

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

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



### It allows for participants:

- 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.
- chat (might be turned off)
- raise hand to start a life discussion

### You need for your attendance:

- device with 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
- speakers
- if you wish to speak, i.e. ask a question in a discussion, you will need a microphone. It is recommended to try your device before the event at <https://utilities.clickmeeting.com/connection-tester>. There is no installation needed, everything works in a web browser.
- you can also write your question during or after the presentation into a chat.
- quality internet connection (minimum is 1 Mbps, but a higher speed is recommended). You can do an online test on above given URL link
- quiet room (eventually tactful co-workers in the same room)
- 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).

### 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 presenters. Then he/she hands over the word to the first speaker.
- Follow the presentation given. You can use the button  in the upper right corner to switch to full screen mode.
- On default, participants have their microphones and cameras switched off. After an end of presentation, a discussion is started by the chairman. You can click on button  in the upper right corner to get an opportunity to turn on your microphone (and webcam) and join a life discussion.
- In case of issues with a microphone or a webcam, you need to get in their settings.
- Be aware of interferences which might occur, we recommend using a headset with microphone or muting your speakers. If you join the conversation, please remember, that ideal maximum number of persons in a discussion is four.
- You can also use chat to ask a question or write a comment during the presentation, during the discussion or any time during the webinar. Please, do not use the chat during the presentation excessively as it might distract attention of a speaker.
- More information can be found at: <https://knowledge.clickmeeting.com/video/joining-an-event/>

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

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