



Dear It's About People 2024 Conference participants,

We are excited to deliver this conference between 8-13 March 2024.

The instructions for the conference presenters at the "It's About People 2024" are described below:

We strongly recommend the following protocol for each panel:

- Read [essential check points for attending a conference in ZOOM](#)
- Find your ZOOM link in our [CONFERENCE PROGRAMME](#) ([how to find zoom link?](#))
- On the day of your presentation please log-in at least 30 mins before your schedule (our technical team will assign you to the panelists' room).
- At the start of your panel, the Chair/Moderator will greet all the participants, introduce the presenters, and announce each presentation just before the presentation. The participants will have the opportunity to ask questions.
- We kindly ask you to forward us your mobile phone number(support@almamater.si) so we can contact you in case of technical or network issues.

We look forward to our discussions and making this conference successful.

Prof. dr. Ludvik Toplak



Basic information

Panelists are full participants in the meeting. They can view and send video, screen share, annotate, etc. Host will give presenters panelist rights before each session.

Attendees are view-only participants who can be unmuted if the host chooses. Their view of the webinar is controlled by the host. They can interact with the host and the panelists through the Q&A and the chat.

Attendees should also have their cameras and microphones turned off during presentations to avoid unnecessary interference or background noise.

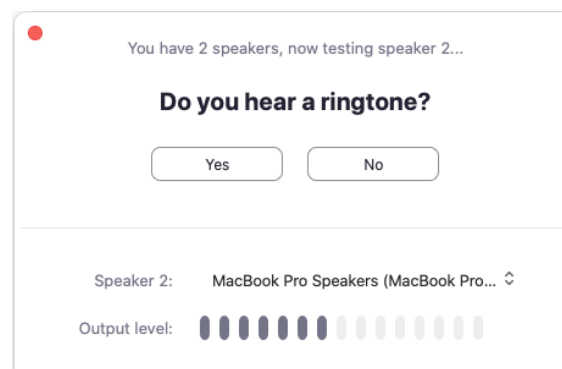
Testing Speakers and Audio Before Joining a Meeting

If you haven't enabled the setting to [automatically join by computer audio](#), you can test your speaker and microphone before joining a meeting:

Step 1: After joining a meeting, click **Test Speaker and Microphone**.



Step 2: The meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click **No** to switch speakers until you hear the ringtone. Click **Yes** to continue to the microphone test.

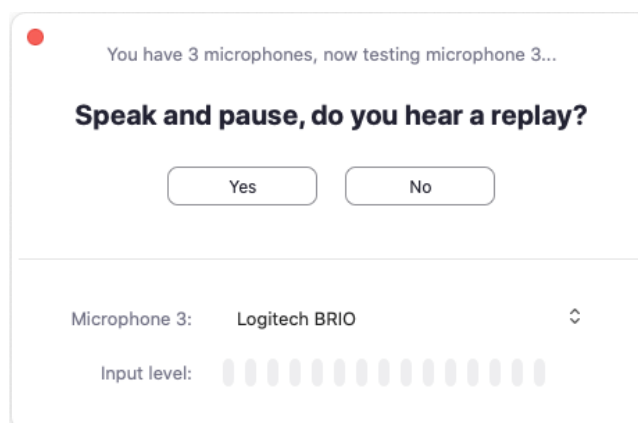


Step 3: If you don't hear an audio replay, use the drop-down menu or click **No** to switch microphones until you hear the reply. Click **Yes** when you hear the replay.

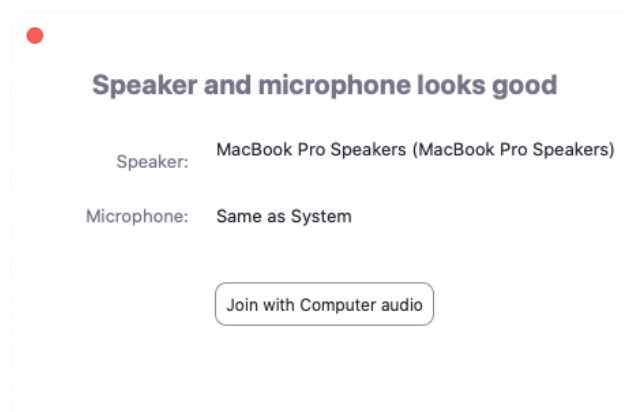


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Online with an on-site plenary in Maribor, Slovenia



Step 4: Click **Join with Computer audio** to exit the speaker and microphone test.



