

Instructions for speakers:

1. Registration and installation of the program

- Go to the Zoom website and download the latest version of the application to your personal computer or mobile phone. You may connect using the browser version as well.
- Please, indicate your real name and surname, otherwise the moderator will not be able to find you in the registration lists and provide an opportunity to participate in the event.

2. Entering the conference

- You have received an ID and password to enter the event in the information letter.
- To enter the conference, follow the link and enter the password. You must have a registered Zoom account to join the meeting.
- Please **join the meeting 10 min prior the beginning of your session**.
- When joining the conference, please, **switch off you microphone and camera**. You may use audio and video only during your presentation or any other kind of activity in discussion. (Special note: Participants of the doctoral colloquium should use camera during the event)

3. Screen demonstration

During your presentation you will have a possibility to demonstrate your presentation. To share your screen with other participants, click on the Screen Sharing button on the bottom bar. You will have a menu in which you will need to choose what exactly you want to show. If you want to show your presentation, click on "Desktop" and then on the blue "Screen sharing" button at the bottom right. A green outline around the screen will remind you that other participants are seeing your screen. Now you can open the presentation and start annotating it. If you want to show the participants not a presentation, but, for example, a website or Word document, click on the appropriate icons and click on "Screen sharing". Use this function only when you are sure that you want to show only the document or sites - if you decide, for example, to return to the presentation, in this mode the screen sharing will stop. We recommend that you always choose the desktop share mode, as it can show presentations, sites, and documents.

In case of any problems with your PC during the presentation you may ask the technical moderator to demonstrate you slides remotely (this option is available for the speakers who have provided their slides to EMC 2020 Organizing Committee in advance).

4. Q&A session

- If you would like to answer a question, please, "raise your hand" using a special button.
- Moderator will pass you the word.
- Turn on your microphone and ask a question.
- Do not forget to turn off your microphone when you are not speaking.

5. Technical support

If you encounter any difficulties in accessing the conference, please, contact EMC support by email emc@gsom.spbu.ru (mention the track title in the heading of your message)

Instructions for non-speaking participants:

Registration and installation of the program

- Go to the Zoom website and download the latest version of the application to your personal computer or mobile phone. You may connect using the browser version as well.
- Please, indicate your real name and surname, otherwise the moderator will not be able to find you in the registration lists and provide an opportunity to participate in the event.

Entering the conference

- You have received an ID and password to enter the event in the information letter.
- To enter the conference, follow the link and enter the password. You must have a registered Zoom account to join the meeting.
- You may join the conference any time you like.
- When joining the conference, please, **switch off you microphone and camera**. You may use audio and video only during any kind of activity in discussion. (**Special note: Participants of the doctoral colloquium should use camera during the event**)