



# **International Summer School on Rare Disease Registries and FAIRification of Data**

**September 27 – October 1, 2021  
Istituto Superiore di Sanità, Rome, Italy**

**Endorsed by**



**We inspire global collaboration  
among all rare disease stakeholders**

## GENERAL INFORMATION

Due to the force majeure situation and in order to allow the correct progress of the planned tasks of EJP RD, ISS ensures that the international course "International Summer School on Rare Disease Registries and FAIRification of Data", September 27 - October 1, 2021, ISS, Rome **will be held ONLINE**.

### RELEVANCE, INTRODUCTION AND OBJECTIVES

The **International Summer School on Rare Disease Registries and FAIRification of Data** is a part of a series of training activities proposed by the European Joint Programme on Rare Diseases (EJP RD). EJP RD is a European Commission funded project (grant agreement No 825575, 2019 – 2023) with the goal "to create a comprehensive, sustainable ecosystem allowing a virtuous circle between research, care and medical innovation". For more information about the EJP RD, see <https://www.ejprarediseases.org/>

This Course is a part of the WP14 on "Data Management & Quality Training", which aims to organize residential training courses in different Countries. WP and Task Leader: Dr. Claudio Carta, ISS.

Course Director: Dr. Domenica Taruscio, ISS.

The Course is made up of 5 days of training organised by Istituto Superiore di Sanità (ISS) in close collaboration with, mainly, EJP RD task partners [LUMC & UoG (Endo-ERN), IOR (Bond-ERN), UUH (Metab-ERN), EURORDIS, ISCIII, LUMC, INSERM (RaDiCo), UMCG, DTL-Projects (ELIXIR-NL), CNR (ELIXIR-IT), AMC]

The Course is endorsed by the International Conference On Rare Diseases and Orphan Drugs (ICORD).

ISS, has gained vast experience by organising numerous courses focused on rare disease registries with the support of key partners. Since 2013 ISS has organised and hosted the "International Summer School on Rare Disease and Orphan Drug Registries" and since 2014 the "Bring Your Own Data To Link Rare Disease Registries".

### SPECIFIC LEARNING OBJECTIVES

Registries are key resources to increase timely and accurate diagnosis, improve patient's management, tailor treatments, facilitate clinical trials, support healthcare planning and speed up research.

This course is composed of two training modules:

- During the first three days module (27-29 September 2021), participants will learn (a) what resources are needed for the establishment/maintenance of a high-quality registry (b) the features of successful strategies to ensure (i) long-time sustainability of the registry, (ii) quality, (iii) legal and ethical issues in compliance with the EU (European Union) General Data Protection Regulation.

- During the second two days module "FAIRification of data", (September 30 - October 1, 2021) participants will deepen their knowledge on the single steps of the FAIRification of data and will discover the potential of FAIR registries. In this part a time slot will be allocated to discuss FAIR data management and FAIR project planning.

At the end of the training course participants will be able to:

- Identify the methodologies and appropriate characteristics to realize and run a rare disease registry
- Describe how to collect quality data
- List the main steps of the FAIRification process
- Describe the main features of a FAIR registry

## **LEARNING METHOD**

In the first and second module there will be interactive plenary presentations and question & answer sessions between speakers and participants. Moreover in the second module there will be hands-on exercises and a wrap up session.

## **PARTICIPANTS AND REGISTRATION**

The training course is open to the international research community, clinicians, medical specialists, registry curators, database managers, healthcare professionals and rare disease patients' representatives.

To ensure active participation and exchange with teaching staff and participants, a maximum of 30 attendees will be admitted to each training module. A selection process will be applied based on the participants' background and role with reference to registry activities, and on the involvement in ERNs.

## **REGISTRATION**

**Registration is possible for:**

- > the first training module: "Rare Disease Registries", September 27-29, 2021
- > the second training module: "FAIRification of Data", September 30-October 1, 2021
- > the entire course: "Rare Disease Registries" and "FAIRification of Data", September 27 – October 1, 2021.

**REGISTRATION FORM** For important updates, deadlines and for the online registration please visit the website at the following [\*\*LINK\*\*](#)

## **FEES AND COSTS**

The course and registration are free of charge.

The course organisers will not cover expenses incurred by the participants in any case.

## **LEARNING ASSESSMENT**

At the end of each training module participants will be asked to submit a learning assessment, based on an online multiple-choice questionnaire and a satisfaction survey.

## **ATTENDANCE CERTIFICATES**

At the end of the course a certificate of attendance will be forwarded to the participants who attended 100% of the single training modules or the entire course program. No credits of Continuing Education in Medicine will be issued.

**OFFICIAL LANGUAGE**

English

**VENUE**

ONLINE

**Important dates, deadlines, registration form, and further information, please visit the website at the following [LINK](#)**

**CONTACT**

If you have questions, please write to the course Coordinator Dr Claudio Carta:  
[claudio.carta@iss.it](mailto:claudio.carta@iss.it) (in Cc [laura.cellai@iss.it](mailto:laura.cellai@iss.it))



## Programme of the Course

### **DAY 1 (CEST Time) ([LINK](#))**

**1<sup>st</sup> Training Module, September 27, 2021**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MWY4MDYxNzYtZjBkYS00MWQ4LWI1YjYtYjEYwYzJjMjIj%40thread.v2/0?context=%7b%22id%22%3a%22383ac401-a21d-426b-8072-5f74c36b7093%22%2c%22oid%22%3a%226293aec5-7106-4e7a-87e1-6bed39dd917c%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MWY4MDYxNzYtZjBkYS00MWQ4LWI1YjYtYjEYwYzJjMjIj%40thread.v2/0?context=%7b%22id%22%3a%22383ac401-a21d-426b-8072-5f74c36b7093%22%2c%22oid%22%3a%226293aec5-7106-4e7a-87e1-6bed39dd917c%22%7d)

14:00 Welcome address & Faculty & Presentation of the course

**Domenica Taruscio**

14:15 Presentation of the European Joint Programme on Rare Diseases

**Claudio Carta, Domenica Taruscio**

14:30 The European Platform on Rare Disease Registration (EU RD Platform) and JRC Activities

**Andri Papadopoulou**

15:00 Questions & Answers

15:15 Break

15:45 Aims, Governance & Sustainability

**Joseph Giuliano**

16:45 Questions & Answers

17:30 End of Day 1

### **DAY 2 (CEST Time) ( [LINK](#) )**

**1<sup>st</sup> Training Module, September 28, 2021**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZGEyOWNkYjYtMDgxYS00OWU3LTg2Y2EtZTE0NzM5NTk4Y2Y1%40thread.v2/0?context=%7b%22id%22%3a%22383ac401-a21d-426b-8072-5f74c36b7093%22%2c%22oid%22%3a%226293aec5-7106-4e7a-87e1-6bed39dd917c%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZGEyOWNkYjYtMDgxYS00OWU3LTg2Y2EtZTE0NzM5NTk4Y2Y1%40thread.v2/0?context=%7b%22id%22%3a%22383ac401-a21d-426b-8072-5f74c36b7093%22%2c%22oid%22%3a%226293aec5-7106-4e7a-87e1-6bed39dd917c%22%7d)

