



how to participate in a zoom video conference
instruction

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Preface

It is our pleasure to invite you to participate in The ACPS 2021: Architecture, City, People, Structure:
The International Scientific Online Video-Conference.

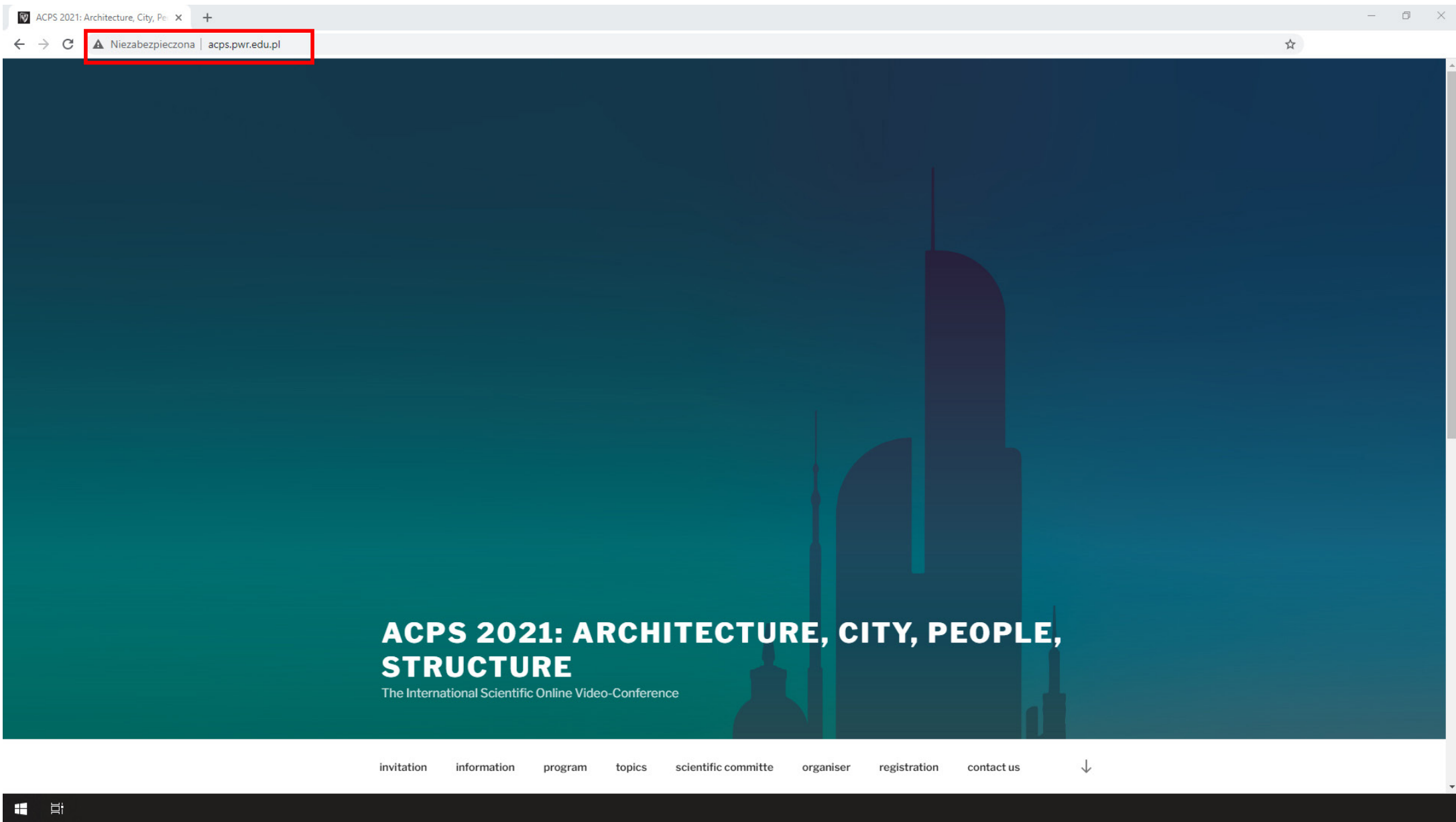
This short presentation is intended to guide you through the zoom video conference platform principles of use.

Let's do this together!

joining a meeting

joining the selected conference session is extremely simple - it's just a few clicks!

