

Instructions for entering the workshop room of ICCS-DE 2020

Follow the link from the letter of the workshop secretary. Fill in your name in the dialog window. After that, press the button with the arrow (“→” in Fig. 1).

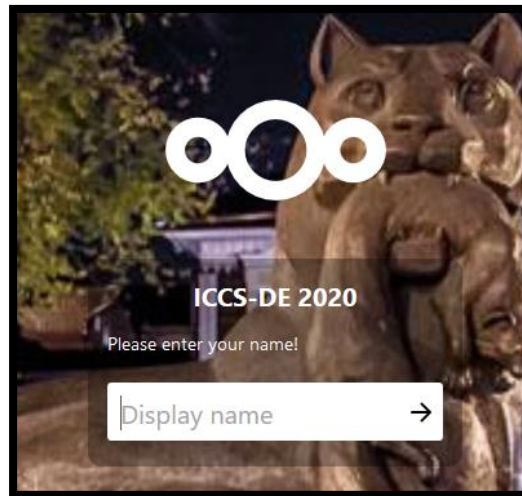


Fig. 1. A field for specifying the name of a participant

After that, the following message will appear: “Please wait for a moderator to approve you joining the meeting” (Fig. 2). Once your participation has been approved, the page will refresh automatically.

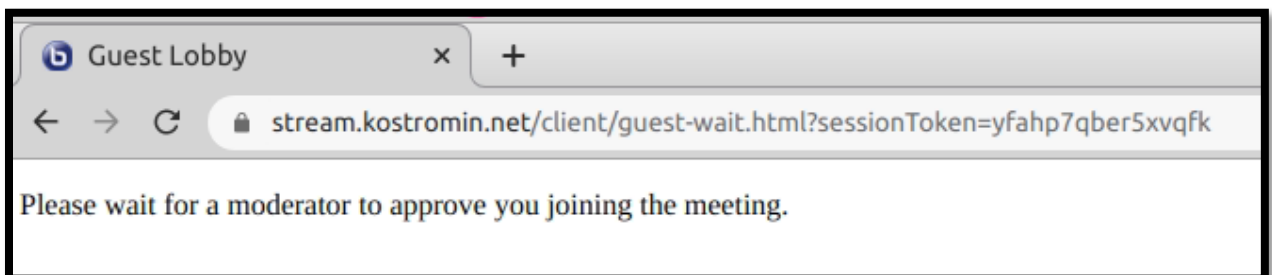


Fig. 2. Waiting for approval

After successful login, a message appears where you must choose whether to join with a microphone or without it (Fig. 3). If you select "Listen only", the message will be closed. You can simply close this message by clicking [X] in the top right corner of the message dialog, in this case you enter the meeting in the “Listen only” mode.

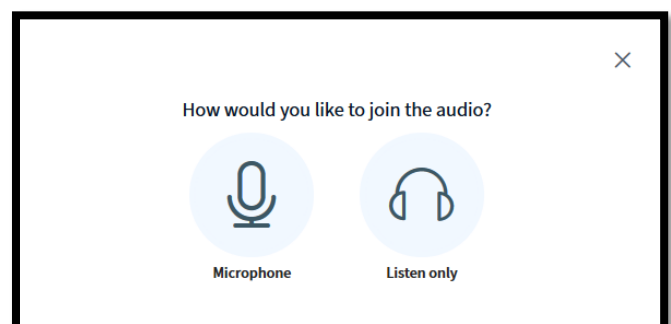


Fig. 3. Joining a meeting.

If you select “Microphone”, a window for connecting to the echo test will appear (Fig. 4):

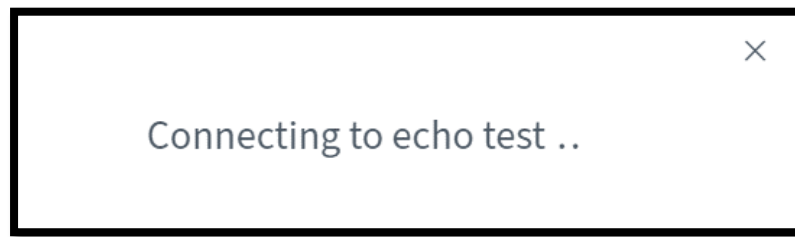


Fig. 4. Connecting to the echo test

Please note, a dialog will appear in your browser, requiring you to accept sharing your microphone (Fig. 5).

