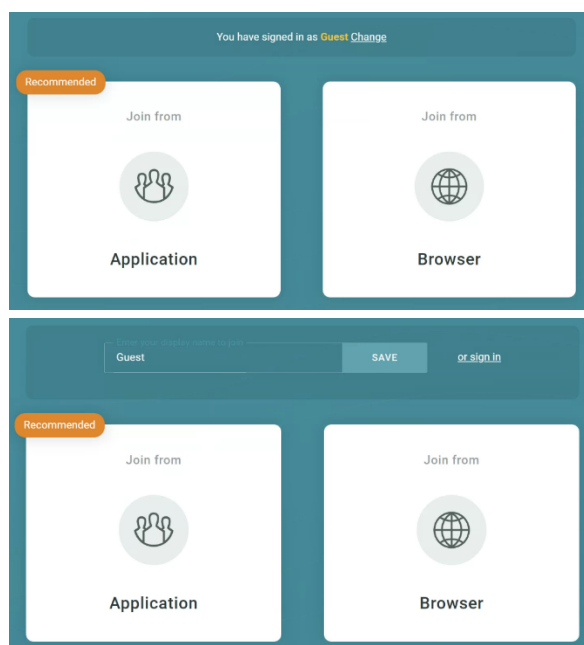


This year the online part of the conference is to be carried out via TrueConf video conferencing software. In order to take part in the conference the registration in the system is not required, although we kindly recommend downloading the application to the device you are going to use (the official website is <https://trueconf.com/>). The application is available for a wide range of operational systems: Windows, Linux, macOS, IOS, and Android.

1) For connecting to the video conference you can use the link to the session from the special program that will be sent prior to the beginning of the Conference

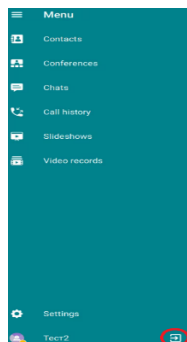
2) After clicking the link, first of all, you should change the name under which you will enter the conference. To do this, after "You have signed in as **Guest**" you should click "Change". And after changing the name press "Save". Please, note that it is impossible to change the name after connecting to the conference. We ask all our participants to use their *First name Last name* as their username (for example, "Daria Mokrousova").

After that you can choose a connection method from two available options: a) join from application b) join from browser. We recommend using the first option since the functionality of TrueConf is noticeably reduced in the browser version.



a) If you choose to join via the application without installing it first, you will be suggested to download it. If the application has been downloaded and installed before, it will open.

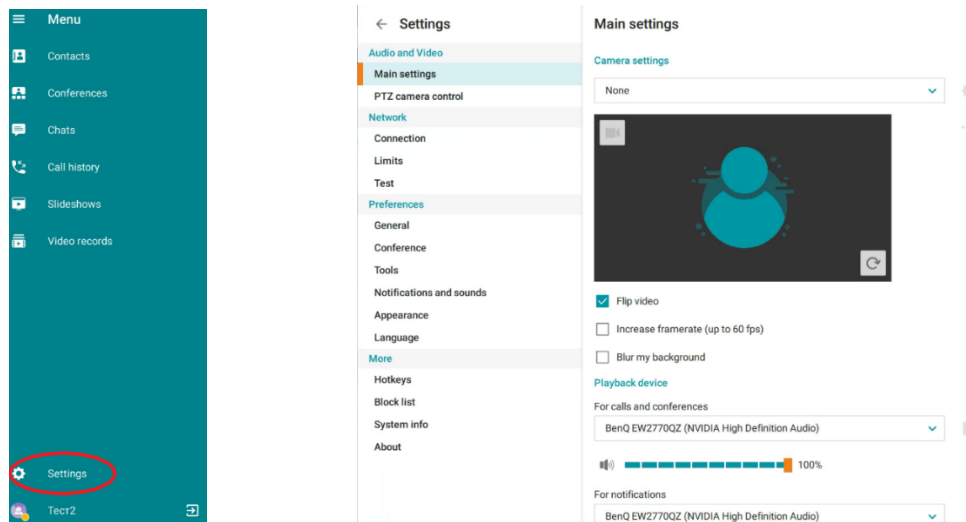
In order to change the name at this step, you will have to log out of the created guest account.



b) If you choose to join from your browser, the page with videoconference opens and there is no need to download anything.



3) After joining the conference there is an opportunity to change the settings of your camera/microphone/audio output if this is necessary.


a) In the application you can use for that purpose the menu (left top corner) → settings → main settings. There is also a possibility to customize other aspects, such as notifications, language, application design, and so on.



b) In browser version you need to click on the gear at the bottom of the control panel. Unlike the application, only the camera / microphone / audio output can be configured there.

4) To turn on / off your microphone, camera, sound, similarly to ZOOM, you can use the control panel at the bottom of the screen. The peculiarity is that, unlike in ZOOM, when you turn off the camera, you will still see yourself, although other participants will not see you. Hotkeys to enable/disable the microphone: Ctrl+Shift+A; to enable/disable the camera Ctrl+Shift+V.

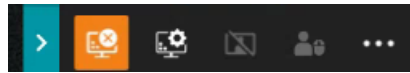
5) To demonstrate the presentation you should press "monitor with an arrow" icon (in the application)  or "monitor" icon (in browser) , and then choose the full screen or the application with your slides (for example, Powerpoint). Moreover, if you want to show not the entire screen, but only the presentation, then when using PowerPoint, you should first start the slide show, then use Atl+Tab to switch to TrueConf and select "PowerPoint Demonstration" when choosing the application, otherwise the presentation will not be expanded.

By default, when you share a presentation, other conference participants will only see the presentation itself and not the video from your camera. If you want other participants to see you during the presentation, after turning on the demonstration of the presentation in the panel at the top right, click on the second icon from the left (a monitor with a gear)  and select "Show my video and content in separate windows". This feature is available only when using the TrueConf application. Please note that during screen sharing, turning on/off the microphone and camera will only be available via hotkeys. This feature is also available only when using the TrueConf application.

Also, when participating in the conference through the TrueConf application, and not through the browser, it is possible to select "Show presentations" and to download the presentation directly to the application and change the slides there. However, in this case, it will not be possible to point with the mouse at any part of the slide, since your mouse will not be visible to other participants.

After the end of the presentation, click to end the presentation:

a) In the application, you need to click the orange button "End showing content" on the top left panel.



b) In a browser you can close the access on the panel at the bottom in the middle.

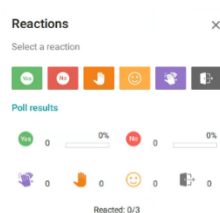
6) The list of conference participants can be viewed by clicking on the icon in the top right panel. There you can also send a private message by selecting the participant.



7) You can also open a public chat where you can ask questions (for moderators to read them aloud) by clicking on the corresponding icon in the top right panel.




In the application you can also “raise your hand” by clicking on the "3 dots" icon on the panel below and select "Reactions". You can lower your hand after the question is asked by clicking on the reaction again.



8) To set the relative position of the presentation and video of other participants, use the “Spotlighted window position” on the top right panel



The default mode is “Overlay”, but there are other modes available in which the videos are located to the right and/or below of the presentation being shown.

9) If the conference is being held in Video Selector mode (for example, in case of plenary sessions), then in order to be seen and heard by other participants, it is necessary that the moderator grant the participant an access to the Podium. Participants for whom it is their turn to give a talk, and listeners who want to ask a question, can click the button at the bottom left “Take podium”.  After the talk is finished or the question is asked, you can click the “Leave podium” button. In order to ask a question, you can also raise your hand, as described in paragraph 7, or write a question in the chat.