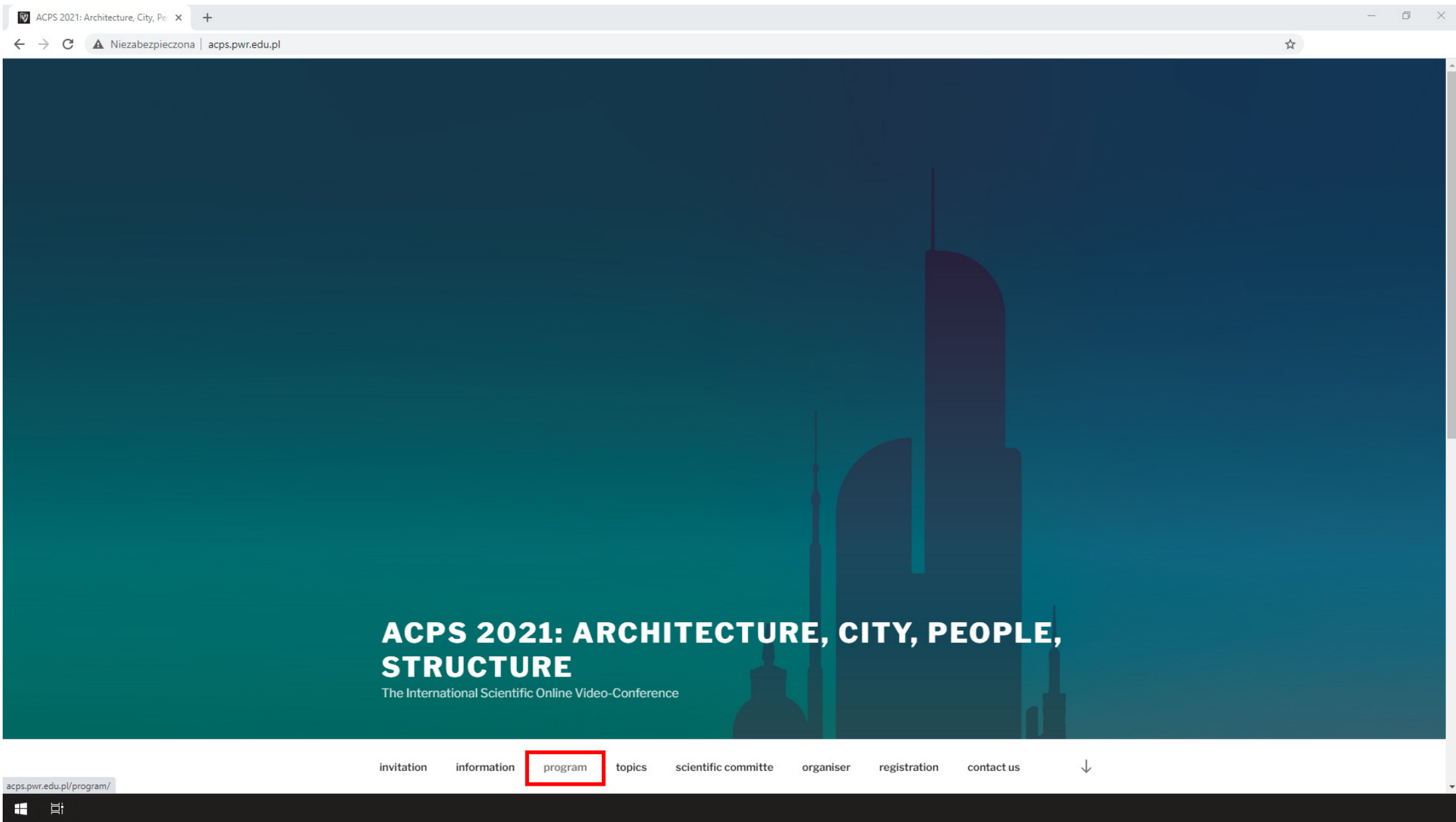
/all links to each individual session can be found on the conference website/



step 1

go to the conference website:

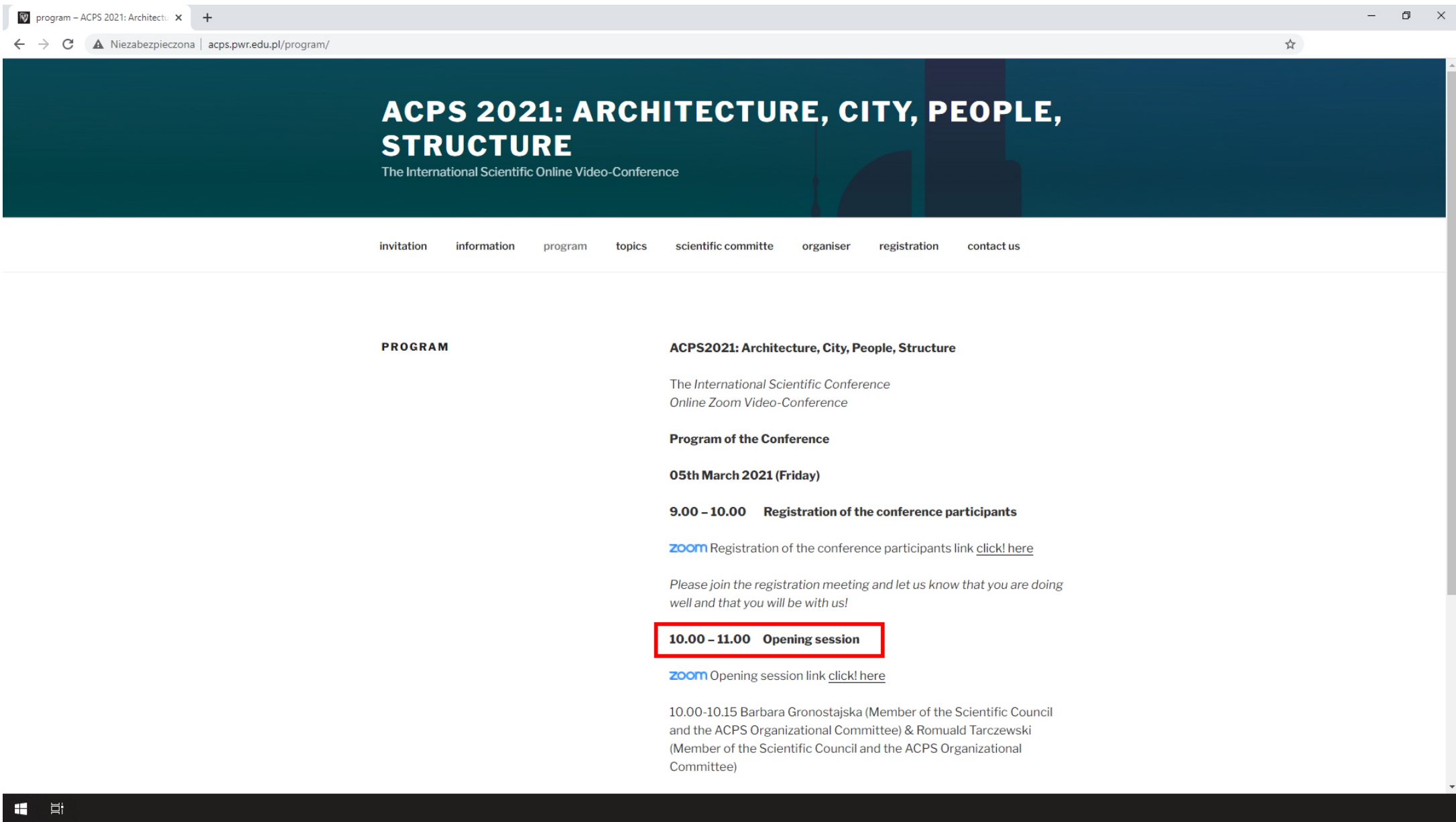
<http://acps.pwr.edu.pl/>



step 2

go to the program subpage by clicking:

`/program/`



step 3

scroll the page down to the session subheading you're interested in:

/e.g. Opening session/

program – ACPS 2021: Architectu x +

Niezabezpieczona | acps.pwr.edu.pl/program/ ☆

ACPS 2021: ARCHITECTURE, CITY, PEOPLE, STRUCTURE

The International Scientific Online Video-Conference

invitation information program topics scientific committe organiser registration contact us

PROGRAM

ACPS2021: Architecture, City, People, Structure

The International Scientific Conference
Online Zoom Video-Conference

Program of the Conference

05th March 2021 (Friday)

9.00 – 10.00 Registration of the conference participants

[zoom](#) Registration of the conference participants link click! here

Please join the registration meeting and let us know that you are doing well and that you will be with us!

10.00 – 11.00 Opening session

[zoom](#) Opening session link click! here

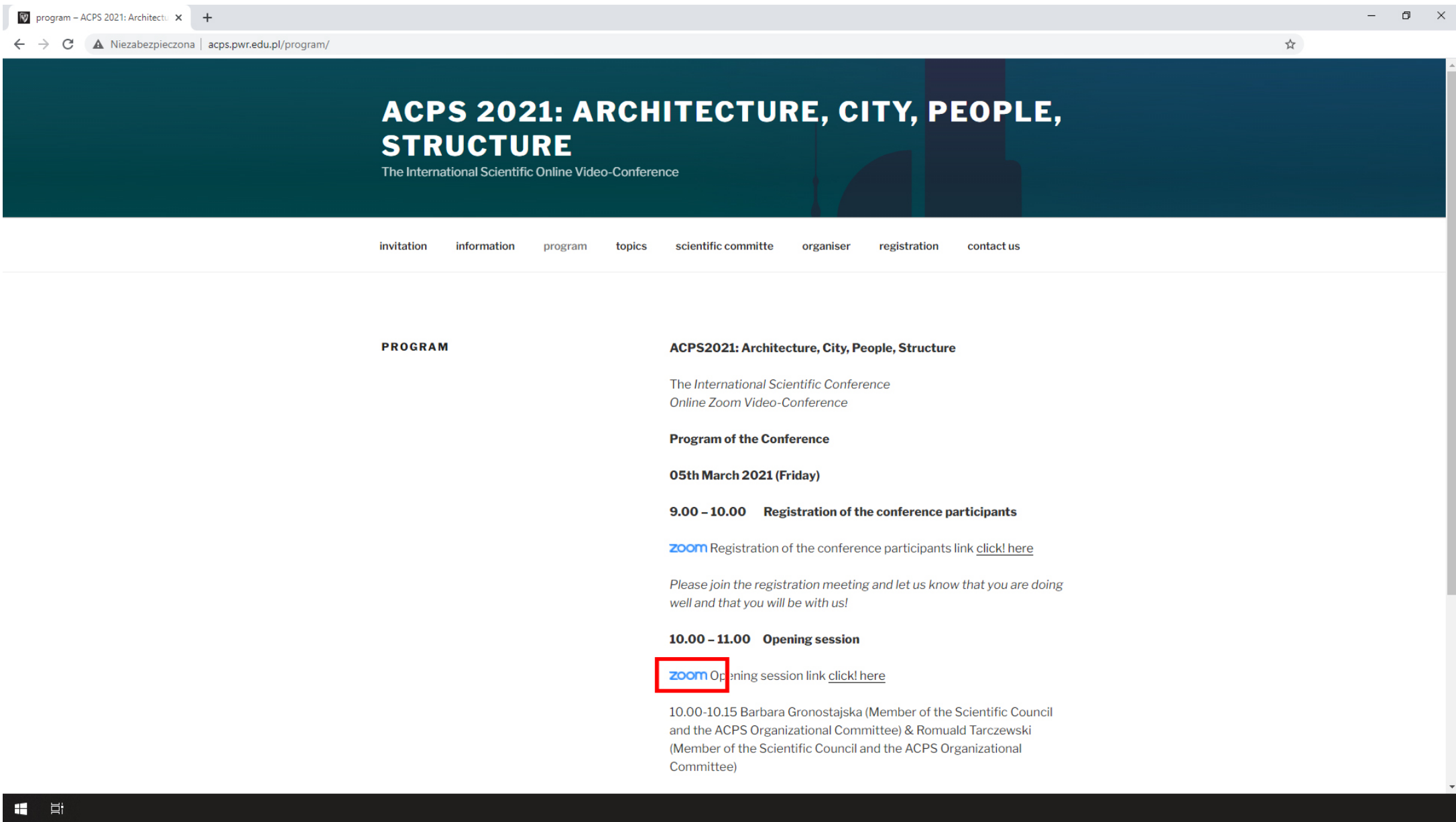
10.00-10.15 Barbara Gronostajska (Member of the Scientific Council and the ACPS Organizational Committee) & Romuald Tarczewski (Member of the Scientific Council and the ACPS Organizational Committee)

