Participant's Guide

General Information

- The panel sessions are organized as ZOOM webinars.
- Thre are two types of participants of a webinar:
- Attendees that can
    - watch presentations,
    - talk to other participants
    - use chat or Q&A to ask questions

and

- Panelists that in addition to that can give presentations.

Important:

- You should open your presentation in a window before login to the ZOOM Webinar session.
- Do not start it immediately.

The presentation could be:

- a video file

or

- a regular presentation, you give explonations to the slides online

If you are supposed to deliver a presentation you should open it in a window before logging your session.

Logging to the session
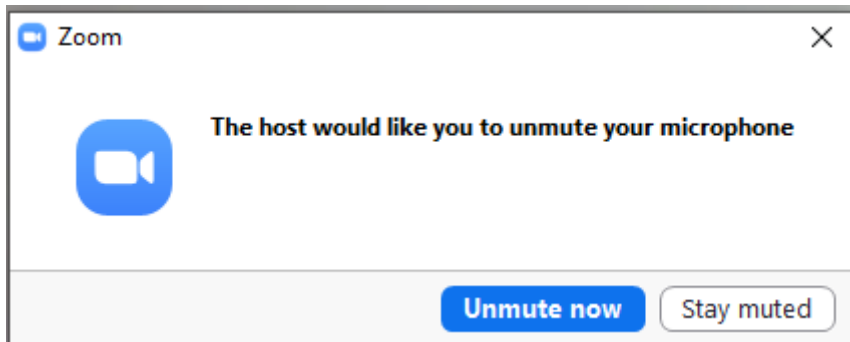
To log in use the link for the apprpriate session.

The links are available on the conference web page:
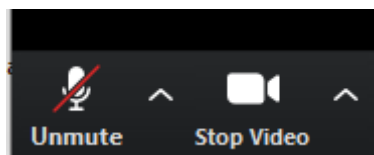
https://aciids.pwr.edu.pl/2020/online.php

Attendee's Guide

You enter the session as an Attendee and you are mute.

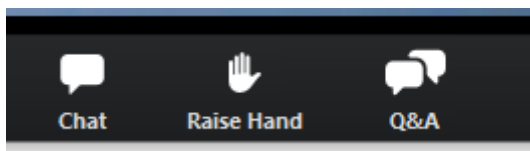Please wait till the Chair will give you chance to unmute.

To unmute use the buton:

in the bottom left corner of the Zoom window.

The preferred way of asking a question to the presenter is in writing.

To do so please use Chat or Q&A . Both of the buttons are in the lower part of the screen

Giving your presentation

You deliver your presentation by sharing the window in which it is opened.

To do so:

- Wait for the char will ask you to deliver the presentation and confirm that you are ready

- The Chair will promote you then to a panelist.

- It may take a few seconds, the screen may blink

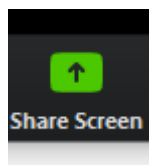- You will be notified by an appropriate window:

The host has promoted you to a panelist.
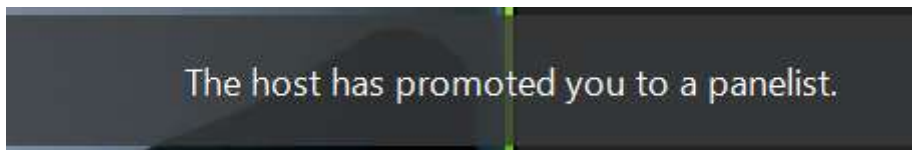
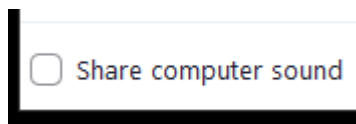- The lower part of your ZOOM window looks then like that:

- You can see the list of participants by pressing the buton Participants:
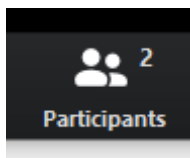
- To start sharing press the Screen Share button in the bottom on the ZOOM window.

- If you choose to present your paper via video do NOT forget to check the share computer sound button in the lower-left corner of the screen sharing window :

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- Select then the window with your presentation by clicking upon it
- Start sharing pressing the Share button in the lower right corner of the window:

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- Make sure that your presentation is not too long. You have got only 15 minutes for it
- Remember the Chair can abort your presentation any time.
- To stop sharing use the Stop Share button at the top of the window

Now is the time to answer questions. You can do it orally or in textual mode by Chat or Q&A.

- To leave the session use Leave Meeting button in the right lower corner of the screen