

You can join the conference session using your personal access link, which you will receive via an e-mail. The link will stay the same throughout the whole conference.

Upon joining the session, please enter your full name (this is how other attendees of the session will see you) and e-mail address.

Follow the instructions on screen and **allow the browser access to your microphone** and, optionally, camera. It is recommended to disable the camera input if your Internet connection is weak. Upon joining, a window with microphone and camera test will be displayed. **Make sure that your microphone is turned on and working.** (Of course, you can ignore the microphone if you are not planning to actively take part in the discussions.)

Your Name:

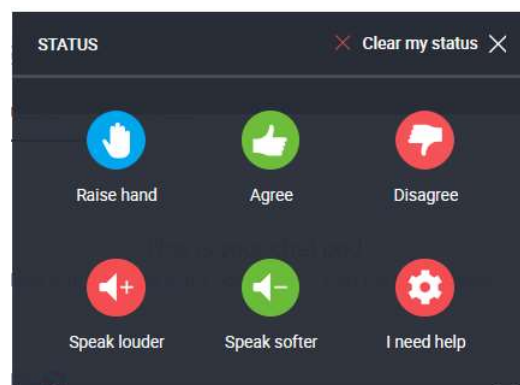
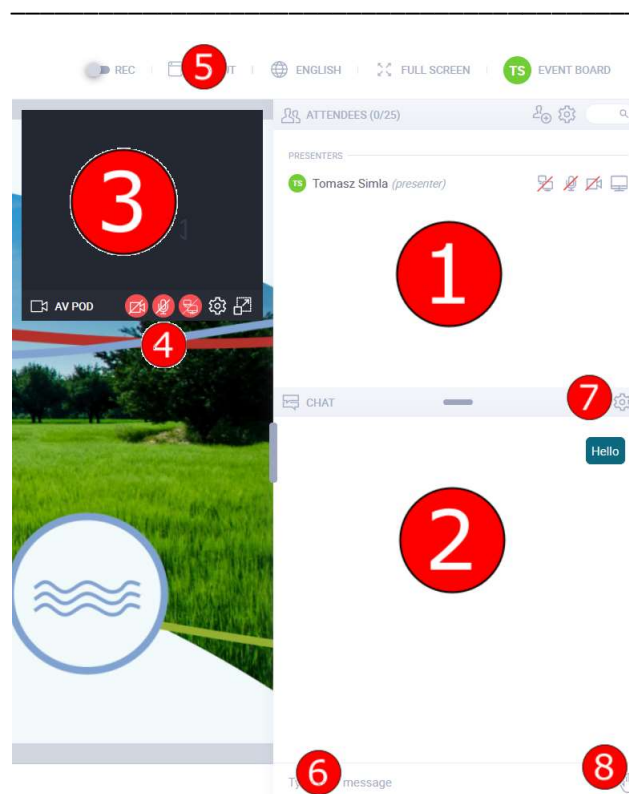
Email:

ENTER

The middle of the window is where all the presentations will be displayed. To the right you can see the list of meeting attendees (1) and the chat window (2). There is also an AV window (3), which will display the camera views from other presenters. **At the bottom of the AV window you can find buttons enabling and disabling your video input, audio input and screen sharing input (4).** The rightmost button allows you to dock the AV window on the right panel, so that it does not obscure the presentation window. At the top bar (5) you can find buttons for changing the language of the interface and for enabling fullscreen.

The input bar for chat messages is at the very bottom (6). If you go to Chat options (7), you can turn on automatic chat translation to a chosen language (bottom of the menu – Translations – Choose language).

In the bottom right corner, the “hand” icon (8) opens a “Status” menu. By setting the “I need help” status, you can call for technical help from the session moderator. The “Raise hand” status indicates that you would like to speak up. (As a regular participant, by default your microphone is disabled.)



After the presentation, the audience may ask questions. A special “Q&A” mode will be enabled for that purpose. If you want to ask a question in a written form (via the chat), simply type it in the chat window. **Remember to end it with a question mark, this way it will be automatically recognized as a question and appear in the Q&A list.**

The session moderator may choose which question is currently displayed in the main window.

If you would like to ask the question verbally, please open the “status” menu in the chat and use the “Raise hand” option. Wait for the session moderator to give you the floor.

We recommend to use the written form of asking questions to avoid potential problems with the microphone.