https://us05web.zoom.us/j/81069490043?pwd=VmhHUDh1UVZLYTM4cG8zYUg0T3dPdzo09

step 4

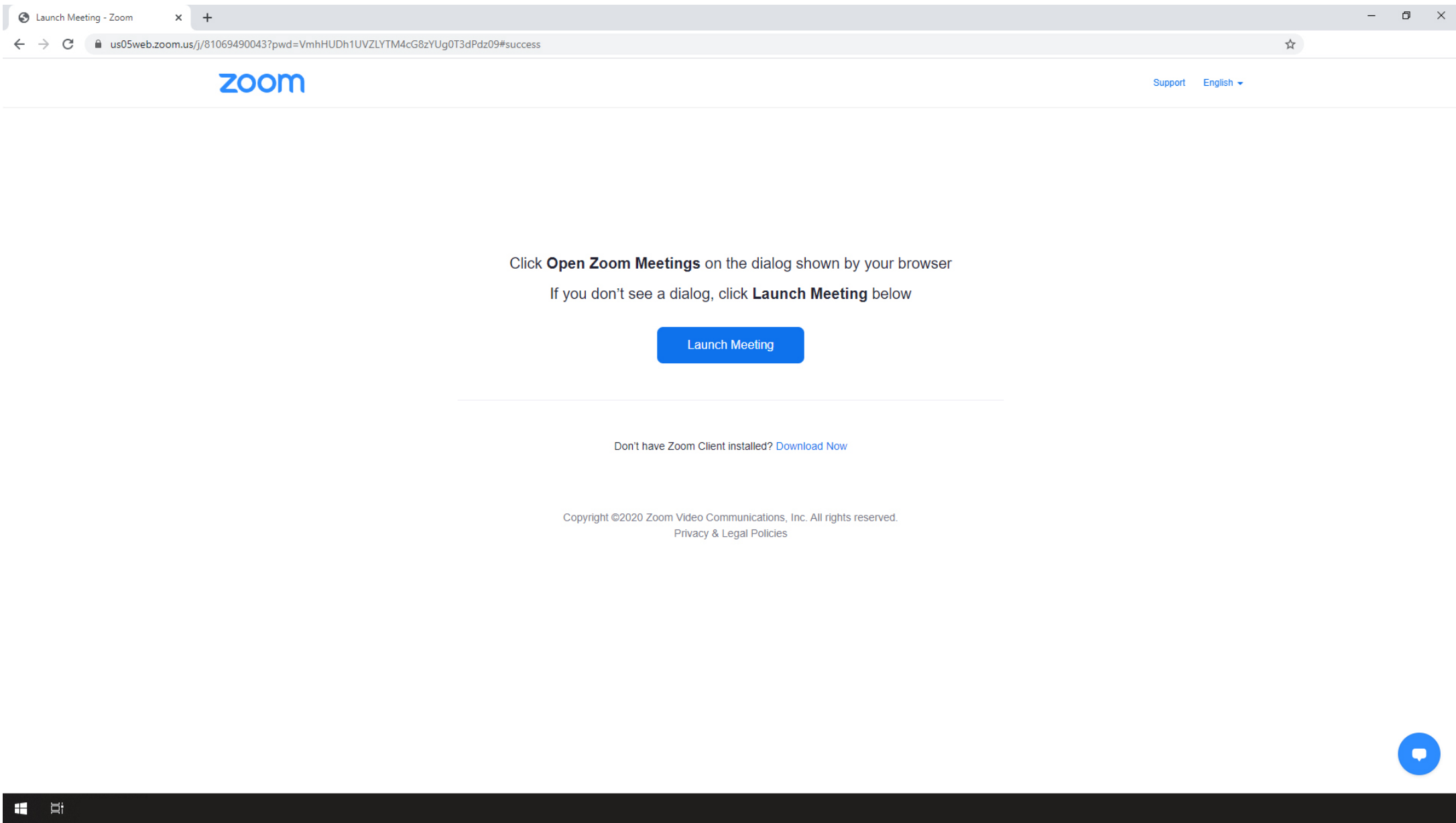
...and click the underline link:

/click! here/



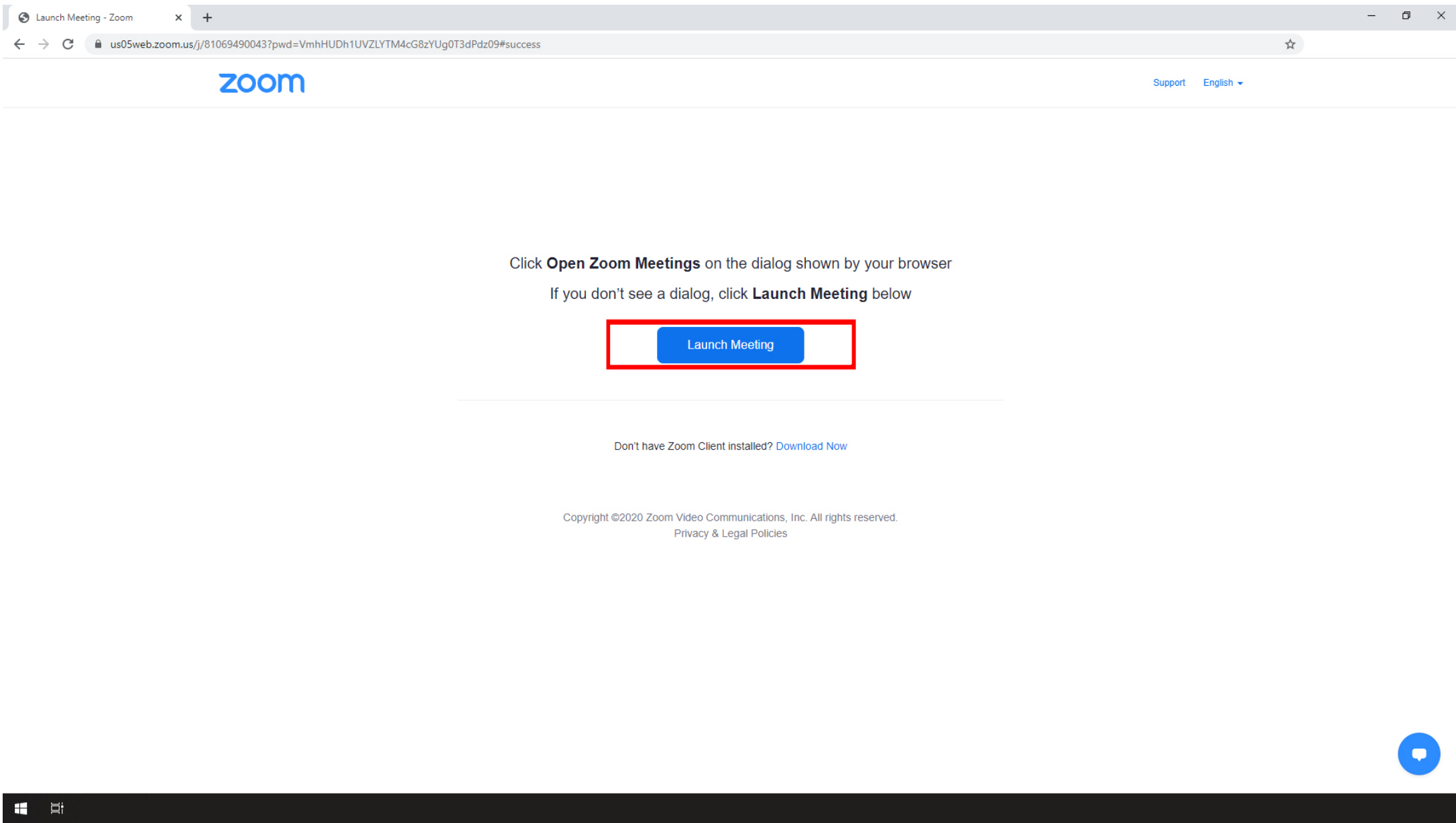
step 5

note: all links leading to the sessions are marked with the logo of the zoom platform



