GIS Ostrava 2021: Instructions for authors (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 presentation:

- microphone, speakers (ideally in one headset). Some authors encountered problems with wireless sets (i.e. Jabra), therefore we rather recommend not using them.
- quality internet connection (minimum is 1 Mbps, but a higher speed is recommended). You can do an online test on MyOwnConference test
- web camera is recommended (but not required)
- quite room (eventually tactful co-workers in the same room)
- try your device before the event at MyOwnConference. There is no installation needed, everything works in a web browser (only if you wish to share your screen then you need to install a plugin into your web browser, however we do not recommend screen sharing during your presentation).
- **we recommend using PDF format for your presentation.** PPT (and analogous) files uploaded to myownconference loose 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 16, 15:00 CET to** michal.kacmarik@vsb.cz**.** Larger files (above 10MB) can be sent via some online repository (WeTransfer, Google drive, dropbox, etc.)
- 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.
- more information about using the platform can be found at https://myownconference.com/blog/en/index.php/holding_a_webinar_en

- **please, be ready on time (15 min) before the start of webinar where your presentation is scheduled** (be present and have your hardware working and tested).

During your 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.
- Speaker activates his/her microphone with button Speak in the low left corner. Strip below this button indicates microphone volume. If it does not react during your speech, there is a problem with your microphone settings.
- 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.
- The speaker opens his/her presentation (button Documents) and starts his/her oral presentation. Buttons for presentation handling appear in the upper right corner of the screen.
- The speaker can during the presentation:
  - Switch to a full-screen mode (button below Recording in the upper left corner)
  - Draw on his/her presentation
  - Draw and write on a dashboard
  - Share his/her screen (we recommend this option only for workshops)
- The speaker should turn off his/her speakers to avoid interferences with his/her microphone.
- The speaker checks the time devoted to his/her presentation which is **15 minutes** (different only for keynotes and workshops). The chairman also checks the time, and may the speaker ask to speed up or finish the presentation.
- After the presentation, the chairman raises and leads the discussion. All participants cannot start their own speech without using „Ask to speak" button which is available via ☰. 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 half an hour. 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.

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