14:00 Quality of RD Registries

**Yilka Kodra**

14:45 Questions & Answers

15:00 Break

15:15 Ethics, GDPR and Informed Consent

**Marta Tomasi**

16:15 Questions & Answers

17:00 End of Day 2

### **DAY 3 (CEST Time) ( [LINK](#) )**

### **1<sup>st</sup> Training Module, September 29, 2021**

[https://teams.microsoft.com/join/19%3ameeting\\_MmQ5NmFIZGUtYjdINCO0NTI5LWI0YjltZTdlMmY2ZDNmYjBj%40thread.v2/0?context=%7b%22id%22%3a%22383ac401-a21d-426b-8072-5f74c36b7093%22%2c%22Oid%22%3a%226293aec5-7106-4e7a-87e1-6bed39dd917c%22%7d](https://teams.microsoft.com/join/19%3ameeting_MmQ5NmFIZGUtYjdINCO0NTI5LWI0YjltZTdlMmY2ZDNmYjBj%40thread.v2/0?context=%7b%22id%22%3a%22383ac401-a21d-426b-8072-5f74c36b7093%22%2c%22Oid%22%3a%226293aec5-7106-4e7a-87e1-6bed39dd917c%22%7d)

14:00 Roles of RD patients in registries & research - ePAGs in ERNs

**Gulcin Gumus**

14:30 Questions & Answers

14:45 Implementing the active partnership with patients' representatives in a specific ERN Registry: the management of TogethERN ReCONNET

**Diana Marinello**

15:00 The perspective of patient representatives in an ERN Registry

**Johan de Graaf**

15:15 Questions & Answers

15:30 Break

15:45 RegistRare: a platform for patient registries

**Tiziana Grassi, Paola Torreri**

16:15 Questions & Answers

16:30 Rare disease registries and how they work in real life – the EuRECa experience

**Syed Faisal Ahmed**

17:15 Questions & Answers

17:45 Evaluation of the 1<sup>st</sup> Training Module and satisfaction survey

18:00 End of Day 3

**19:00 Social Event ( [LINK](#) )**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_M2I5ZTU1N2UtOTAwMS00MjE0LTljMjktYzYyYWUyOWZjMGVh%40thread.v2/0?context=%7b%22Tid%22%3a%22383ac401-a21d-426b-8072-5f74c36b7093%22%2c%22Oid%22%3a%226293aec5-7106-4e7a-87e1-6bed39dd917c%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_M2I5ZTU1N2UtOTAwMS00MjE0LTljMjktYzYyYWUyOWZjMGVh%40thread.v2/0?context=%7b%22Tid%22%3a%22383ac401-a21d-426b-8072-5f74c36b7093%22%2c%22Oid%22%3a%226293aec5-7106-4e7a-87e1-6bed39dd917c%22%7d)

**DAY 4 ( CEST Time)**

**2<sup>nd</sup> Training Module, September 30, 2021**

**MORNING SESSION ( [LINK](#) )**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZjcxNTFjNDU1MTE5Mi00M2Q3LWEwMzU1MDI1NGRiMTE2YTFl%40thread.v2/0?context=%7b%22Tid%22%3a%22383ac401-a21d-426b-8072-5f74c36b7093%22%2c%22Oid%22%3a%226293aec5-7106-4e7a-87e1-6bed39dd917c%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjcxNTFjNDU1MTE5Mi00M2Q3LWEwMzU1MDI1NGRiMTE2YTFl%40thread.v2/0?context=%7b%22Tid%22%3a%22383ac401-a21d-426b-8072-5f74c36b7093%22%2c%22Oid%22%3a%226293aec5-7106-4e7a-87e1-6bed39dd917c%22%7d)

09:50 Welcome address & Presentation of the course

**Domenica Taruscio**

10:00 BYOD introduction

**Claudio Carta, Marco Roos**

10:10 FAIR Game

**Bruna Dos Santos Vieira, Marco Roos, Rajaram Kaliyaperumal, Martijn Kersloot, Alberto Cámara, César Bernabé, Clemence le Cornec, Joeri van der Velde, Shuxin Zhang**

11:00 Break

11:15 Lesson Learned and the Benefits of making data FAIR

**Marco Roos, Rajaram Kaliyaperumal, Brunna Dos Santos Vieira, Martijn Kersloot**

12:00 The main steps of FAIRification

**Marco Roos, Claudio Carta**

12:10 Introduction to making data linkable and machine-readable

**Mark Wilkinson**

12:40 Break

**AFTERNOON SESSION ( [LINK](#) )**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_OGQwZDVmNzgtMmUxNS00YzNiLWFjZGUtOWQ1Y2UyYmZkM2Nk%40thread.v2/0?context=%7b%22Tid%22%3a%22383ac401-a21d-426b-8072-5f74c36b7093%22%2c%22Oid%22%3a%226293aec5-7106-4e7a-87e1-6bed39dd917c%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGQwZDVmNzgtMmUxNS00YzNiLWFjZGUtOWQ1Y2UyYmZkM2Nk%40thread.v2/0?context=%7b%22Tid%22%3a%22383ac401-a21d-426b-8072-5f74c36b7093%22%2c%22Oid%22%3a%226293aec5-7106-4e7a-87e1-6bed39dd917c%22%7d)

13:30 Describing your registry at source for machines:

- Describing your registry with 'ORDO', 'DCAT' & a 'FAIR Data Point'

**Marc Hanauer, Rajaram Kaliyaperumal**

- Describing your registry access protocols

**Esther van Enckevort**

14:10 Hands on (Create a FAIR Data Point)

14:30 Break

14:45 Introduction to querying a FAIR Data Point.

**Mark Wilkinson**

15:15 Hands-on Introduction to querying a FAIR Data Point

15:30 Using your FAIR metadata: exploring the FAIR Data Point via the Web

**Rajaram Kaliyaperumal**

15:45 Hands-on exploration of registry descriptions in a FAIR Data Point

16:00 Wrap-up; Questions & Answers

16:30 End of Day 4

**DAY 5 (CEST Time)****2<sup>nd</sup> Training Module, October 1, 2021****MORNING SESSION ( [LINK](#) )**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MTU0ZjRiNDUyY2YzC00ZmJlTk5OTUzMWU2NzdIMzI4OGE3%40thread.v2/0?context=%7b%22Tid%22%3a%22383ac401-a21d-426b-8072-5f74c36b7093%22%2c%22Oid%22%3a%226293aec5-7106-4e7a-87e1-6bed39dd917c%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTU0ZjRiNDUyY2YzC00ZmJlTk5OTUzMWU2NzdIMzI4OGE3%40thread.v2/0?context=%7b%22Tid%22%3a%22383ac401-a21d-426b-8072-5f74c36b7093%22%2c%22Oid%22%3a%226293aec5-7106-4e7a-87e1-6bed39dd917c%22%7d)