Step 5: Click **Join with Computer Audio** to join the meeting with the selected microphone and speakers.





How to change your name on Zoom

All Participants in the conference should use their full name and affiliation (exc. John Best, Alma Mater Europaea) during the conference. Set your name and surname when registering for the conference. If you want to change your full during the conference:

Step 1: When in a meeting, click on **Participants** at the bottom of your screen in the calling bar.

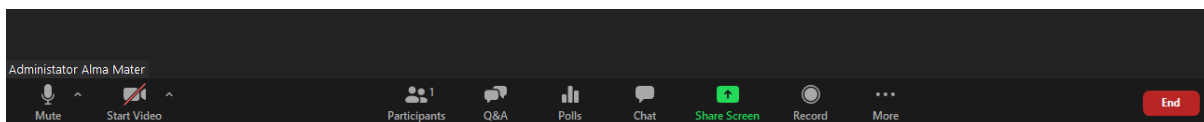
Step 2: Hover the mouse pointer above your name until you see the option to select **More**.

Step 3: Once you see it, click on it and select **Rename**.

Step 4: Enter your desired name in the text field and click on **OK** to confirm your selection.

Sharing your screen

During presentations, the presenter will turn on sharing your screen so that other conference attendees will also see the presentation. There is a **Share Screen** button on the Zoom toolbar.



While in a meeting, you can share the following content:

- Entire desktop or phone screen
- A specific application
- A portion of your screen
- Whiteboard
- Audio from your speaker
- Video from secondary camera
- iPhone/iPad screen

Note:

- The host can prevent participants from accessing screen share.
- For Free/Basic accounts, screen sharing is set to Only Host by default.



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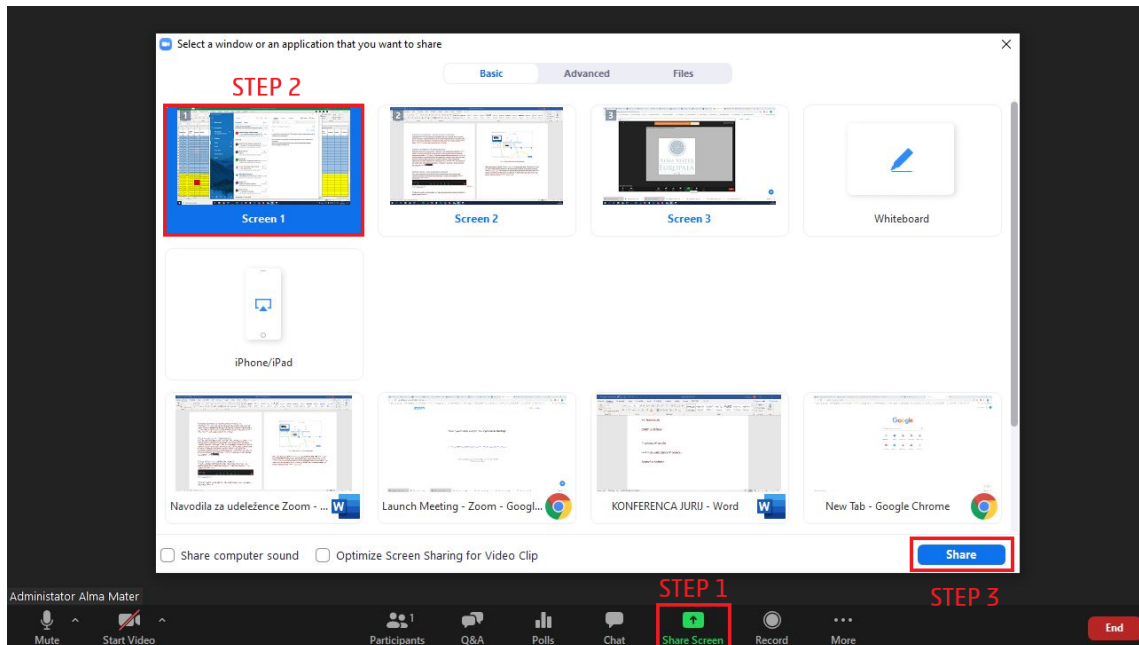



Figure 1: Screen share options

Step 1: Click the **Share Screen** button located in your meeting controls. 

Note on using the Zoom Client and Zoom Rooms with macOS: Due to increased security and permissions with Mac OS 10.14 Mojave and 10.15 Catalina, you will be prompted to authorize the Zoom Desktop Client and Zoom Rooms to use the microphone, camera, and on Mac OS 10.15 Catalina, screen recording. Read more on the following [LINK](#).

Step 2: Select one of these screen share options:

- **Basic:** Share your entire desktop, specific application window, whiteboard, or iPhone/iPad screen.
- **Advanced:**
 - **Portion of Screen:** Share a portion of your screen represented by a green border.
 - **Music or Computer Sound Only:** Only share your computer's audio (your selected speaker in your audio settings).
 - **Content from 2nd Camera:** Share a secondary camera connected to your computer; for example, a document camera or the integrated camera on your laptop.

Step 3: (Optional) Enable these features:

- Check **Share Computer Sound:** If you check this option, any sound played by your computer will be shared in the meeting.
- Check **Optimize for full screen video clip:** Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.

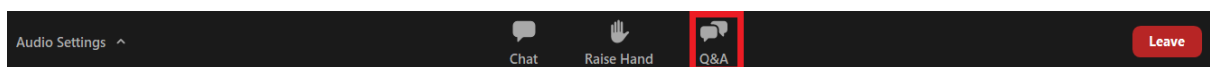
Step 4: Click **Share**.



- Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click **Exit Full Screen** in the top-right corner or press the **Esc** key.
- To disable automatic full screen when viewing a shared screen, disable this option in your desktop client settings: **Enter full screen automatically when a participant shares screen**.
- If you selected **Portion of Screen**, customize the screen portion by dragging or resizing the green border.
- If you selected **Content from 2nd Camera**, click **Switch Camera** in the top-left corner to switch the shared camera.

The Question & Answer (Q&A) feature for webinars

The Question & Answer (Q&A) feature for webinars allows attendees to ask questions during the webinar and for the panelists, co-hosts and host to answer their questions. At the end of each set of presentations, the moderator will address the questions and allow the panelists to answer them. Attendees will then also be given the right to turn on their microphone for possible further discussion.



Managing Q&A during a webinar

During the videoconference, Attendees will have the opportunity to ask questions via the Q&A (Questions and Answers) feature.

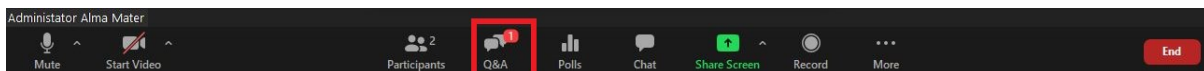
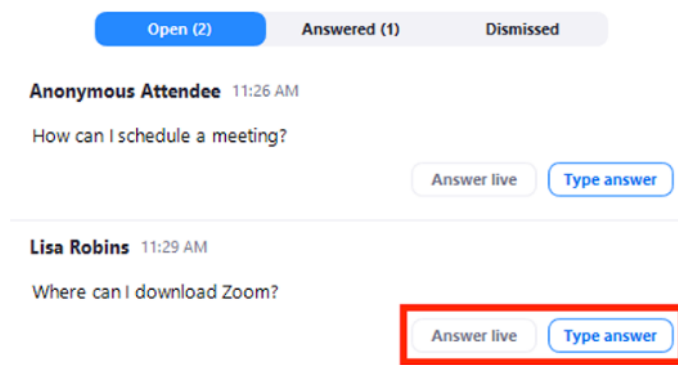


Figure 2: Questions/Answers Feature

Answering Q&A Questions

1. As the host, co-host, or panelist, click Q&A in the webinar controls (Figure 3).
2. Find the question you would like to answer.





- Click **"Answer Live"** to answer the question out loud during the webinar.
- Click **"Type Answer"** to type out your answer for the attendee.
Type your answer and click Send.
(Optional): Check Answer Privately before clicking send, if you would like to answer to the attendee only.

Dismissing Questions

1. As the host, co-host, or panelist, click Q&A in the webinar controls.
2. Hover over the question that you would like to dismiss and click Dismiss.