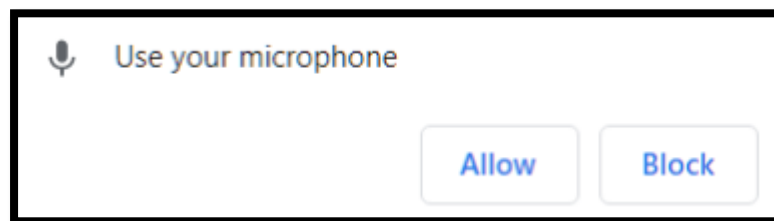


Fig. 5. Accept sharing a microphone

Then, a window will appear where you should say a few words into the microphone, i.e. test your microphone (Fig. 6). If you hear yourself, click the "Yes" button. The message dialog will be closed and you are ready to participate the meeting with the **microphone** ALREADY turned **on** and **camera** turned **off** (Fig. 8).

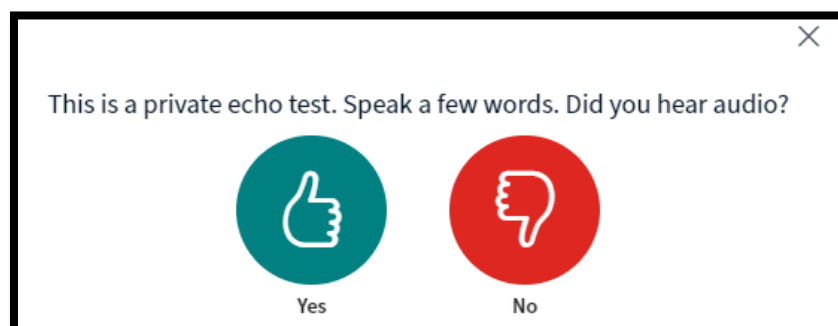


Fig. 6. Echo test.

If you don't hear yourself but you are sure that the sound and microphone on the computer are working, click the "No" button, then the window for changing audio settings will be opened (Fig. 7). Try to choose different microphones from the available ones, as well as different speakers. Repeat until you hear your voice

in the speakers (headphones). Make sure the speakers are connected and the sound is turned on, not muted, and the sound volume has necessary level.

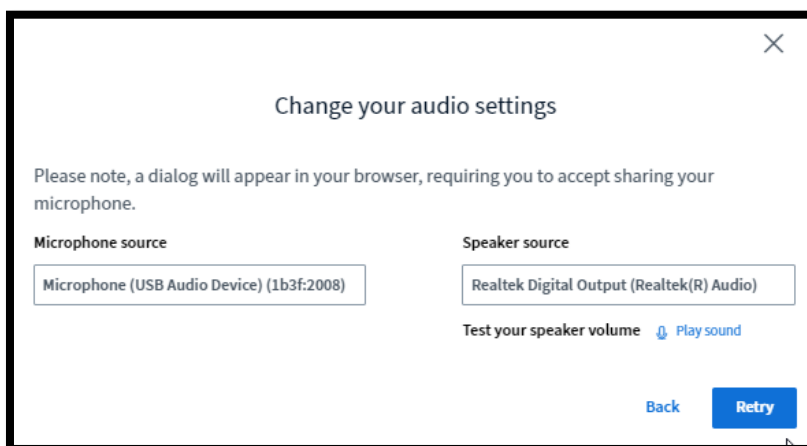


Fig. 7. Audio settings dialog

After successfully adjustment of the audio settings, the main page of the workshop will be opened (Fig. 8).