10:00 Making Data Machine-readable & Hosting FAIR data: an example of a registry becoming FAIR

**Martijn Kersloot**



10:20 Hands on

10:40 Wrap-up

11:00 Using ontologies to describe data unambiguously for machines (and humans)

**Ronald Cornet**

11:30 Break

11:45 Introducing the EJP RD ontological model for 'Common Data Elements'

**Mark Wilkinson**

12:00 How to apply the CDE model to your data

Automatic conversion from tabular data to machine readable data with YARRRML and Matey

**Mark Wilkinson**

12:30 Exploring linkable, machine readable CDEs with SPARQL: Hands-on demonstration

**Mark Wilkinson**

12:45 Break

## **AFTERNOON SESSION ( [LINK](#) )**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZmRhYThmZTEtMDNmZS00Y2M1LTkyYzYtYWVmMDMyYjViMTJh%40thread.v2/0?context=%7b%22Tid%22%3a%22383ac401-a21d-426b-8072-5f74c36b7093%22%2c%22Oid%22%3a%226293aec5-7106-4e7a-87e1-6bed39dd917c%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmRhYThmZTEtMDNmZS00Y2M1LTkyYzYtYWVmMDMyYjViMTJh%40thread.v2/0?context=%7b%22Tid%22%3a%22383ac401-a21d-426b-8072-5f74c36b7093%22%2c%22Oid%22%3a%226293aec5-7106-4e7a-87e1-6bed39dd917c%22%7d)

14:30 Solving the game with FAIR Data & Metadata

**Bruna Dos Santos Vieira, Marco Roos, Alberto Cámara, César Bernabé, Clemence le Cornec, Joeri van der Velde, Shuxin Zhang**

15:00 FAIRification recap, implications for "registry managers" and project planning

**Esther van Enckevort, Marco Roos, Claudio Carta, Bruna Dos Santos Vieira**

15:30 Hands on

15:50 Wrap-up

16:00 How global open FAIR data are changing the world in practice

**Erik Schultes, Barend Mons**

16:20 Parking lot & Q&A next steps for your own FAIR registry

16:50 Evaluation of the 2<sup>nd</sup> Training Module and satisfaction survey

17:00 Concluding remarks

**Domenica Taruscio, Marco Roos, Claudio Carta**

17:10 End of the Course

## **SPEAKERS**

**Syed Faisal Ahmed**, University of Glasgow, (EndoERN), UK

**Claudio Carta**, National Centre for Rare Diseases, Istituto Superiore di Sanità, Italy

**Ronald Cornet**, Academic Medical Center, Universiteit van Amsterdam, The Netherlands

**Johan de Graaf**, ePAG Endo ERN; president of the Dutch Pituitary Foundation, The Netherlands

**Joseph Giuliano**, Global Medical Operations & Patient Registries Amicus Therapeutics, USA

**Tiziana Grassi**, National Centre for Rare Diseases, Istituto Superiore di Sanità, Italy

**Gulcin Gumus**, EURORDIS, France

**Marc Hanauer**, Directeur technique Orphanet, INSERM, France

**Rajaram Kaliyaperumal**, Leiden University Medical Centre, The Netherlands

**Martijn Kersloot**, Academic Medical Center, Universiteit van Amsterdam, The Netherlands

**Yllka Kodra**, Ministry of Health Directorate-General for Health Planning Government Organisation, Italy

**Diana Marinello**, Azienda Ospedaliero Universitaria Pisana, Italy

**Barend Mons**, Leiden University Medical Centre, GO FAIR, The Netherlands

**Andri Papadopoulou**, European Commission's Joint Research Centre, Italy

**Marco Roos**, Leiden University Medical Centre, The Netherlands

**Erik Schultes**, GO FAIR, The Netherlands

**Domenica Taruscio**, National Centre for Rare Diseases, Istituto Superiore di Sanità, Italy

**Marta Tomasi**, University of Bolzano, Italy

**Paola Torrerì** National Centre for Rare Diseases, Istituto Superiore di Sanità, Italy

**Esther van Enckevort**, University Medical Centre Groningen, The Netherlands

**Mark Wilkinson**, Centro de Biotecnología y Genómica de Plantas UPM-INIA (CBGP), Spain

## **FAIRification Stewards**

**César Bernabé**, Leiden University Medical Centre, The Netherlands

**Alberto Cámara**, Centro de Biotecnología y Genómica de Plantas UPM-INIA (CBGP), Spain

**Bruna dos Santos Vieira**, Center for Molecular and Biomolecular Informatics, Radboud University Medical Center, The Netherlands

**Clemence le Cornec**, Heidelberg University Hospital, Germany

**Joeri van der Velde**, Groeningen University Medical Center, The Netherlands

**Shuxin Zhang**, Academic Medical Center, Universiteit van Amsterdam, The Netherlands

## **COURSE DIRECTOR**

Domenica Taruscio, National Centre for Rare Diseases, ISS, Rome, Italy

## **SCIENTIFIC SECRETARIAT**

Claudio Carta (Coordinator), Paola Torrerì, National Centre for Rare Diseases, ISS, Rome, Italy, email: [claudio.carta@iss.it](mailto:claudio.carta@iss.it)

## **ORGANIZING SECRETARIAT**

Linda Agresta, Daniela Bernardo, Laura Lee Cellai, Patrizia Criallesse, Stefano Diemoz, National Centre for Rare Diseases, ISS, Rome, Italy email: [laura.cellai@iss.it](mailto:laura.cellai@iss.it)

## Connection Instructions & User-Guide

The International Summer School on Rare Disease Registries and FAIRification of Data is held Online using Microsoft Teams (MS Teams).

You have the choice to either:

- use your **web browser**: Google Chrome (preferably) or Microsoft Edge or Firefox (but neither Safari nor internet explorer)
- Or the **MS Teams Application** (recommended) if you are already using it.
  - If not, and you wish to use this application, download it at:  
<https://www.microsoft.com/en/microsoft-365/microsoft-teams/download-app>  
You will need to sign in (it is free)
- Or the **smartphone Teams app** (available on the AppStore [iPhone] or Play Store [Android]). You will need to sign in (it is free) and you will need to open the links on your smartphone

**Please Connect to the Webinar and Live Sessions  
at least 10 minutes before they start**

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### Sessions

The Event will be organized as a Live Event in MS Teams. This means that you will be able to watch the speaker's video, the presentation slides and ask questions through a « Question and Answer » space (next to the video being broadcasted, see below).

