



CHAIR INFORMATION FOR 48TH ANNUAL MEETING OF THE ARBEITSGEMEINSCHAFT DERMATOLOGISCHE FORSCHUNG FROM 23. - 26. FEBRUARY 2022

Dear Moderators,

We are looking forward to your participation in the virtual ADF conference.

Below please find information for the virtual conference, the associated dress rehearsal and a request for your attendance.

Contact:

Organisation

TEMA AG
Marius Jacobs
+49 241 88970-308
jacobs@tema.de

ADF e.V.
Elke Schmeckenbecher
+49 30 246253-16
info@adf-online.de

1. Join the Congress

Before the congress, you will receive the access-data to the virtual platform. There you can enter the lecture room (ClickMeeting). Please enter the room at least 20 Minutes before your moderation slot starts.

You will be given full speaker functions at the beginning of the conference. In order to participate, you will need the following:

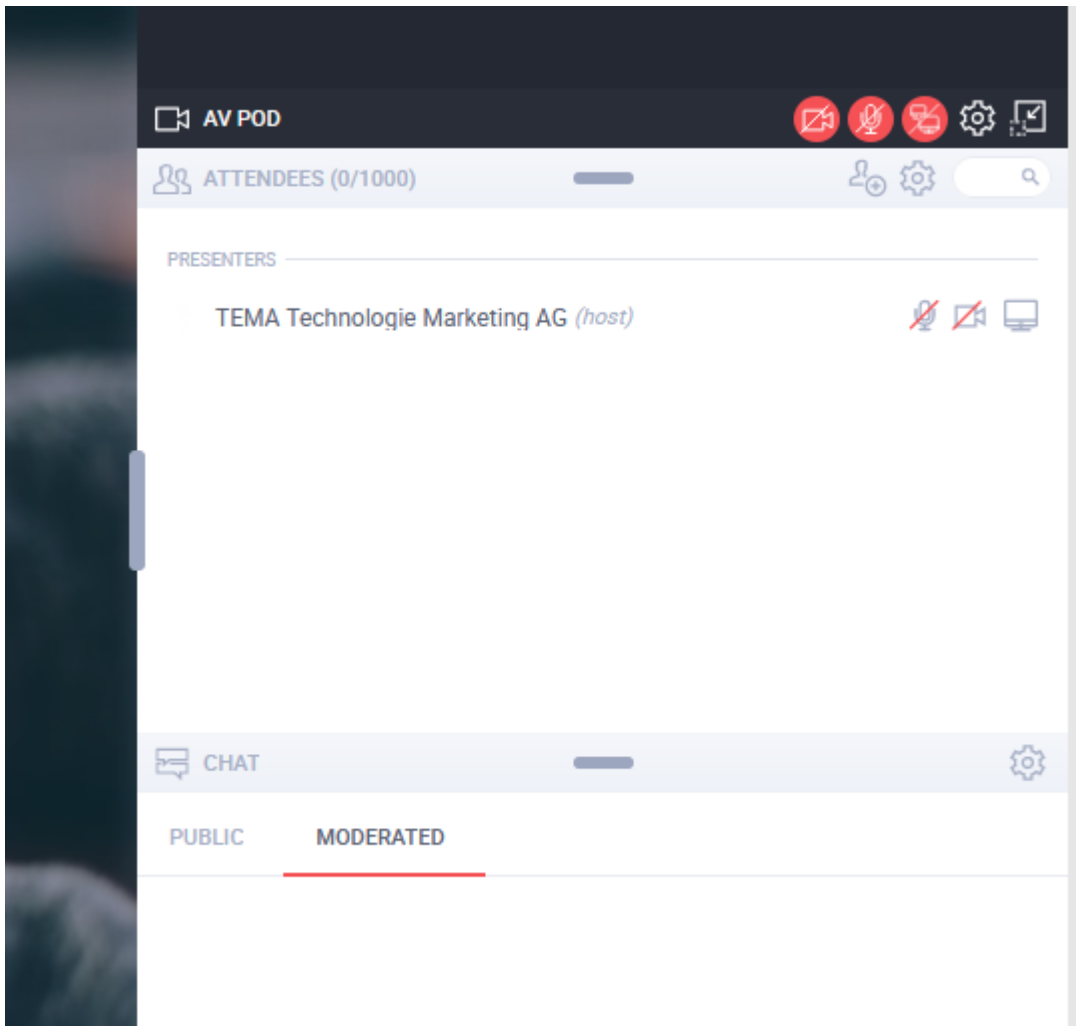
- A computer/laptop
- A headset (a microphone can also be used)
- A webcam
- We recommend a LAN internet connection of at least 5mbit
- Browser: Google Chrome or Firefox

As long as you have moderator rights, you can control your microphone and your webcam input. Please close your microphone while you are not speaking. During the presentation of videos, the streaming of your webcam will automatically be deactivated.

Please book with the following link your ClickMeeting test run appointment. **It is highly recommended to join the test in order to get familiar to ClickMeeting and the program procedure.**

<https://adf.termin-direkt.de/public/>

As a presenter, you will also act as a "catcher" for questions that may be asked by participants during a presentation. The chat area contains several tabs, one of which is named "Moderated". It will be the last tab on the right. All Questions of the audience will be listed there. This tab and so all questions will be only visible to you in order to ask questions of your choice to the speaker after the respective presentation. We will also show you this function during the dress rehearsal. During the Q&A round, both you as the moderator and the speaker will be seen live.



At the end of the session, the operator will appoint you as a participant and you will lose your moderator rights, the streaming of your audio and video will be stopped.

Recording

The event will be recorded and possibly published. Please talk to us or contact us in advance if you do not agree with this. This can be done in an informal e-mail. In this case, your presentation would therefore be stored solely for future publication.

We would like to thank you once again for your support. We are sure that together we will organise a successful event and we are very much looking forward to welcoming you soon online to the 48th Annual Meeting of the Working Group of Dermatological Research.

Kind regards,

Marius Jacobs
TEMA Technologie Marketing AG
Event Organizer

Aachener-und-Münchener-Allee 9
52074 Aachen

Tel.: +49 241 88970-308
Fax: +49 241 88970-999
E: jacobs@tema.de
www.adf-meeting.com