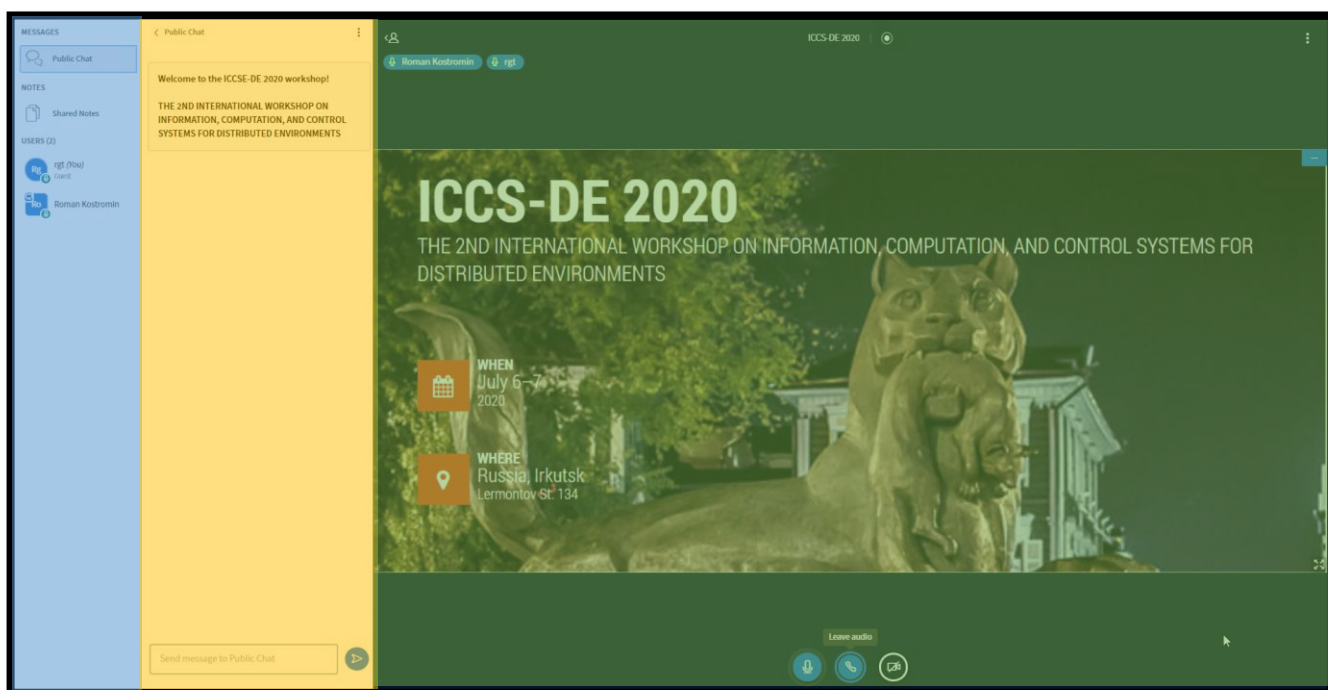



Fig. 8. Workshop main room

On the left side is a list of participants (highlighted in blue). If the area with the list of participants is not displayed, you should click the button with the man's image .

Next (highlighted in yellow) is the chat area. If the chat is not displayed, you should to click on the “Public chat” button and the chat area will appear.

The rest of the screen is the image of the current slide. Below are the sound and camera controls represented as three blue icons. The meeting secretary mutes all microphones and turns them on for speakers only. The camera button is not active until secretary turned it on. When you are granted access, you can turn on the camera by clicking the camera button (the rightmost one) at the bottom of the screen (**Fig. 9**).



Fig. 9. Microphone and webcam control buttons

A dialog box may appear in your browser requiring you to share your webcam, as shown in **Fig. 5**. Select the camera and click on the button “Start sharing” (**Fig. 10**).

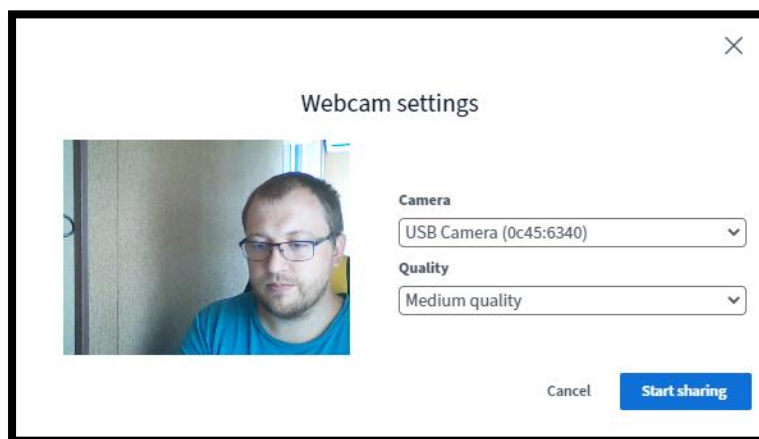


Fig. 10. Webcam settings dialog

To disconnect from the workshop, click the three dots on the right side of the conference screen and select “Logout” (**Fig. 11**).