The procedure to connect and interact is the following:

**1/** In the Agenda Click on the “LINK” of the respective session, the link will open on your “default” internet browser (or on your MS Teams desktop application if you are already using it), example below:

DAY 4 (CEST Time)

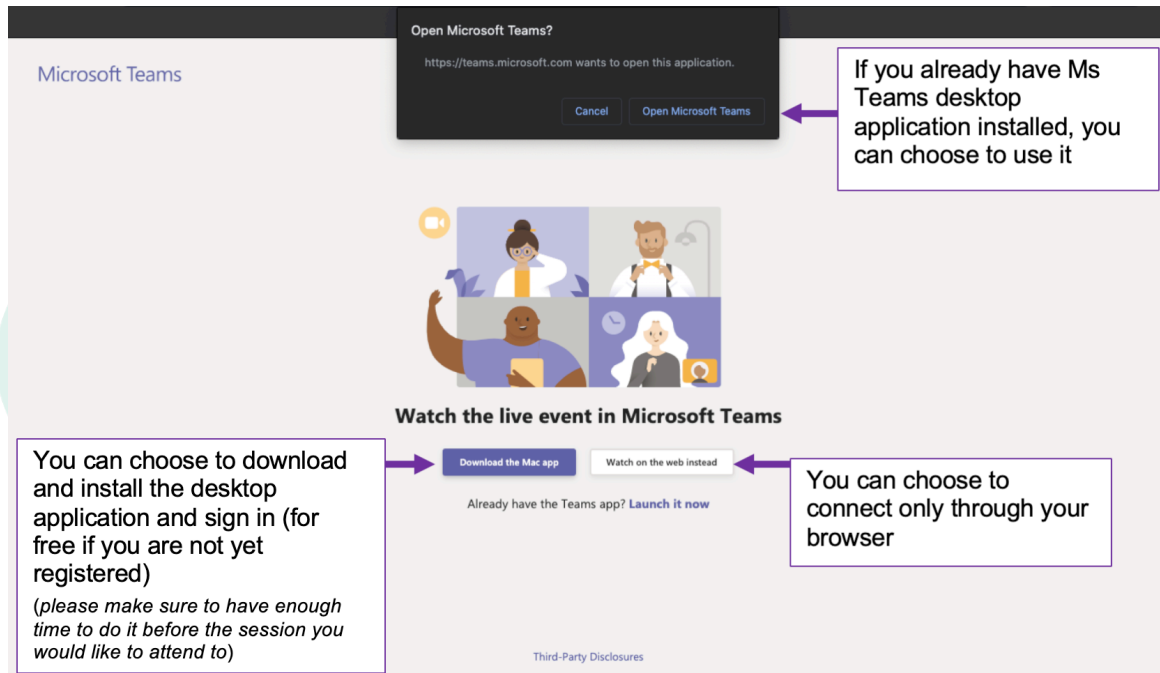
2<sup>nd</sup> Training Module, September 30, 2021

MORNING SESSION ( [LINK](#) )

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZjcxNTFjNDU0MTMTE5Mi00M2Q3LWUwMzU0MDI1NGRiMTE2YTFl%40thread.v2/0?context=%7b%22id%22%3a%22383ac401-a21d-426b-8072-5f74c36b7093%22%2c%22Oid%22%3a%226293aec5-7106-4e7a-87e1-6bed39dd917c%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjcxNTFjNDU0MTMTE5Mi00M2Q3LWUwMzU0MDI1NGRiMTE2YTFl%40thread.v2/0?context=%7b%22id%22%3a%22383ac401-a21d-426b-8072-5f74c36b7093%22%2c%22Oid%22%3a%226293aec5-7106-4e7a-87e1-6bed39dd917c%22%7d)

Or right click on the “[LINK](#)”; copy the link and paste it in the internet browser of your choice (Chrome, Microsoft Edge or Firefox)

## 2/ On your browser:

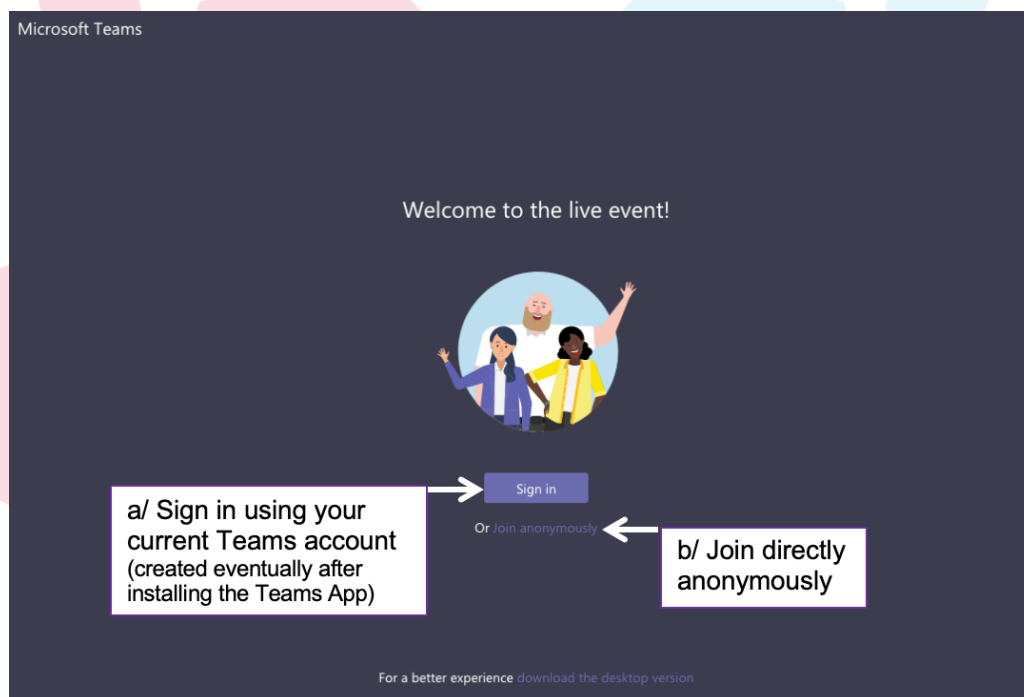


The screenshot shows the Microsoft Teams web interface. At the top, a modal asks "Open Microsoft Teams?" with a URL and "Cancel" and "Open Microsoft Teams" buttons. Below this is a grid of four avatars. The main heading is "Watch the live event in Microsoft Teams". Below the heading are two buttons: "Download the Mac app" and "Watch on the web instead". A link "Already have the Teams app? Launch it now" is also present. At the bottom, there is a link for "Third-Party Disclosures".

**Annotations:**

- Top Modal:** "Open Microsoft Teams? https://teams.microsoft.com wants to open this application. [Cancel] [Open Microsoft Teams]"
- Right Annotation:** "If you already have Ms Teams desktop application installed, you can choose to use it" (points to the "Open Microsoft Teams" button).
- Left Annotation:** "You can choose to download and install the desktop application and sign in (for free if you are not yet registered) (please make sure to have enough time to do it before the session you would like to attend to)" (points to the "Download the Mac app" button).
- Right Annotation:** "You can choose to connect only through your browser" (points to the "Watch on the web instead" button).

