

Manual for Web Conference Interface

Student Day of Nuclear Medicine 2020



Prague, 2020

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1 Basic Information

Regarding the epidemiologic situation the conference Student Day of Nuclear Medicine 2020 will be held online using platform CESNET. The following text will guide you through the installation, login and use of the software.

At the beginning we would like to ask you to use **headphones** (preferably with microphone) to eliminate the audio feedback and improve the quality of the broadcast. Please, pay attention to the chapter **3.2 Microphone Settings**. Thank you. The use of **webcam** for the presenters is not compulsory, but we would prefer you to have it on during your presentation.

We would also like to ask you to join the conference room at least **30 minutes** before the start of the conference.

2 Installation

To join the conference you use the following link and follow steps 1 - 10:

<https://connect.cesnet.cz/sdnm>.

1. After the click on the link you will be redirected to login screen (Fig. 1).

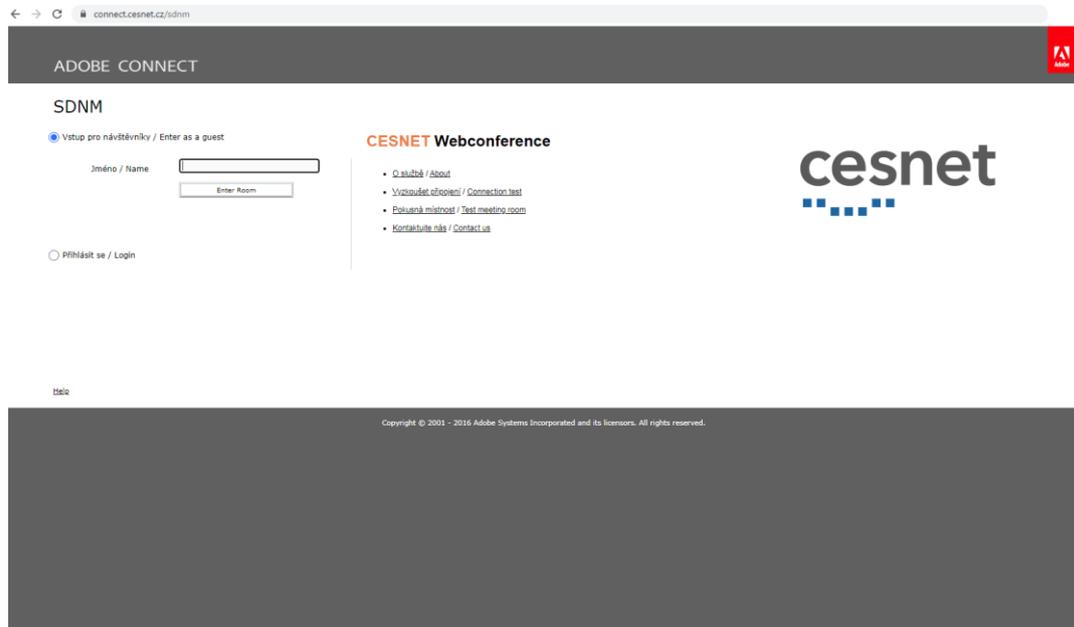


Figure 1

2. Choose the option **Enter as a guest**, fill in your full name and click on **Enter room**.

3. If you have never used CESNET, you will be asked to install **Adobe Connect Add-in**. (Fig. 2).

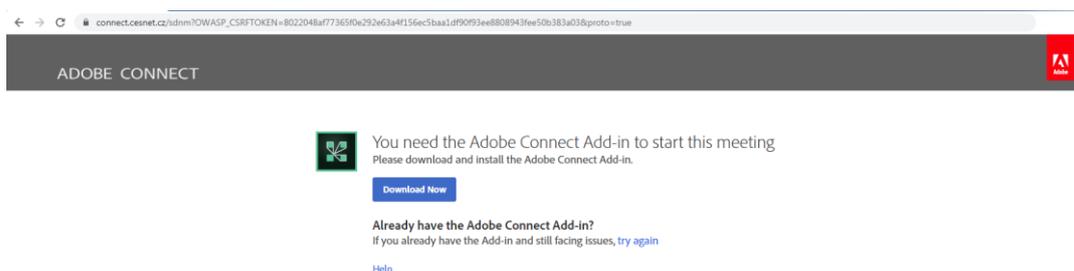


Figure 2

4. Download the software via click on **Download now**, but do not close the web browser.

5. Follow installation instructions on the web page.

6. After a successful installation click on the third point of installation instruction **Launch Adobe Connect** (Fig. 3).

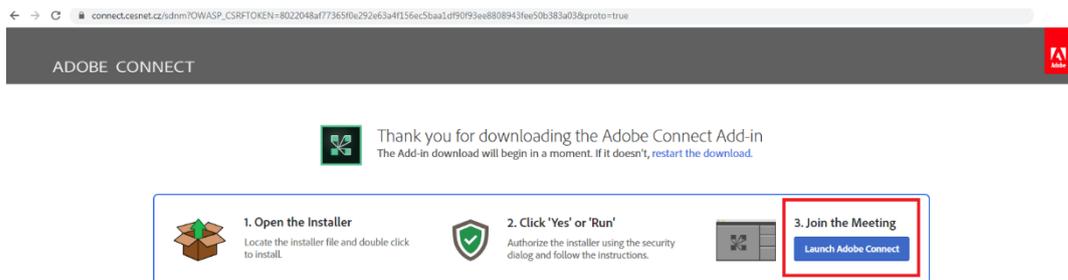


Figure 3

7. In this step your browser may ask you if you want to run Adobe Connect Add-in. Choose to run.
8. You are connected to the conference room now. The conference room will be open on the conference day by administrator.
9. For repeated enter to the room, step 2 of this manual should be sufficient. If the web page asks you to download Adobe Connect Add-in again (Fig. 4), click on the blue text **try again**. You should be connected then.

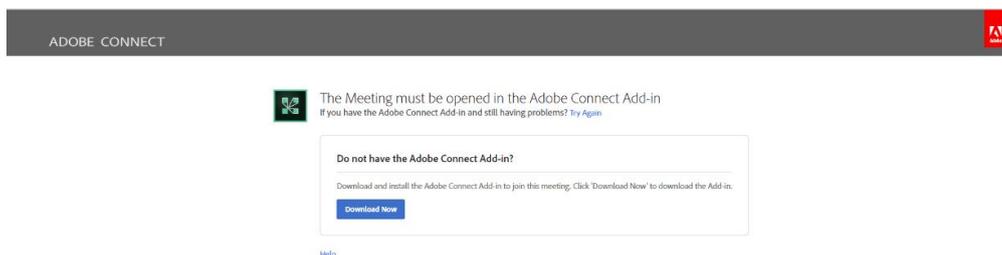


Figure 4

10. In case of technical difficulties do not hesitate to contact us on **martin.palusak@fjfi.cvut.cz**.

3 Manual for participants of the conference

During the conference you may have two roles - **presenter** or **participant**. After you enter the room you will be made **participant**. For time of your presentation, your role will be changed to **presenter**.

Participant – may use chat, raise hand and discuss

Presenter – same as participant + may share audio, video or documents (e.g. presentation).

3.1 Audio settings

After you enter the room your audio output will be activated; you will hear other participants and presenters. This is indicated by **green** icon of the speaker in the upper part of the screen (Fig. 5). Its menu offers these options:

Mute My speakers: complete mute of audio output; you hear nothing

Mute Conference Audio Only: mute of conference audio **Adjust**

Speaker Volume: volume adjustment

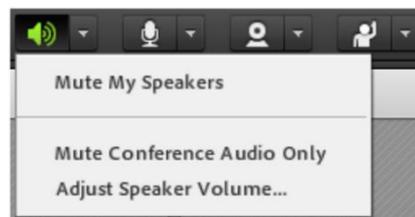


Figure 5

For fast muting or unmuting click on the icon of the speaker.

3.2 Microphone settings

After you enter the room the microphone is inactive; you are not heard.

If you are in the **presenter** role, you will be allowed to turn on your microphone: Next to the audio settings, there is an icon of a microphone. A click on this icon will offer you an option **Connect My Audio** (Fig. 6). After you confirm this choice, the icon will turn green and your microphone will be turned on.

If you are in the **participant** role, you cannot turn on your microphone. If you, as a participant, would like to ask a question or make a comment, you have to raise hand first (see 3.4) and then the host will address you to ask a question and you will be allowed to turn on your microphone. In that case you will click on **Connect My Audio** as in case of a presenter role.



Figure 6

If the icon of a microphone is green and you click on the arrow next to it, you will see these options (Fig. 7):

Mute My Microphone

Disconnect My Microphone

Adjust Microphone Volume...

Select Microphone: in case you have more connected microphones you can choose one.



Figure 7

For fast muting or unmuting of your microphone click on the icon of a microphone.

Important: If you are in a presenter role or you will be asked to ask a question, you will be allowed to turn on your microphone. In these cases, be sure that your microphone icon is green and not crossed out before you start to speak. When connecting the microphone or webcam, Adobe Flash Player may ask your permission to access microphone. Allow it in the dialogue window.

In a participant role, there is a chance that you do not see the microphone icon. It means you have not been allowed to use it, yet. These rights will be assigned during the conference.

3.3 Webcam settings

In a participant role, please, leave the webcam turned off. In a presenter role you are not obligated to turn on your webcam. If you want to turn it on, click on the icon of a camera (Fig. 8) and these options will be offered:

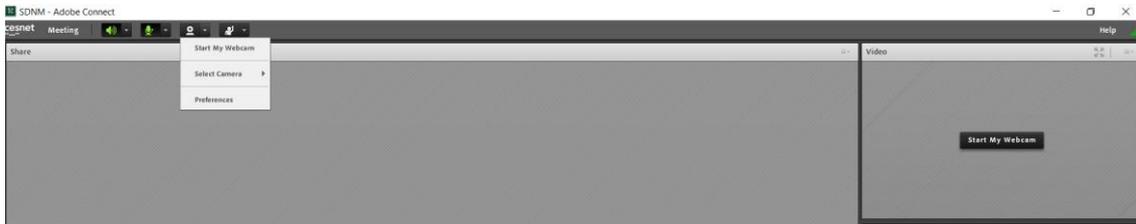


Figure 8

Start My Webcam: activate your webcam

Select Camera: in case you have more connected cameras you can choose one

Preferences: your webcam settings

After you click on **Start My Webcam** there will be broadcast of your camera in the right upper corner (Video window). Now only you can see it. To share the broadcast, click on **Start Sharing**.

3.4 Ask presenter a question

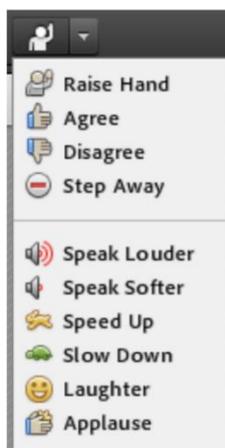


Figure 9

You can react on presenter and other participants of the conference. After each presentation, the host will ask you to discuss. For that use the menu offered by click on the character with a raise hand (Fir. 9). If you want to ask a question, click on **Raise Hand**. The host will see your action and address you to ask a question. For these purposes you will be allowed to turn on your microphone. Make sure the microphone icon is **green** before you ask a question (see 3.2).

3.5 Share your presentation

In the **presenter** role you will be allowed to share and control your presentation which everyone will see. Once you are asked to present your presentation, the option to share a document will be allowed to you (Fig. 10). To share a document, click on an arrow next to **Share My Screen** and choose **Share document**. A pop-up window will be displayed. There you choose **Browse my computer** and choose your presentation (Fig. 11).

We will be pleased to get your presentation in advance either by mail or by upload on the conference web page. In that case we will share the document instead of you. This will make the process faster and you will be ready to present right away.

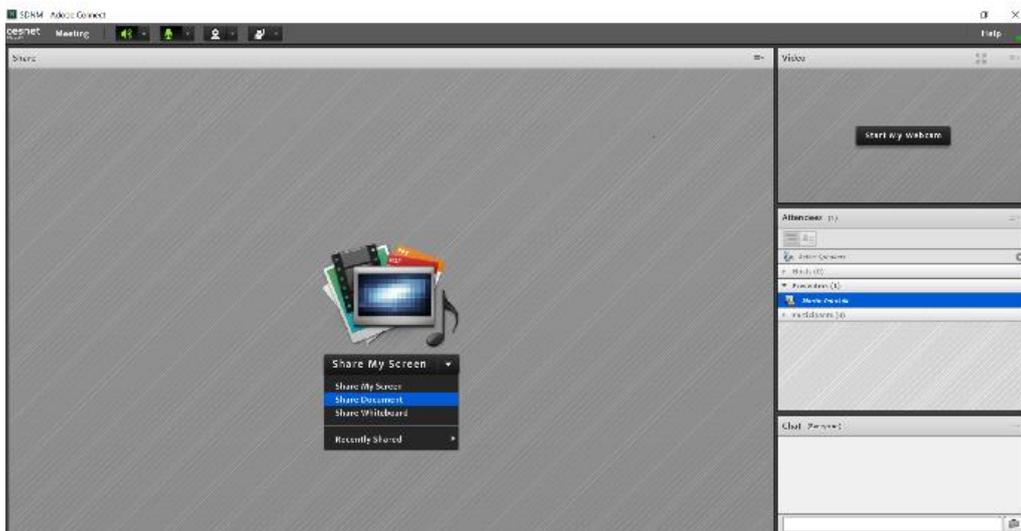


Figure 10

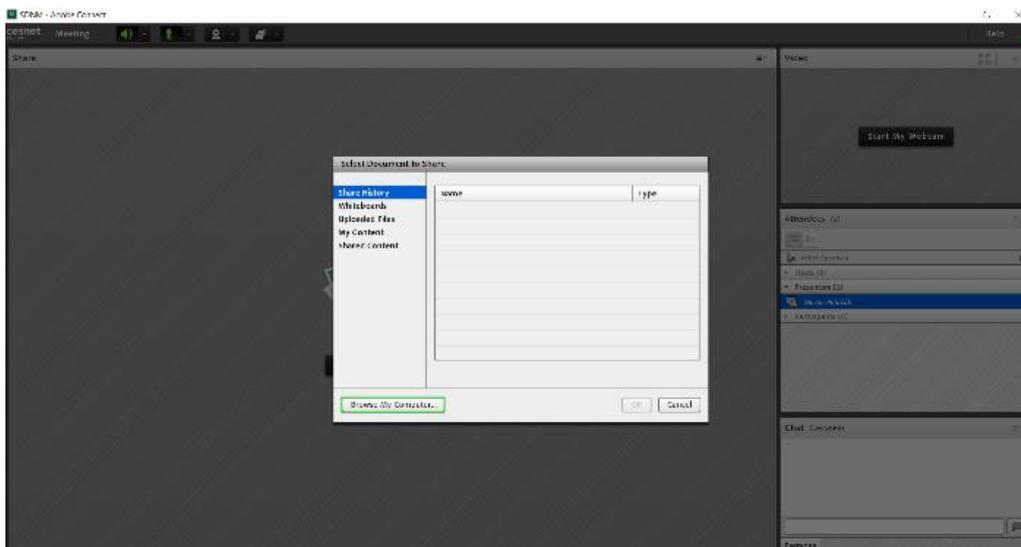


Figure 11