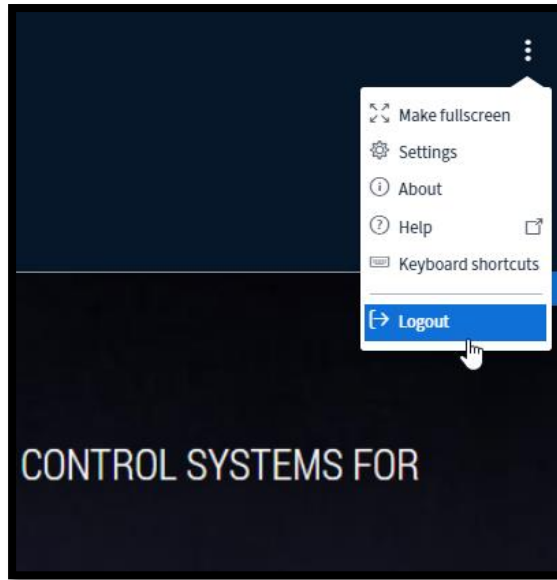


Fig. 11. Logout from the workshop

When you are given the right to be a presenter, the system interface will be as follows (Fig. 12).

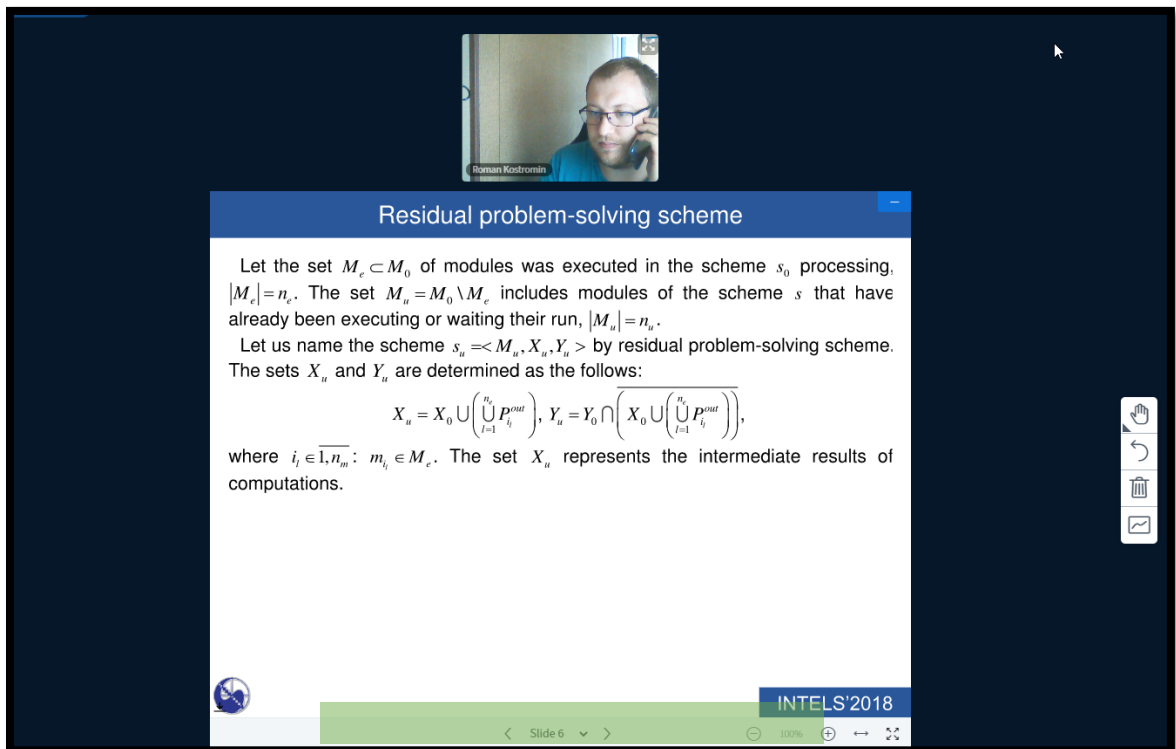


Fig. 12. Presenter Interface

You can turn on the microphone and, if desired, a webcam. The secretary will upload your presentation. The controls for the slide will appear (highlighted in green). You can switch slides with them. We do not recommend to change the scale. For viewers, the cursor is displayed as a red dot (similar to a laser pointer).

