the poster or slides.</li> <li>• After 1.40 min a buzzer sound will be heard indicating for the flash speaker: 20 sec. left to finish and for the next flash speaker to be prepared</li> <li>• The next speaker should be ready to start the screen sharing</li> <li>• Please announce your poster number at the end of your flash talk</li> </ul>	<ul style="list-style-type: none"> <li>• Please don't ask questions during the flash talks</li> <li>• Leave the questions for meeting the speaker in her/his breakout room</li> </ul>
<p><b>Breakout Session to meet virtual the poster presenters</b></p>	
<ul style="list-style-type: none"> <li>• After the first flash talk session, go to your breakout room numbered according to your poster number. For example: P01 = Breakout Room 01 or P16 = Breakout Room 16</li> </ul>	<ul style="list-style-type: none"> <li>• After the first flash talk session, choose a breakout room for further discussions with the poster presenter. For example: Poster P03 – you will meet the poster presenter in Breakout room P03</li> <li>• You will be able to switch from one breakout room to another one within the hour dedicated to the Breakout Room Session 1 or 2.</li> </ul>