ZOOM system manual for participants

Before the conference

1. If Zoom is not already installed on your computer, please, visit https://zoom.us/client/latest/ZoomInstaller.exe and download the installer. Run this file and install the Zoom Client for Meetings conferences. If you want, you can install the Zoom on your phone (Android\iOS).

2. Fill the registration form in the program so that colleagues can see your name. You can add a photo if you wish.

4. During the conference, a separate link will work for communication with the Organizing Committee to check your equipment.

3. If you have not practice in the Zoom, we recommend preliminary training. Create a training conference ***New Meeting***, enter it using sound and invite new participants, your colleagues for example. Make sure that audio and video are working. Try to show your presentation to colleagues using the ***Screen sharing*** option.

You can turn your microphone and camera on and off by clicking on the appropriate icons. During the presentation, the microphone and camera should only be active for the speaker. During the discussion, to ask a question anyone turns on a microphone and, if desired, own camera.

If you want to listen only

Links to each session will be available on the day of the session on the conference website in the ***Technical Program*** section http://math.nsc.ru/conference/motor/2020/scheduling.html. Use the links only during the working hours of the sessions. The link will be available 30 minutes before the session and 30 minutes after the end.

1. When you click on the link, the Zoom client will start automatically, and you will immediately enter to the specified section. Confirm the request to use computer sound. Mute (turn off) your microphone by clicking on the microphone icon in the lower left.

2. During the presentation, only the speaker's microphone and camera should be active. During the discussion, everyone who wants to ask a question will have to turn on a microphone and, if desired, a camera. Before asking a question, introduce yourself.

3. To exit the conference, press the red ***End*** button at the bottom of the screen.

If you are a speaker

1. Go to the Zoom system at the link to your session.

2. Start your presentation on your computer in full screen mode, and then, using the Alt-Tab keys, go to the Zoom window.

3. Each speaker must connect 15 minutes before the start of the session to check the equipment. If you are unable to connect or have technical problems, your report will be canceled.

4. When the session chair invites you to speak, turn on your microphone, click on the green “Screen Demo” button and select the desired presentation window.

5. Now you can begin your presentation. You have 20 minutes for presentation including questions.

6. After the presentation is completed, return to the Zoom window again using the Alt-Tab keys to answer the questions. If necessary, you can return to the presentation.

7. After the discussion, you need to ***Complete the screen demonstration***.

8. Do not forget to turn off your microphone by clicking on the microphone icon in the lower left corner of the Zoom window.

If you are the chair of Session

1. Connect to the session 15 minutes before the session as a regular participant.

2. Your duties are regular for the chairman of the session for offline conferences: announce the speaker, keep track of the time, and support the discussion. Managing a Zoom conference is not your responsibility. It is a duty of moderator.

3. Call up the speakers and make sure they are ready. If there is no speaker at a time or he/she has some technical problems, then you announce a break, this presentation is canceled, and the next presentation starts on a schedule.

4. Start your session on time.

5. Remember that the speaker of a regular session has 20 minutes. Each invited lecturer has an hour. Strictly follow the rules.

6. After the session ends, please, exit by pressing the ***Esc*** key.

If you have any questions, please visit **Zoom support: https://support.zoom.us/hc/en-us**

If something doesn’t work, please contact the Organizing Committee via a special link on the conference website. It will be available a few days before the conference.