

# 2021 International Virtual Conference

## “Counter-Terrorism, Technology and Development in Africa”

**Date:** 22 September 2021

**Time:** 08h30 for 09h00 - 16h00 (GMT+2)

**Platform:** Microsoft Teams

### CONFERENCE GUIDELINES

#### For Presenters:

- Presenters have 20 minutes to present their paper
- Make sure you join your session, at least 15 minutes before your time to present.
- Switch on your Video when only when you are presenting, otherwise keep you video and microphone OFF all the time.
- If there is a problem with the video, please proceed on audio only
- No extra time will be granted
- If there is a problem with your sound, the next presenter will continue, and you will be placed in a later slot.
- Moderator/chairperson of the session will alert you five (5) minutes before your time is over.
- All presenters will form part of the Panel, and you can switch on both your Video and Sound
- Be brief when answering questions from the audience

#### For delegates / attendees:

- Conference platform will be open from 08h30. So, please join the conference early to check for connection.
- Always keep your video and sound OFF.
- You will be able to ask questions during the Panel discussion.
- You can use the Chat line to send questions.
- Remember to raise your hand, ask the question, and then lower your hand after asking the question

#### Technical Requirements:

##### Preparation: Installing Microsoft Teams

1. Go (<https://teams.microsoft.com/downloads>), Click download
2. Follow the prompts to install the app on your computer, this is called a Microsoft work account
3. Ensure that you can log into your MS Teams App.
4. You may not need an account and can attend the Conference by joining from the browser.
5. If you have any technical issues in installing Teams on your computer, please contact [Technical Support Team](#)
6. A headset with a microphone is recommended, but laptop speakers and microphone should work.
7. Closing unnecessary applications on your laptop/computer can improve session performance and audio quality.
8. Re-booting before the session also helps performance by clearing the cache.

##### [Joining the Conference](#)

9. Join the session at least **15 minutes** before the start of the conference by clicking **Join**. Click Join Now. You may Click the Sessions hyperlinked sessions in the **Programme**. **Go to your App** if you have installed MS Teams. If not, you may **Continue on the browser**.



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