

## GIS Ostrava 2022: Instructions for authors (version 8. 3. 2022 20:00)

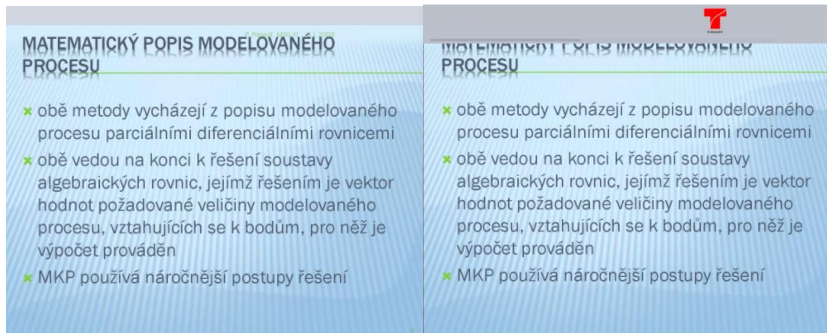
We are using on-line platform: **clickmeeting.com**


### It offers:

- access from pc or mobile device through web browser (Google Chrome, Edge, Firefox, Opera, Safari) or a desktop application. Using Google Chrome web browser is recommended.
- presentation formats **PDF, PPT, PPTX, JPG**, video formats (**MP3, MP4**), maximum file size 500 MB.
- draw or write over your slides or on a dashboard
- share your screen (we do not recommend this option during a standard presentation, only for workshops)
- record the meeting (can be limited only to a record from a web camera and/or a microphone)
- chat (might be turned off)
- arrange a survey, test, etc.







### You need for your presentation:

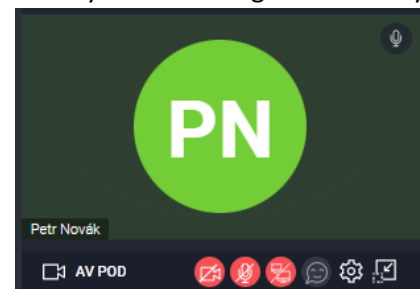
- microphone, speakers (ideally in one headset)
- OS Windows (we recommend at least Windows 10, however supported is also Windows 8), Mac OS 10.13 (the newest version is recommended), Linux, Chrome OS
- quality internet connection (minimum is 1 Mbps, but a higher speed is recommended). On-line testing of internet connection is available at: <https://utilities.clickmeeting.com/connection-tester>
- web camera is recommended (but not required)
- quiet room (eventually tactful co-workers in the same room)
- try your device before the event at <https://utilities.clickmeeting.com/connection-tester>. There is no installation needed, everything works in a web browser.
- URL link for the webinar. It will be stated in a pdf file with final conference programme which you will receive by email before the event. Moreover, you will need a password to enter the webinar room, it will be included in the email with the programme. Please, do not share this password with anybody (unauthorized entrants will have to pay the conference fee).
- **we recommend using PDF format for your presentation.** PPT (and analogous) files uploaded to clickmeeting lose ability to show animations and other dynamic features. Optionally, it is possible to upload a video file in mp4 format with a maximum size of 300 MB.
- **send us your presentation before the event till March 15, 15:00 CET to [michal.kacmarik@vsb.cz](mailto:michal.kacmarik@vsb.cz).** Larger files (above 10MB) can be sent via some online repository (WeTransfer, Google drive, dropbox, etc.)
- Do not place text or other content very close to the top of your presentation slides. Unfortunately, the upper edge of the presentation is partially covered by a bar with sponsors' logos and an occasional announcement by the moderator (warning that the time for the presentation has been or will soon be reached, etc.). See the example in figure below.



- **please, be ready on time (10 min) before the start of webinar where your presentation is scheduled** (be present and have your hardware working and tested). If you need any technical help, you can click on button  and select “I need help”.
- if possible, you should attend any of test webinars which we will be realized several days before the event itself
- if you use your web camera, please remember, that anybody can see your appearance, an appearance of your room, etc.

#### During the session (webinar):

- The session is opened by its chairman, who checks if all who will give a presentation are present.
- The chairman introduces programme of the session, informs about any kind of changes and briefly introduces all individual speakers. Then he/she hands over the word to the first speaker by assigning him/her a role of a presenter (all others stay in a role of attendee).
- This step will provide the presenter an access to the icons for turning on the microphone, camera, screen sharing, reactions /emoticons, technical settings of the microphone, camera, etc. (gear icon) and the options for moving the window shown on the right.
- Presenter opens his/her presentation using button Presentation  available in the left vertical toolbar and starts his/her oral presentation. Buttons for presentation handling appear in the bottom right corner. Keyboard arrows can be used as well.
- What can be done during the presentation:
  - View an overview of upcoming slides – tool  in bottom toolbar
  - Draw on his/her presentation – tool Draw  in bottom toolbar
  - Draw and write on a dashboard (out of presentation) – button  in left vertical toolbar
  - Share own screen (not recommended) – button  in left vertical toolbar
- The presenter should turn off his/her speakers to avoid interferences with his/her microphone.
- The presenter checks the time devoted to his/her presentation which is **15 minutes** (different only for workshops). The chairman also checks the time, and may ask the speaker ask to speed up or finish the presentation.
- After the presentation, the chairman raises and leads the discussion. Participants can use the button  „Raise hand“ to be given a possibility to use their microphone in a life discussion. Participants can also write their questions and comments to chat.
- After the end of a discussion (typically 5 minutes) another presentation follows.



- After the planned end of a session, the webinar is still active for at least fifteen minutes. During this time, it is possible to discuss, chat, etc.
- The session is being recorded. The video-record is used to document possible technical issues during the session and for an evidence of attendees. If you agree with making the video-record of your presentation available for conference participants, it will be made available after the end of conference.

Any issues should be reported to [gisostrava@vsb.cz](mailto:gisostrava@vsb.cz).

**These instructions may be modified or more elaborated.**

Appendix: graphical instructions for work in ClickMeeting environment (next page).

# Hint for presenters

Do not click!

2

e

d

1

a

3

c

b

4

Do not click!

1 Activate microphone and optionally camera

a) microphone and other technical settings

2 Open presentation

b) show following slides

3 Control presentation

c) draw over slide

d) share screen

e) dashboard

4 Close presentation