## 3/ Whether you choose to “Watch on the Web” or using MS Teams desktop application, if you are not signed in MS Teams you will have the choice to:

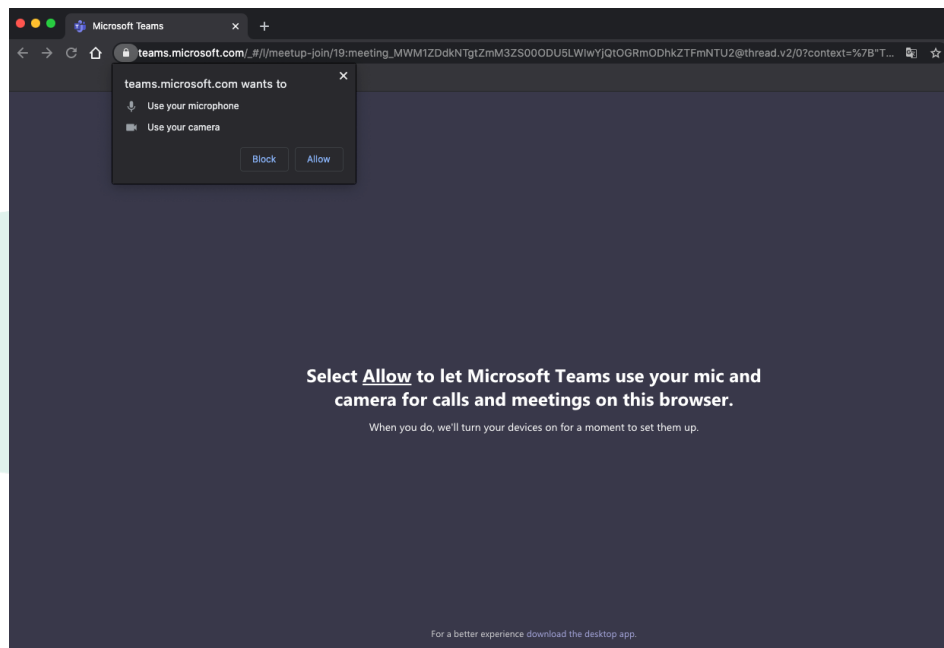


The screenshot shows the Microsoft Teams sign-in screen. It has a dark background with the text "Welcome to the live event!" and an illustration of three people. Below the illustration are two buttons: "Sign in" and "Or Join anonymously". At the bottom, there is a link for "For a better experience download the desktop version".

**Annotations:**

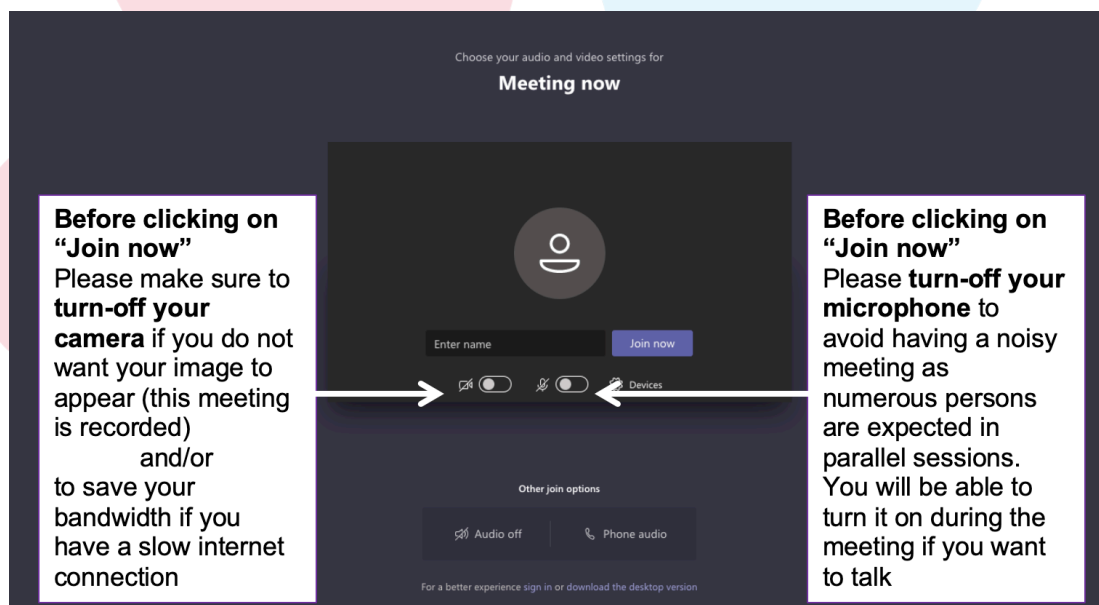
- Left Annotation:** "a/ Sign in using your current Teams account (created eventually after installing the Teams App)" (points to the "Sign in" button).
- Right Annotation:** "b/ Join directly anonymously" (points to the "Or Join anonymously" button).

**4/** If you decide to “Join on the web” you need to allow the use of “your microphone” to be able to talk and the use of “your camera” to at least be able to share your screen if needed

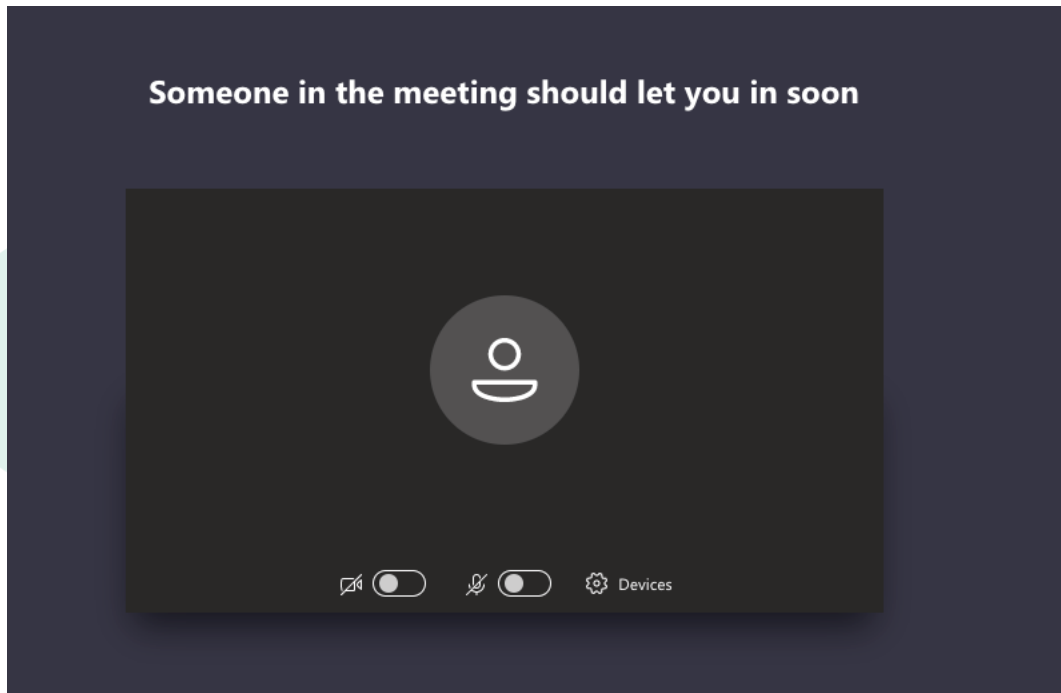


**5/** Please [Enter the “First name” and “Last name” you provided when you registered](#) to be admitted to the different sessions

