

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:

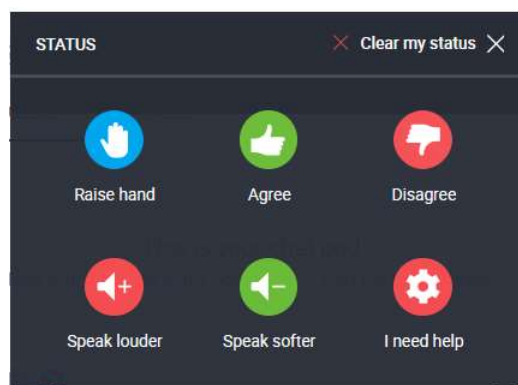
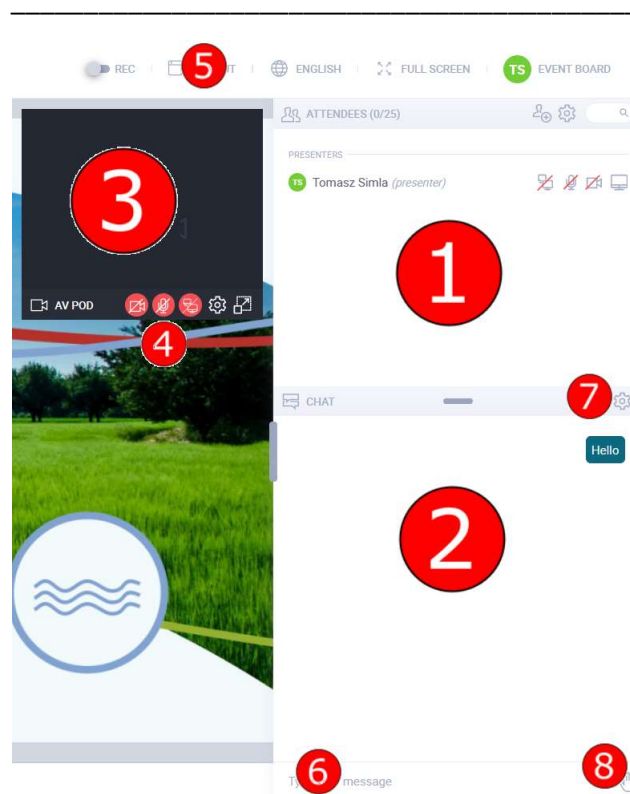
Email:

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.)



If you have a scheduled presentation, the session moderator will grant you the “Presenter” status. You will gain access to the main menu on the left side of the screen.

To open a presentation file (the one which you have previously uploaded to our conference system) and show it to the audience, go to Presentation menu (1) and choose it from the list of available files (this action will be performed by the technical coordinator of the session). The list will contain files from all presenters, this is why it is important that you named your files in such a way that they can be easily found.

Other useful options available in the Main Menu include: Whiteboard (2), Screen sharing (3), displaying a Youtube video (4) and creating a poll (5).

Please, do not use the “off” button in the bottom left corner (6), because you may accidentally end the whole session! If you want to disconnect, simply close the browser window.

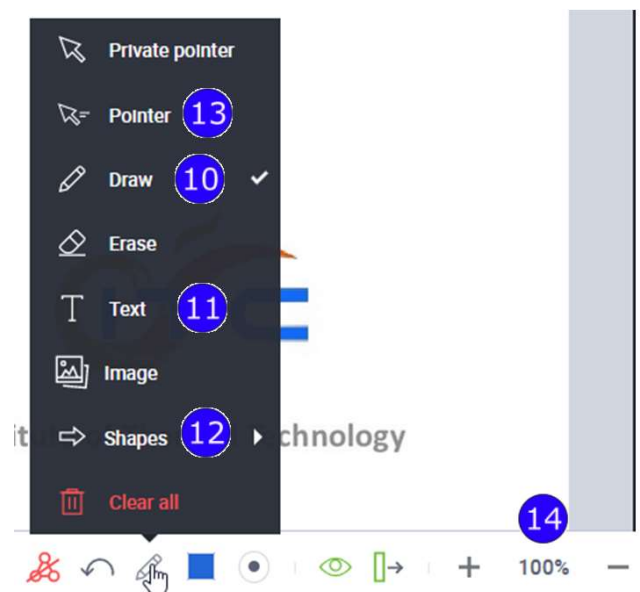


The presentation will open in the middle window. You can navigate through the slides by using arrow buttons, clicking on the slides thumbnails (7) or by using the panel at the bottom of the screen (8). The button for closing the presentation can be found in the bottom left corner (9). (If you want to open a different presentation file, you need to close the current presentation first.)

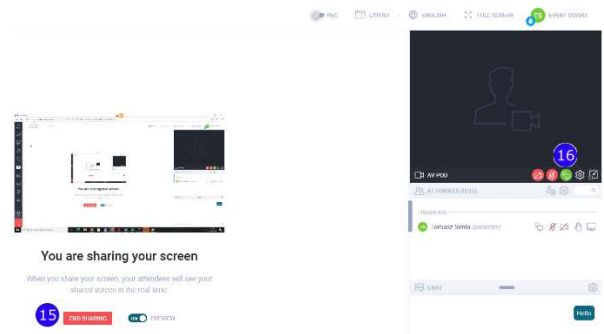


By using the options on the bottom panel, you can draw on the presentation (10), add text (11) or shapes (12). If the “Pointer” option (13) is selected, all participants can see your cursor on the screen. You can also zoom in the presentation (14).

The same options are available in the Whiteboard mode (2), which displays a blank space for you to draw on.

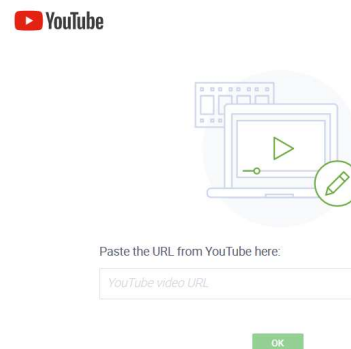


You can share your screen (or selected windows) with other attendees by using the “Screen sharing” option (3). The browser may ask you to allow screen sharing and you need to choose which window to share. You can end the screen sharing by clicking the red “END SHARING” button (15) or by clicking on the icon below the AV window (16).

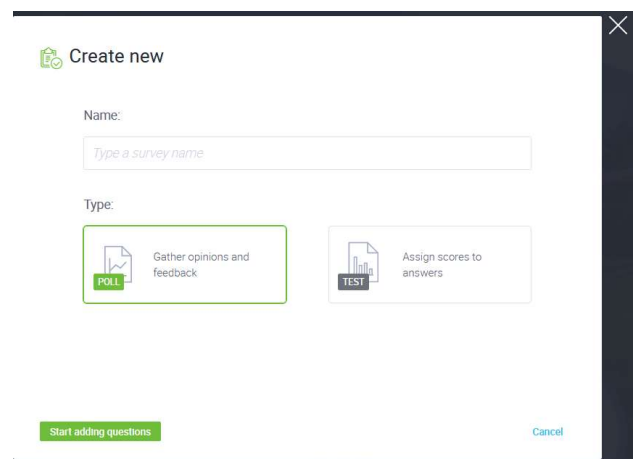


If you would like to show a video from Youtube, you can do so by choosing the “Youtube” option from the main menu (4) and pasting the URL to the video.

At any time you can switch between the Presentation, Whiteboard, Screen sharing and Youtube by navigating through the main menu.



Should you need to create a poll for the audience (e.g. to gather opinions), you can do so by choosing the Surveys option (5). Note that you should prepare the poll in advance.



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.

