

# Guidebook for LIFE ClimatePath2050 International Conference: “Designing Pathways toward Climate Neutrality”

The conference will take place in a hybrid form from **6 to 8 October 2021 on Zoom and on-site in Ljubljana**. Find the detailed schedule of the conference [here](#).

## 1. [Zoom: the main Conference Platform](#)

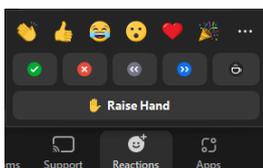
This hybrid conference will be held using the platform Zoom. For each conference day, you will receive the invitation with zoom link a day before. Should you not receive the link, please write us at [climatepath2050@ijs.si](mailto:climatepath2050@ijs.si).

### [Joining the Sessions:](#)

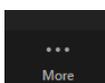
1. Please join the sessions, five minutes before the sessions begin. Once you join the session, you will automatically be placed in the waiting room. Everyone will be admitted to the session at the right time.
2. When you enter the meeting, please use the following format to name yourself: FIRST NAME, LAST NAME (INSTITUTION)
3. Please note that the event will be recorded, as will participant contributions in the chat.

### [Participating in Discussions:](#)

1. During the sessions your microphone and camera will be disabled. Once we begin with the round table session, your microphone will be unmuted so that you can participate in the discussions.
2. You are invited to participate in discussions. You will be able to ask questions during the virtual conference through “Chat” function or by expressing your wish to ask a question in person by using the “Raise Hand” function:
  - a) **Using the “Chat” function:** The “Chat” function enables you to send instant messages during the sessions. You can either send private chat to a specific person or message all participants. Should you experience issues with your microphone, using the “Chat” function can serve as an alternative means of communications.
  - b) **Using “Raise Hand” function:** Let us know that you would like to ask a question or contribute to the discussion in person by using the “Raise Hand” function which will place a hand icon next to your name in the participant list until you choose to lower it. You can raise your hand by clicking on the button **Reactions** (bottom side of Zoom) and then **Raise Hand**.



If you don't see the button **Reactions**, please click on the button **More**.

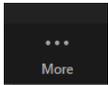


## Entering the Breakout Rooms:

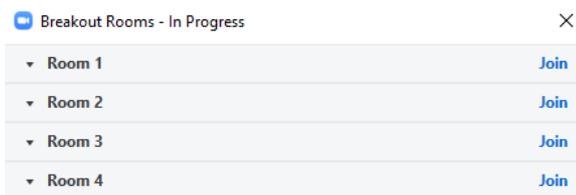
You can open the list of **Breakout Rooms** in the menu bar on the bottom side of Zoom.



If you don't see the button, please click on the button **More**.



After, you will be able to see the list of rooms with the room title and list of participants in the room. You can join the room by clicking the button **Join**.



You can leave the Breakout room by clicking on the button **Leave Room** on the menu tab on the bottom side of Zoom.

## 2. Networking via Interactive World Map of Conference Participants

This conference is also your opportunity to connect to decision-makers, experts from the modeling community and other stakeholders from the field of energy efficiency and climate actions. Over the course of the conference, we will facilitate activities and provide means for you to connect to other participants.

Connect to others and find new partners by locating yourself on the interactive world map and presenting yourself and your work / organization [here](#).

Please indicate:

- name and last name
- where you are currently based
- contact information (email, LinkedIn, website etc.)
- anything else you think others would be interested to learn about you

**Instructions:** click the red »+« icon on the right side of the screen, look up your location and provide the information of choice.



## 3. Do you have additional questions or problems?

If you have additional questions or experience issues during the conference, please write us at [tadeja.jansa@ijs.si](mailto:tadeja.jansa@ijs.si) or [igor.ribic@ijs.si](mailto:igor.ribic@ijs.si).