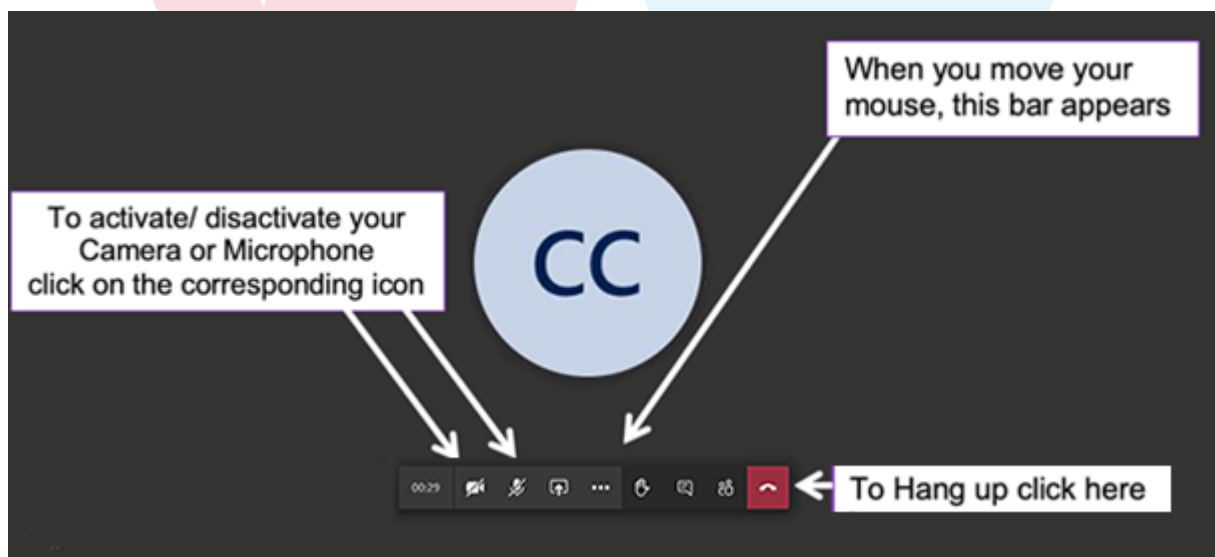
[If you are already using MS Teams desktop application, or you have already downloaded this application and signed in, your initials and your email will be automatically displayed. Please do not click on “Add a room”]

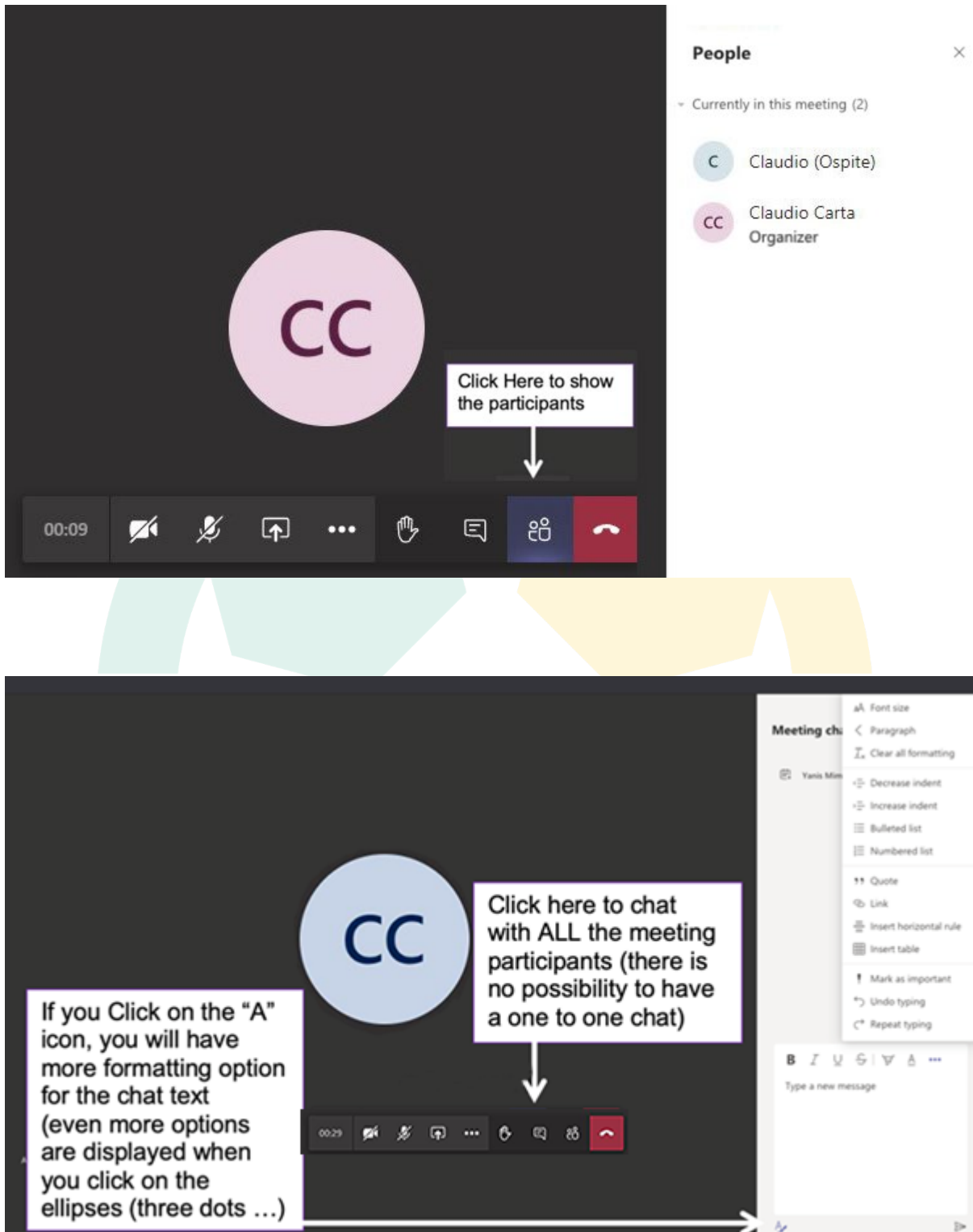


**6/** When you click on “Join now” a moderator in the meeting will admit you



**7/** When you join the session you will see up to 4 persons(s) “tiles (thumbnails)” or camera if activated (only one person is present in the below screen capture)





The image consists of two screenshots of a Microsoft Teams interface, illustrating meeting controls and chat functionality.