If you accidentally hide the presentation, you can return it with the rightmost button (Fig. 13, indicated by arrow):

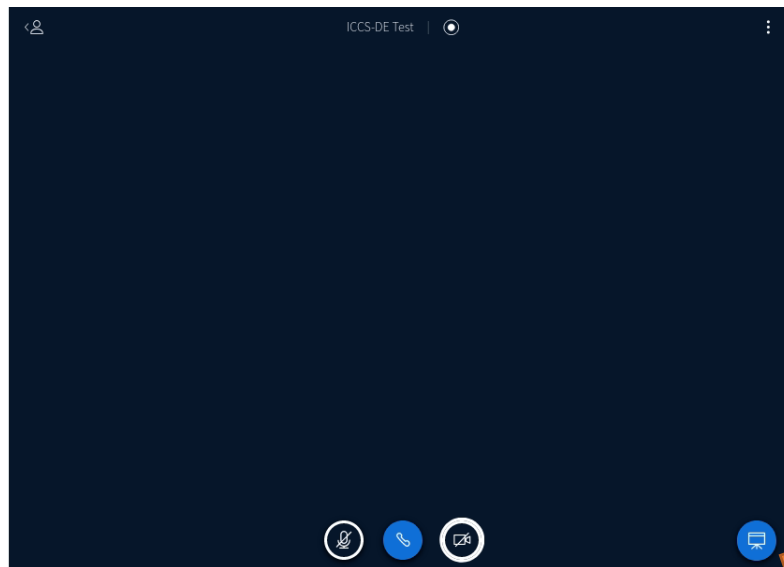



Fig. 13. Restoration of the presentation

The button for downloading the presentation is located in the lower left corner  (Fig. 14, indicated by the arrow).

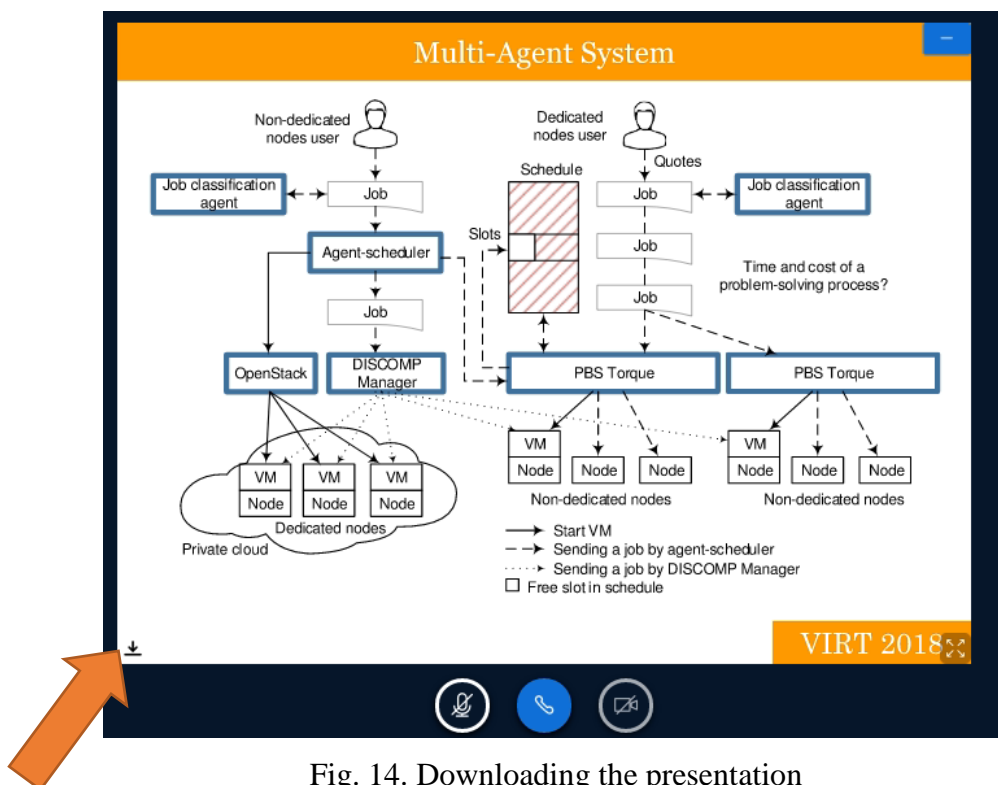


Fig. 14. Downloading the presentation

Contact data

If you have a problem, please contact the chairman or moderator of the meeting with private chat.