

## **Instructions for attendee**

Used platform: <https://myownconference.com/>

Features:

- Up to 2000 attendees can be present at a web conference at a time (we have bought 300).
- Possibility to join the meeting from practically any device (Mac, PC, iPad, iPhone, Android).
- Broadcasting
- demonstration of presentations (PDF, PPT, PPTX, PPTSX, PPSX, ODP, PNG, JPG) and videos,
- draw on top of your keynote slides
- drawing and writing on the board
- screen sharing (not recommended during common lessons),
- chat functionality (may be off).
- record the meeting (may be limited to only webcam + mic).
- arrange a survey, a test, etc.

To participate you need:

- mic, speakers (headset is recommended, i.e. headphones).
- Good internet connectivity. The minimum internet speed should be no less than 1.2 Mbps.  
Try it here: [MyOwnConference test](#)
- Quiet room (eventually considerate co-workers in the same room)
- Testing your hardware for MyOwnConference before the meeting. No installation is required.

During the teleconference:

- Be an attentive listener during the video presentation
- Do not disturb during the presentation. It is highly recommended to mute your mic to not transfer any noise to other participants. You should turn off all devices (e.g. phone), especially if you are going to have your mic on the entire time.
- To start discussion use „Ask to speak“ button on your left panel or „Ask a question“ button. The “Ask a question” button enables you to send a message to the presenter. The “Ask to speak” button enables you to speak during the webinar. Remember a discussion with more than 4 participants is difficult.
- You may also chat if it is not restricted during the session/workshop. It is not recommended to excessively chat because it takes the presented focus off.
- You may mute, extend the image to the fullscreen mode.
- The full guide is here: [https://myownconference.com/blog/en/index.php/memo\\_en](https://myownconference.com/blog/en/index.php/memo_en)

These instructions may be modified or more elaborated in the future.