

SEPTEMBER 20–22, 2021 //////////////

**pro flex**

2021

▶ **ROLL-TO-ROLL COATING OF FLEXIBLE MATERIALS**

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# GENERAL RULES

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- Please test your hardware, software and connection before the conference.
- Connect in time, ~ 15 minutes before the start.
- Use a **headset**, not a loudspeaker to prevent echoes and interferences.
- Please keep your microphone on **mute** unless you are presenting. Don't forget to **unmute** when you speak.
- Place yourself in a silent room without background noises.
- Use the **share screen** function for presenting – please do not upload your presentation in MS Teams.
- Use the **raise hand** function if you want to ask a question.
- The room will be open for **oral questions after each presentation**.
- Use the **camera only** for “Welcome”, “Farewell” and while presenting or asking questions to reduce internet traffic.
- Type questions, comments, or technical issues **into the chat**.

# How to use Microsoft Teams

- Menu bar on the top right hand side of the meeting window:

