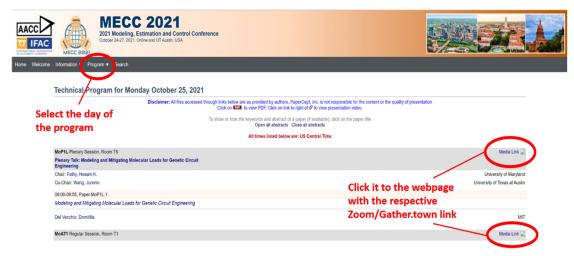# MECC 2021 Attendees Guide

Guide for all MECC 2021 attendees:
1. Please update your Zoom to the latest version before the conference if possible.
2. All MECC 2021 programs, including workshops, run in US Central Time.
3. All MECC 2021 sessions share the same code as username/password that will be sent out to registrants by email around Oct. 21. Please check your email for the access code. If you have registered MECC 2021 but have not received the MECC 2021 access code, please contact MECC Registration Chair, **Jason Siegel** (siegeljb@umich.edu).
4. Please send your questions to MECC 2021 Help email: lead.mecc.2021.helper@gmail.com.
5. Please use "mute" as appropriate.
6. To access MECC 2021 sessions, please start with the MECC 2021 Virtual Conference Program (VCP): https://ifac.papercept.net/conferences/conferences/MECC21/proceedings/index.html. From the "Program" drop-down menu to select the "Program at a Glance" or "Program of the day". Please click the "Media Link" on the right side of the session title bar to go to the Zoom or Gather.town link and join the live session using the common MECC 2021 access code.

Guide for regular and invited technical session presenters and attendees:
1. Please try to enter the session at least 5 minutes before the start time.
2. Please use your own Zoom to "Test Speaker & Microphone" before the session starts.
3. Please keep the presentation (video + live Q&A) on time.

Guide for Session Chairs and Co-Chairs
1. Each session will have a Zoom host who is either a student helper or a conference organizer.
2. Please enter the respective session at least 5 minutes before the start time.
3. Please ask the Zoom host to assign you as co-host of the zoom meeting.
4. Please check if all the paper presenters of the session are present.
5. Please start the session on time and introduce the presenters.
6. Please keep the presentations (videos + live Q&A) on time. If a presentation ends earlier, the next presentation should wait until its assigned start time.

Guide for social networking session attendees:
1. Please refer to the Social Network Session attendees' guide available on the "Attendees" page at MECC 2021 website https://mecc2021.a2c2.org.