

GIS Ostrava 2021: Instructions for moderators (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 a session (webinar) moderating:

- 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)
- quiet 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).
- 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 you will be its chairman** (be present and have your hardware working and tested).

During your session (webinar):

- Before the session start (15 minutes) you check if all who will give a presentation are present. You also check if they do not have technical issues and if their presentations are

uploaded (Documents). You can use Search function to find all speakers using their names if number of participants (guests) is high.

- Activates your 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 session is automatically recorded. The video-record is used to document possible technical issues during the session and for an evidence of attendees. If authors agree with making the video-record of their presentation available for conference participants, it will be made available after the end of conference.
- During a session opening, you introduce its programme, inform about any kind of changes and briefly introduce all individual speakers. Then you hand over the word to the first speaker – you need to click on his/her name and click on the button with a crown icon which will assign him/her a role of a presenter.
- 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)
- You check the time devoted to presentation which is **15 minutes**. You can ask the speaker to speed up or finish the presentation.
- If the presentation freezes, it is necessary to refresh the webpage and open the presentation again.
- After the presentation, you start and lead a 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, be aware of it as these should be as well answered during the discussion.
- After the end of a discussion (typically 5 minutes) another presentation follows. You have to remove the role of a presenter from the speaker (again using the button with a crown icon) and pass this role to a next speaker.
- 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.

Any issues should be reported to gisostrava@vsb.cz.

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