

## GIS Ostrava 2021: Instructions for participants (version 16. 3. 2021 10:00 CET)

We are using the platform: <https://myownconference.com/>


### Basic information:

- Up to 2000 attendees can be present at a web conference at the same time.
- support of practically any device (Mac, PC, laptop, iPad, iPhone, Android). All usual web browsers can be used (Google Chrome, Edge, FireFox); Google Chrome is recommended.
- presentation formats: **PDF, PPT, PPTX, PPSX, ODP, PNG, JPG**; movie formats: **MP3, MP4, F4V**; maximum size 100 MB (300 MB for movie files)
- draw 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

### You need for your attendance:

- 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 MyOwnConference. There is no installation needed, everything works in a web browser. Some authors encountered problems with wireless sets (i.e. Jabra), therefore we rather recommend not using them.
- 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 [MyOwnConference test](#)
- quiet room (eventually tactful co-workers in the same room)
- URL link for a particular webinar (session). It is provided in the conference programme which you will get in an email before the conference.
- more information about using the platform can be found at [https://myownconference.com/blog/en/index.php/holding\\_a\\_webinar\\_en](https://myownconference.com/blog/en/index.php/holding_a_webinar_en)

### During a webinar (session):

- 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. When a discussion is started by the chairman after the presentation, you can use „Ask to speak“ available under button with  icon to ask a question via you microphone.

- In case of issues with a microphone or a webcam, you need to get in their settings. Either by clicking on a window opened for your person (usually showing your webcam output) or by clicking on a cogwheel next to your name in a list of participants.
- 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 4.
- 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.
- You can turn the sound off; you can use the full screen mode.
- More recommendations can be found at:  
[https://myownconference.com/blog/en/index.php/memo\\_en](https://myownconference.com/blog/en/index.php/memo_en)

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

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