**Top Screenshot:** Shows a meeting in progress with a large pink circle containing the initials "CC" in the center. A callout box with an arrow points to the "Participants" icon (two people) in the bottom toolbar, with the text: "Click Here to show the participants". To the right, a "People" sidebar is open, showing "Currently in this meeting (2)":

- C Claudio (Ospite)
- CC Claudio Carta Organizer

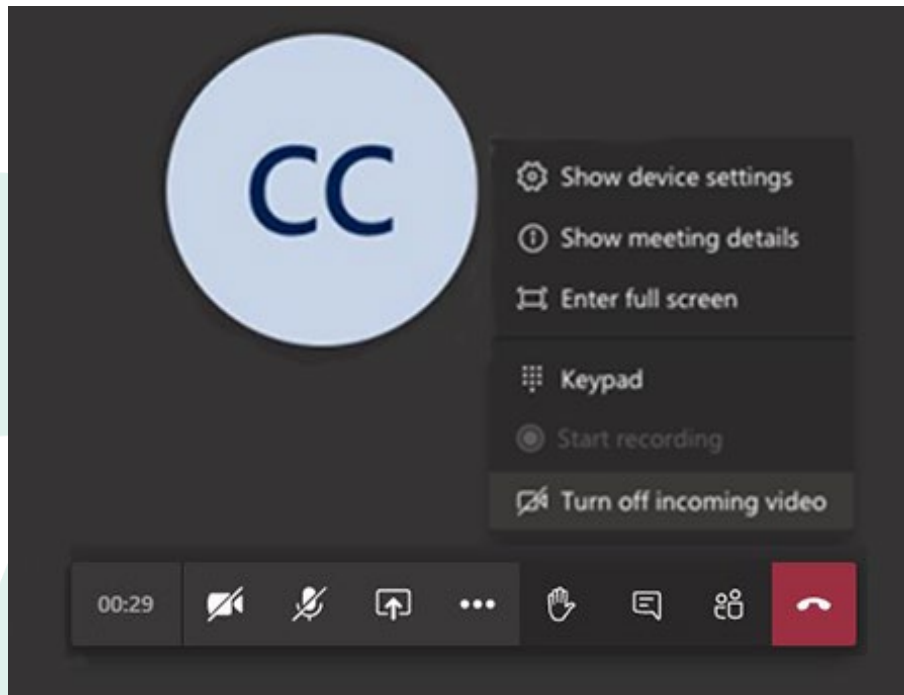
**Bottom Screenshot:** Shows the same meeting interface. A callout box points to the "More options" icon (three dots) in the bottom toolbar, with the text: "If you Click on the 'A' icon, you will have more formatting option for the chat text (even more options are displayed when you click on the ellipses (three dots ...))". Another callout box points to the "Chat" icon (speech bubble) in the bottom toolbar, with the text: "Click here to chat with ALL the meeting participants (there is no possibility to have a one to one chat)". On the right, the "Meeting chat" sidebar is open, displaying a list of formatting options:

- Font size
- Paragraph
- Clear all formatting
- Decrease indent
- Increase indent
- Bulleted list
- Numbered list
- Quote
- Link
- Insert horizontal rule
- Insert table
- Mark as important
- Undo typing
- Repeat typing

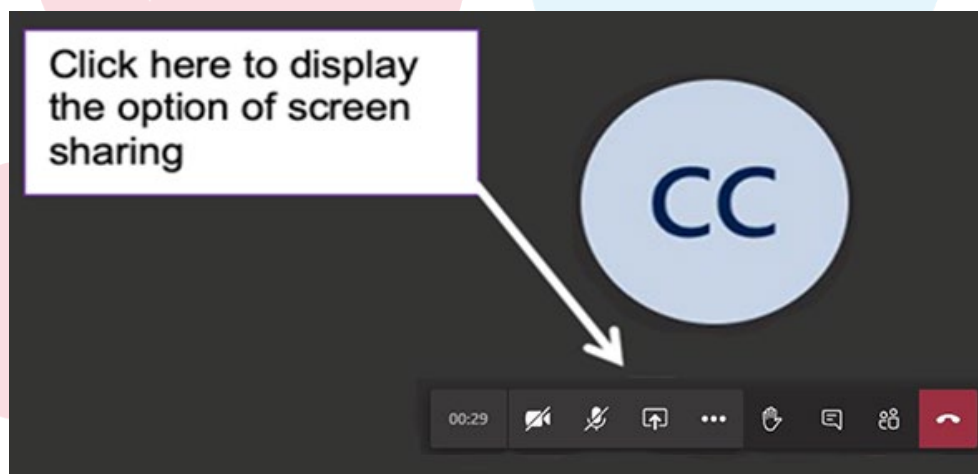
At the bottom of the chat sidebar, there is a text input field with the placeholder "Type a new message" and a "Send" button.



