

ZOOM manual for the conference 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 the file and install the Zoom Client for Meetings. If you want, you can install the Zoom on your phone (Android\iOS).

2. You can also fill the Zoom registration form online, hence your profile information, including your name and profile picture, will be visible to other participants. **(This is optional)**

3. The conference live streaming will begin 20 minutes before the start time of a session, **therefore** you can check your equipment.

4. If you have no experience at using Zoom, we strongly recommend you to practice before the conference. Please, create a training conference (by clicking “New Meeting”) and invite new participants (for example, your colleagues). Make sure that audio and video work. Try to demonstrate your presentation to the colleagues using the Screen sharing option. You can turn your microphone and camera on or off by clicking on the corresponding icons. During a presentation, a speaker is the only person who must have microphone turned on. All the questions are allowed only during the discussion time. To ask a question, please turn on your microphone and if you want your camera.

If you are an online listener

The link to the Zoom main session is

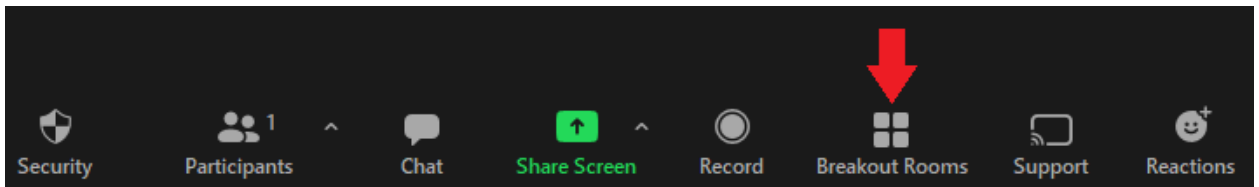
<https://zoom.us/j/4265308219>.

You can also find it on the MOTOR 2021 conference website. The conference live streaming will start 20 minutes before the beginning of sessions. To join the online session, you need to enter a passcode that will be sent to all the participants. The passcode will also be available on the conference website in the program tab.

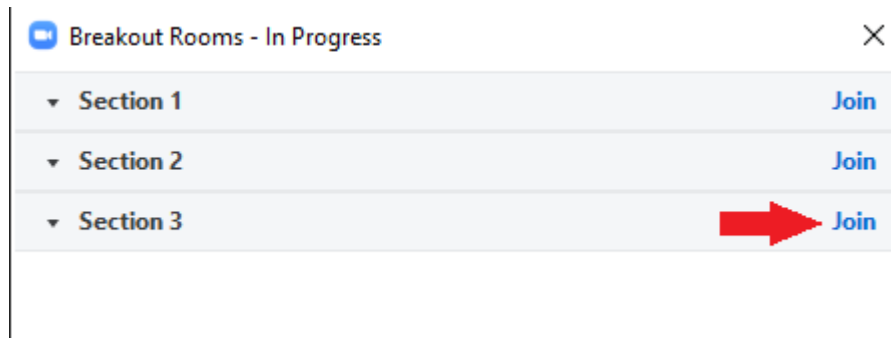
1. When you click on the link, the Zoom client will start automatically, and you will immediately enter the main online session. Confirm the request to use computer sound.

Plenary talks, tutorials, and HUAWEI Industrial Application Session will be held in the main Zoom online session. Conference parallel sections will be held in breakout rooms («Секционные залы»). Breakout rooms will be available 15 minutes before the start of parallel sections.

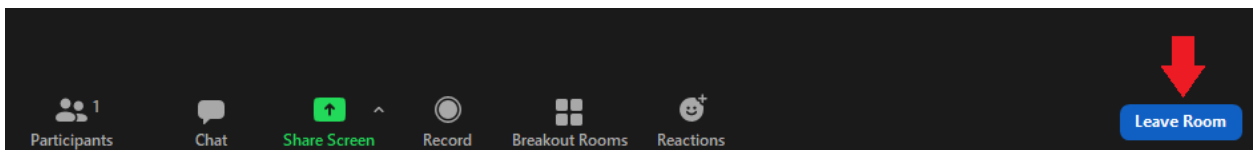
To join a breakout room, please click on the corresponding button:



In the opened window click “join” on the section you are going to attend.



Note that you can leave and join (other) breakout rooms by clicking the same “Breakout rooms” button. You can leave the breakout room and return to the main Zoom session by clicking “Leave Room”.



2. During the presentation, only the speaker’s microphone and camera must be active. During the discussion time, everyone who wants to ask a question must turn on microphone and, if desired, camera. Before asking a question, please introduce yourself.

3. To leave the main Zoom session, press the red “End” button at the bottom of the screen.

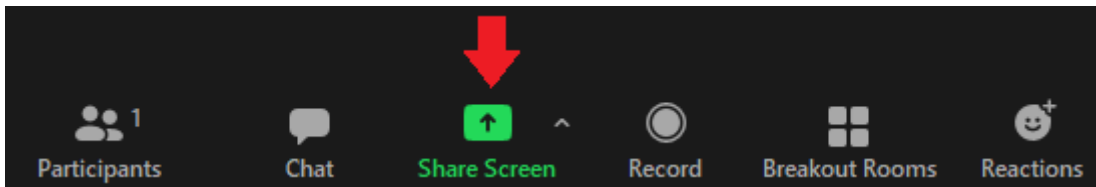
If you are an online speaker

1. Go to the Zoom system and join the main session. If you are a section speaker, please join the breakout room of your section (see above).

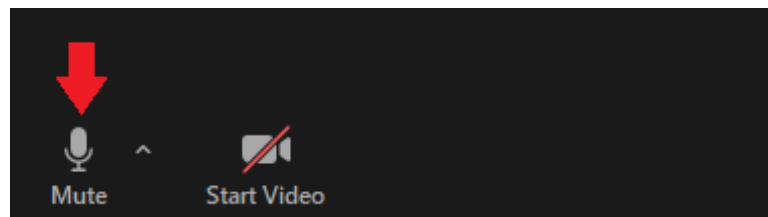
2. Start your presentation on your computer in full screen mode, and then, using Alt-Tab, go to the Zoom window.

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 “Share Screen” button and select the desired presentation window.



5. Now you can begin your presentation. You have 20 minutes for your presentation including questions.
6. After discussion, you need to Complete the screen demonstration.
7. 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 an online session chair

1. Connect to the session as a regular participant 10 minutes before the start time. If you are a section chair, please join the breakout room of your section (see above).
2. Your role is the same as that of a regular chairperson of an offline session: announce speakers, keep track of the time, and support the discussion. Managing Zoom session is not your responsibility. It is a duty of the section moderator.
3. Call up the speakers and make sure they are ready. If the next speaker is absent at her/his presentation time or has some technical problems, please announce a break until the next presentation: This talk is considered canceled, and the next presentation needs to be started on the schedule.
4. Please, start your session on time.
5. Remember that regular speakers have 20 minutes for presentation (including the time for questions). Plenary speakers have 40 minutes.
6. After the end of the session, please, leave it by pressing the Esc key.

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

If something does not work, please contact the Organizing Committee.