



## Information for Chairs of Keynote Lectures and Round Tables

- **The chair** is responsible for supervising the session. This includes introducing the speaker(s) in **Keynote Lectures** and the moderator in **Round Table sessions** (who will then introduce the rest of the panel and actively lead the session).
- The chair is also in charge of **timekeeping** and overseeing **questions from the audience**.
- Any transfer of responsibilities between the chair and the moderator in advance of the session is at the discretion of the individual panel.

## Before the Congress

- Check the programme schedule on the UEP Congress Platform: <https://uep2025.gcon.me/>

## During the Congress

- Before the session, please be seated at the chair table. Keep the time schedule in mind to start on time.
- Please keep track of all the time slots reserved for each presentation. Notify the authors in case of time overlapping.
- If any issues arise, please contact the technician in the hall.

## Login to the UEP Congress Platform:

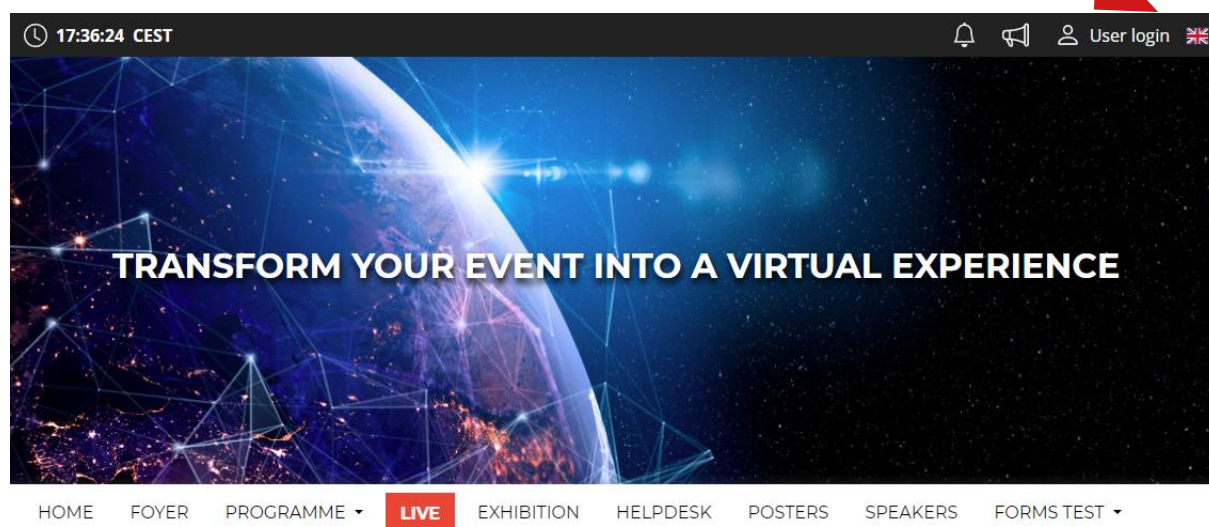
### Important information

- Visit the congress platform available here: <https://uep2025.gcon.me/>
- Log in to the platform using the same e-mail address you used to register for the congress.
- Upload your presentation.



## Login to the platform

- In the top right corner – select **Login**.

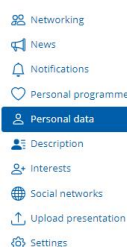



- Log in with your e-mail and password.
- The first time you log in, you will be asked to enter your password, which will be sent to the e-mail you used to register– you can then change your password on your personal page.

## Other Tips: How to Navigate the UEP Congress Platform:

### Personal Page

- Manage your profile under the field with your name – “Personal page”
- Please fill in your personal profile and upload your photo
- On your personal page, you can find:
  - Personal Info
  - Networking
  - News, Notifications
  - Personal Programme
  - Presentation upload
  - Certificates



Titles before:	<input type="text"/>	
Firstname:	<input type="text" value="Jan"/>	
Surname:	<input type="text" value="Kolář"/>	<a href="#">Upload</a> <a href="#">Delete</a>
Titles after:	<input type="text"/>	
Function:	<input type="text"/>	
Company:	<input type="text" value="GUARANT International spol. s r.o."/>	
Country:	<input type="text" value="Czech Republic"/>	
Email address:	<input type="text" value="kolar@guarant.cz"/>	
Phone:	<input type="text"/>	
<a href="#">Save changes</a>		

### Networking

- The “Networking” function enables you to communicate with other speakers and participants.
- Using Networking:
  - You can access Networking by clicking on the “envelope” icon in the top right corner of the screen.



- You can then search for speakers or participants and send them a message.
- Feel free to use the platform and communicate with other speakers even in advance before the conference.
- If you don't want to be messaged, you can turn off the networking feature in your profile settings.
- We don't share any contact details or personal information; communication is managed only through the UEP Congress Platform.