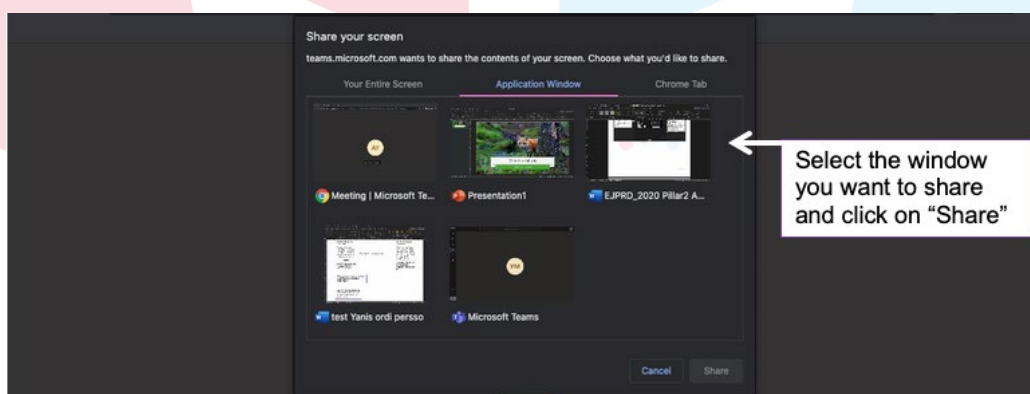
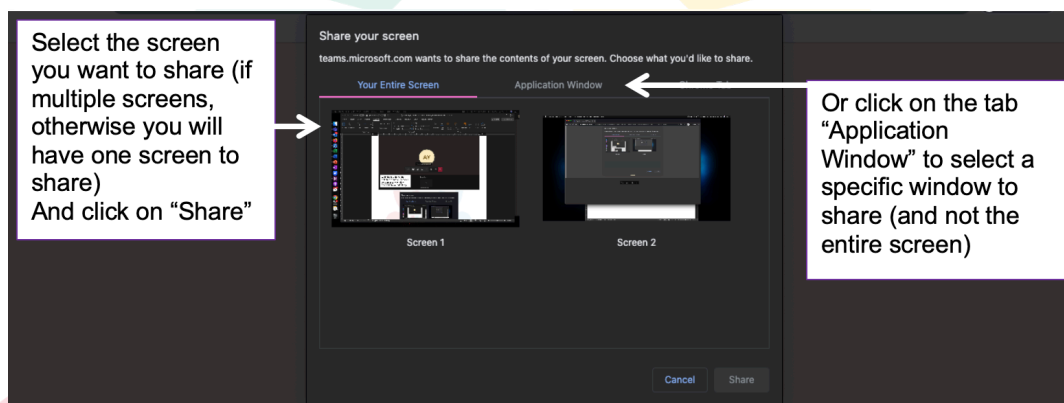
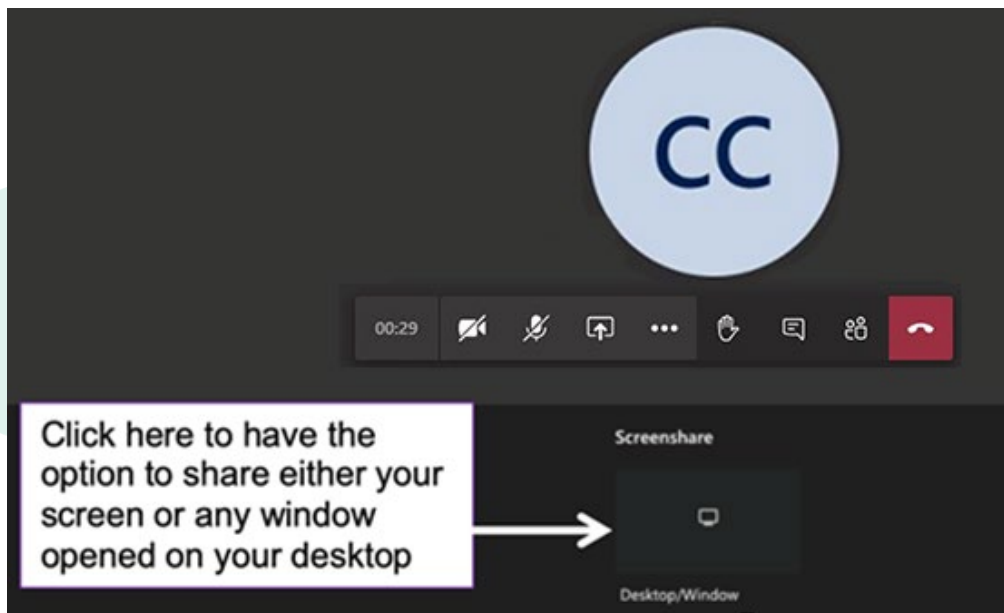
The ellipses (three dots ...) in the bottom bar provide more options. Please consider the option “Turn off incoming video” to improve the quality of your connection (especially if your internet connection is slow):



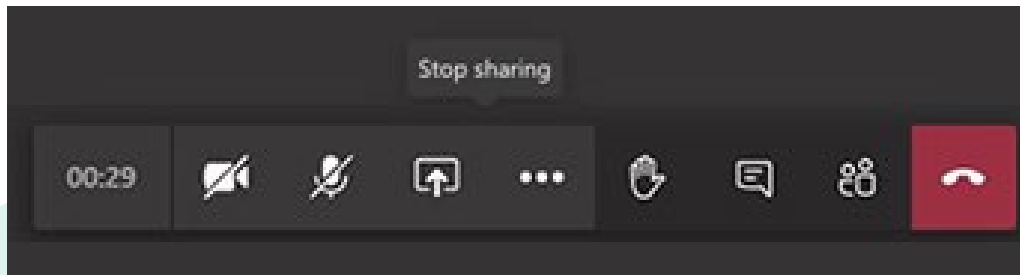
**8/** To share your screen:



**a) On an internet browser:**

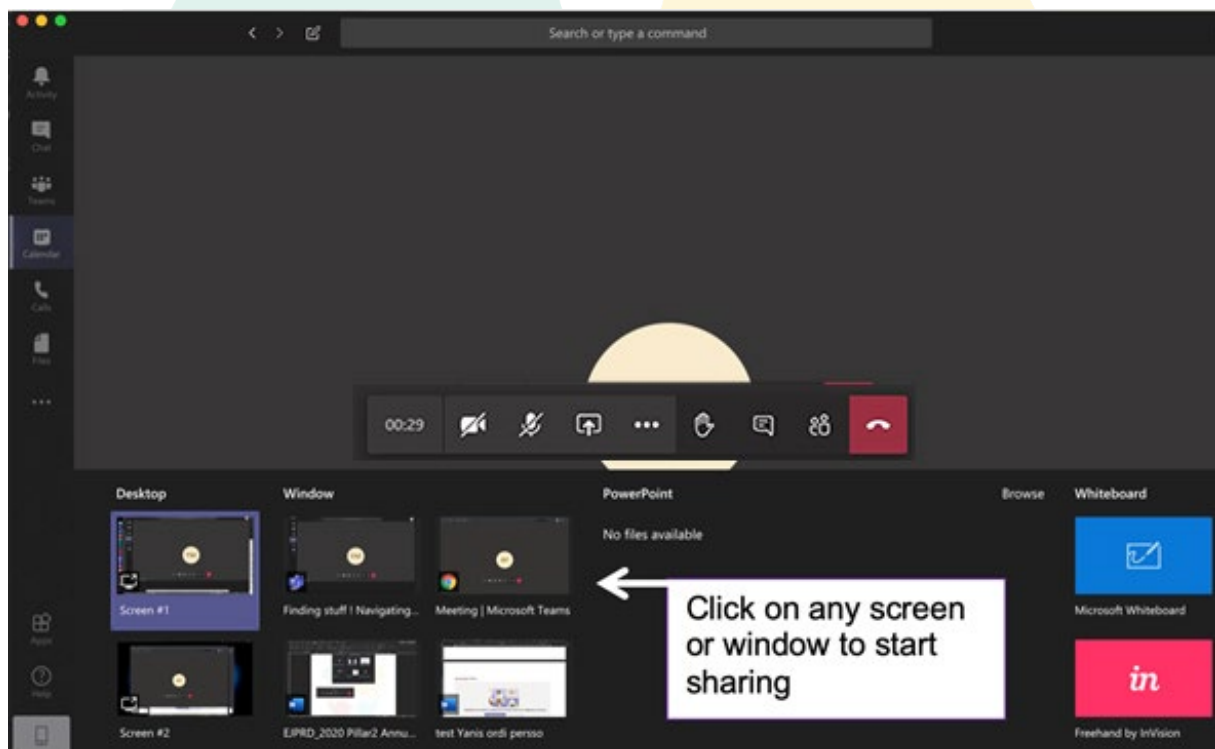


Click on the same icon to stop sharing:



**b) On MS Teams desktop application:**

You will have all the options displayed at once (sharing screen(s) and the different windows and PowerPoints opened on your desktop)



Please note that with the MS Teams application, when you share your screen, sometimes the application is reduced leaving only a small window that displays the title of the session, your initials and few options at the bottom bar.

Click on that small window to expand the Ms Teams application again