Lisa Robins 11:31 AM


Thanks for the help!

✕ Dismiss

Answer live

Type answer

Reopening dismissed questions

1. As the host, co-host, or panelist, click **Q&A** in the webinar controls. 
2. Click the Dismissed tab.
3. Find the question you would like to reopen and click Reopen Question.



Lisa Robins 11:31 AM

Thanks for the help!

Reopen

Raising your Hand in a Webinar

The raise hand feature in webinar allows attendees to raise their hand to indicate that they need something from the host or panelists. As a host, it may be helpful to inform your participants how you would like to use this feature at the start of the webinar. For example, many webinar hosts use this feature to know if an attendee has a question and would like to be unmuted to speak.

- Click **Raise Hand** in the Webinar Controls. 
The host will be notified that you've raised your hand.
- Click **Lower Hand** to lower it if needed. 

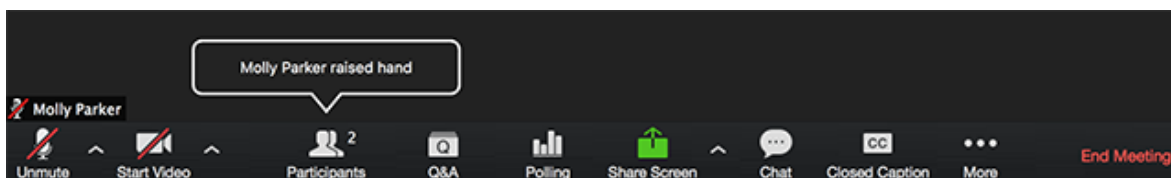


Note:

- Windows: You can also use the **Alt+Y** keyboard shortcut to raise or lower your hand.
- Mac: You can also use the **Option+Y** keyboard shortcut to raise or lower your hand.

Managing Raised Hands as a Host or Panelist

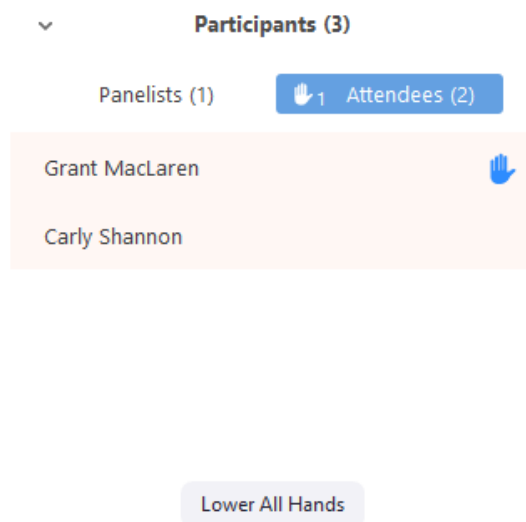
As the host or a panelist, you will be notified when an attendee raises their hand.



You can see who has their hands raised at any time by viewing the participants list:

Step 1: Click Participants in the meeting controls.

Step 2: Click the Attendees tab.



Note: Participants are displayed in the following order.

1. Participants allowed to talk.
2. Participants with their hand raised. Participants that raised their hand first are displayed at the top.
3. Participants without their hand raised.

Step 3: Hover over a participant with their hand raised for these options:

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In Service of Sustainability and Dignity

*The 12th Annual Conference of Europe's
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**EUROPEAN ACADEMY
of Sciences and Arts**



**ALMA MATER
EUROPAEA**
ECM

- **Allow to talk:** Allow the participant to talk and unmute their mic. The participant will receive a prompt to confirm if they want to unmute or stay muted. If you already allowed a participant to talk but they decided to stay muted, click **Unmute** to prompt them to unmute their mic.
- **Disable talking:** If you allowed a participant to talk, this will revoke the participant's ability to talk. The participant will stay muted.
- **Lower Hand:** Lower the participant's hand. Their position in the participants will move down after the participants with their hand raised.

Step 4: Click **Lower All Hands** at the bottom of the participants list to lower all raised hands.

For more information about Zoom Webinar visit [Zoom Support Center](#) .

If you need IT support please install/run TeamViewer application ([instructions](#)) and send **your ID** in **password** (like on picture in instructions) on support@almamater.si or call +386 59 335 079.