step 6

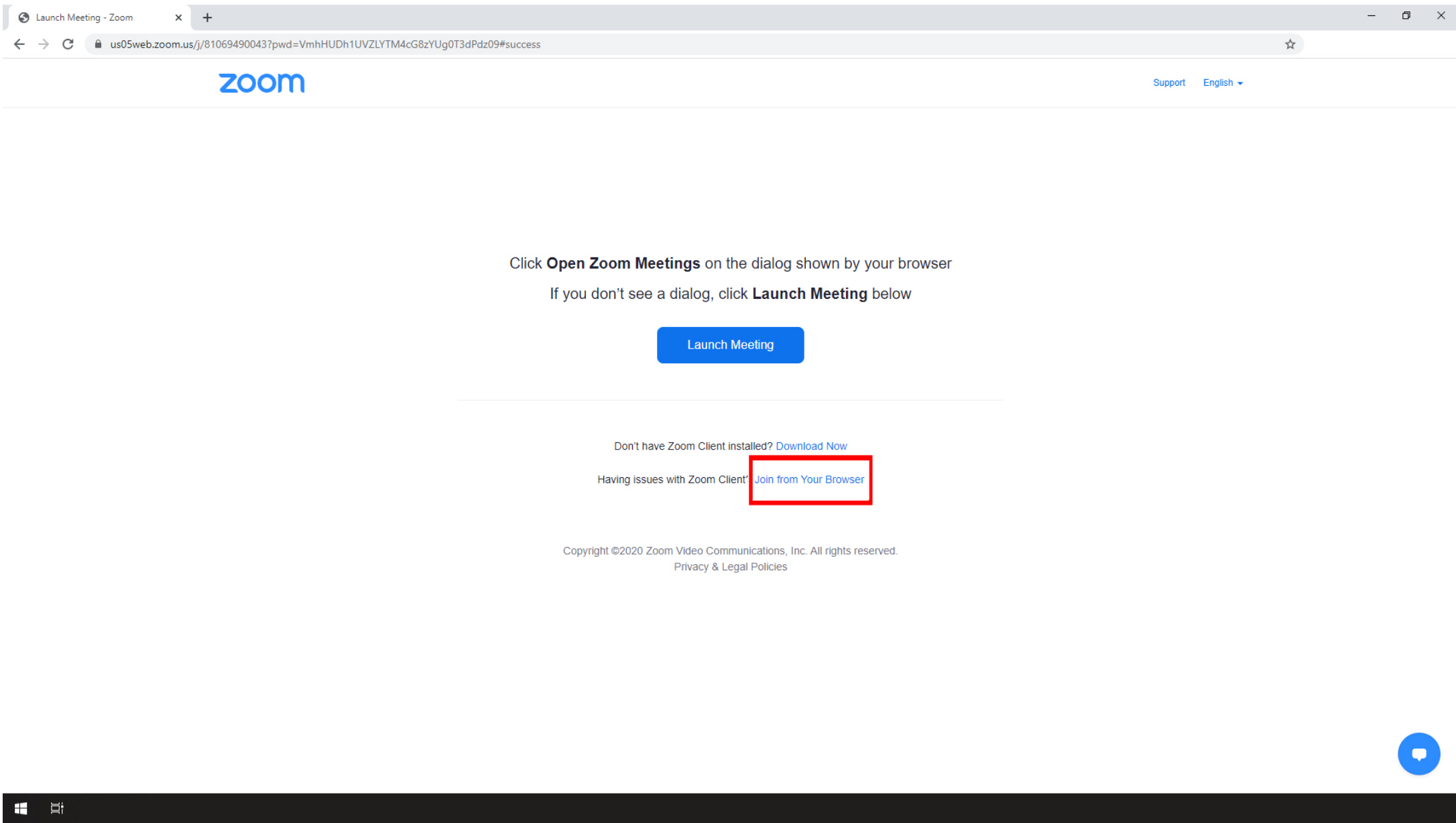
once you click! the link you will be taken to the zoom platform meeting page



step 7

now just click! the blue button in the center of the screen:

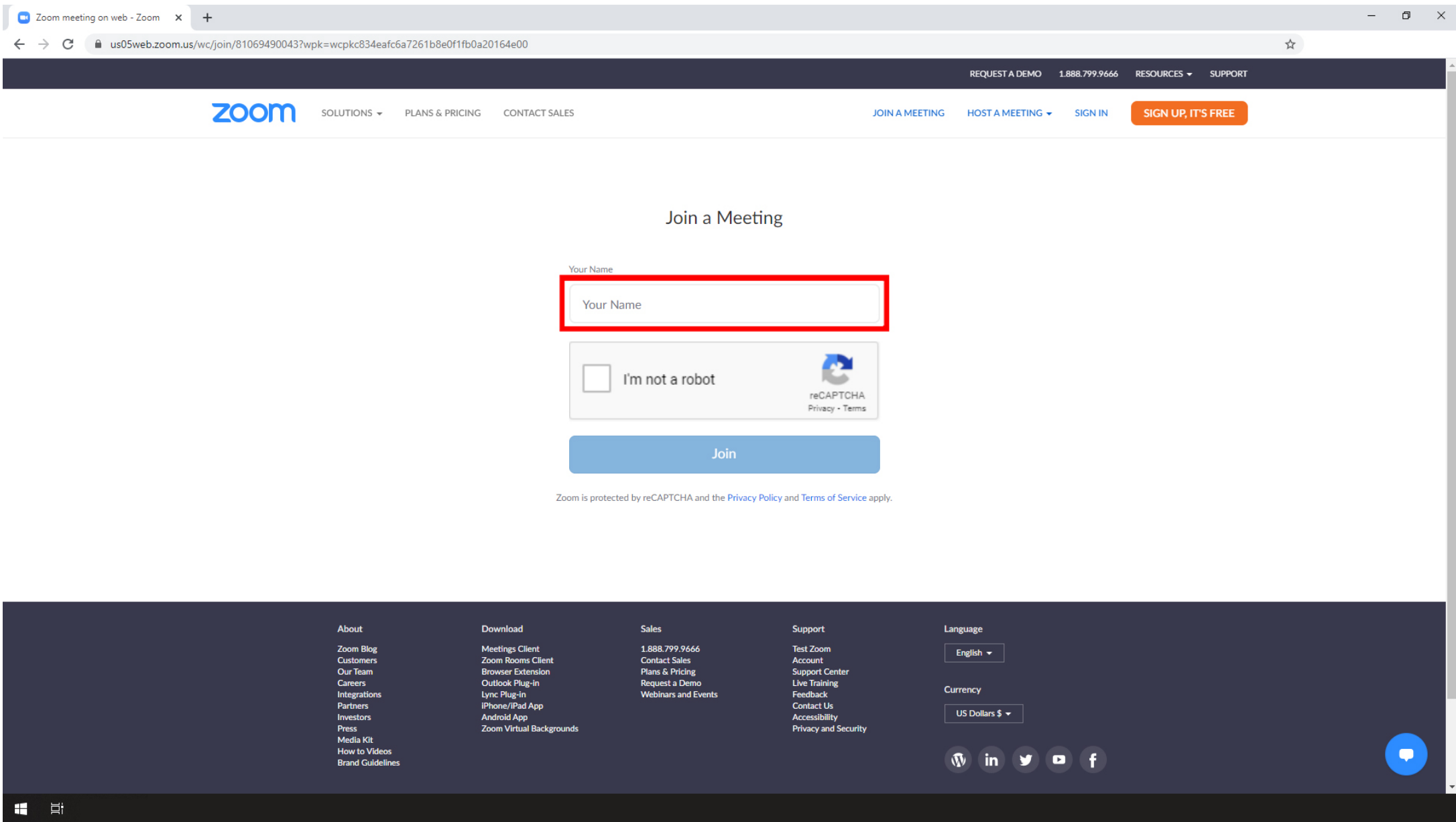
/Launch Meeting/



step 8

then choose the simpler option by clicking:

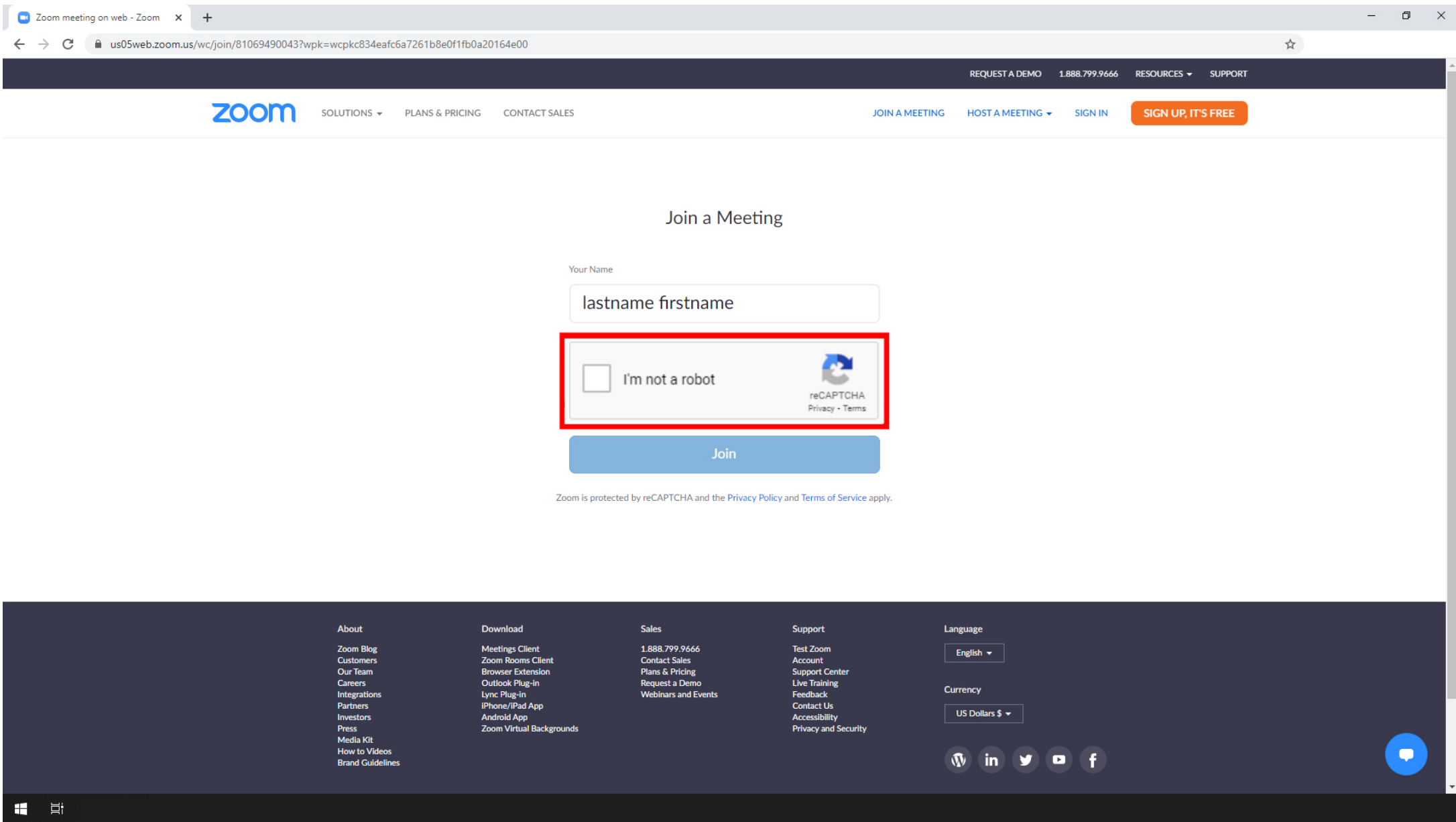
/Join from Your Browser/



step 9

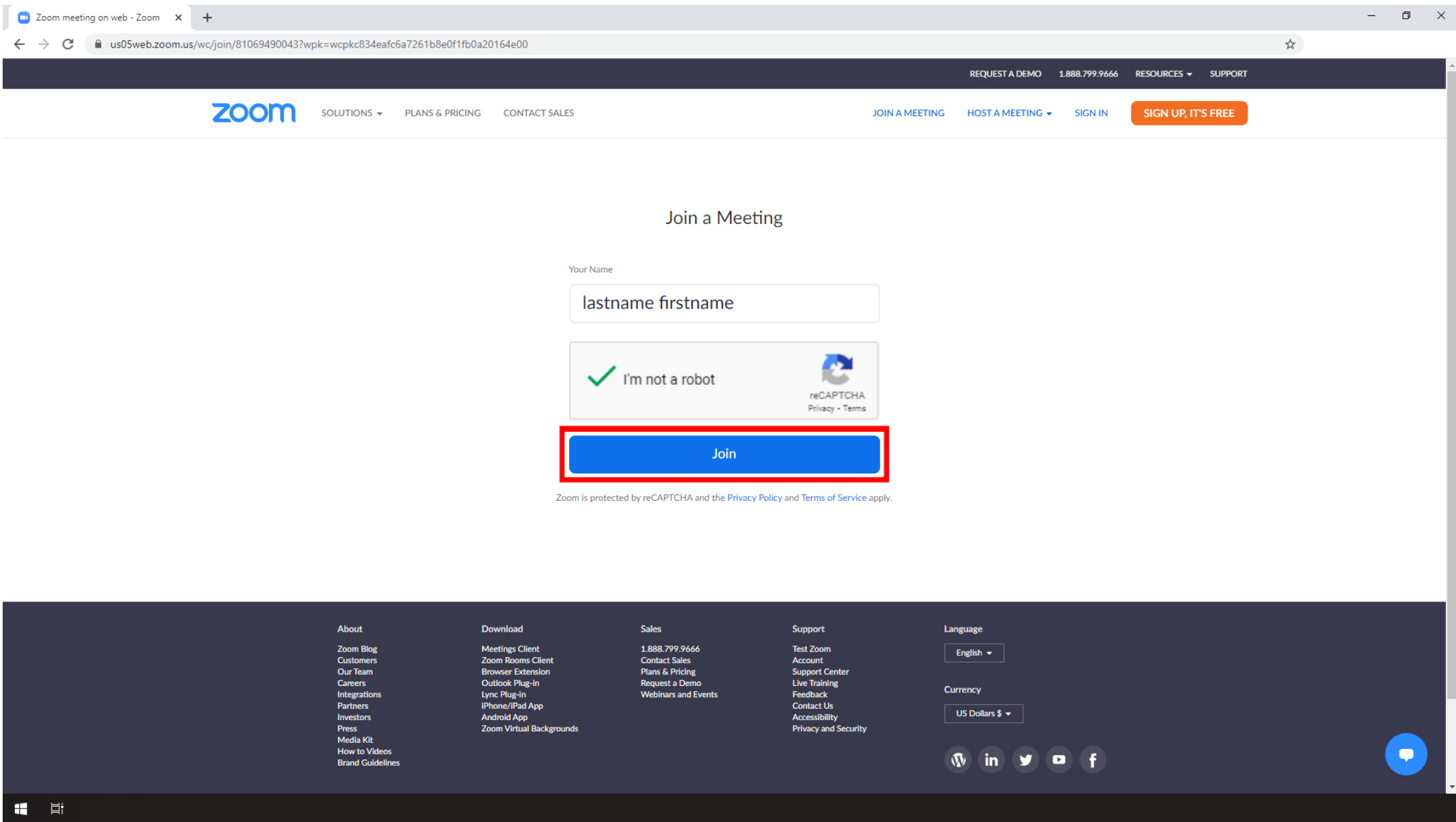
fill in your last name and first name

make sure that they match those given in the registration form ;)



step 10

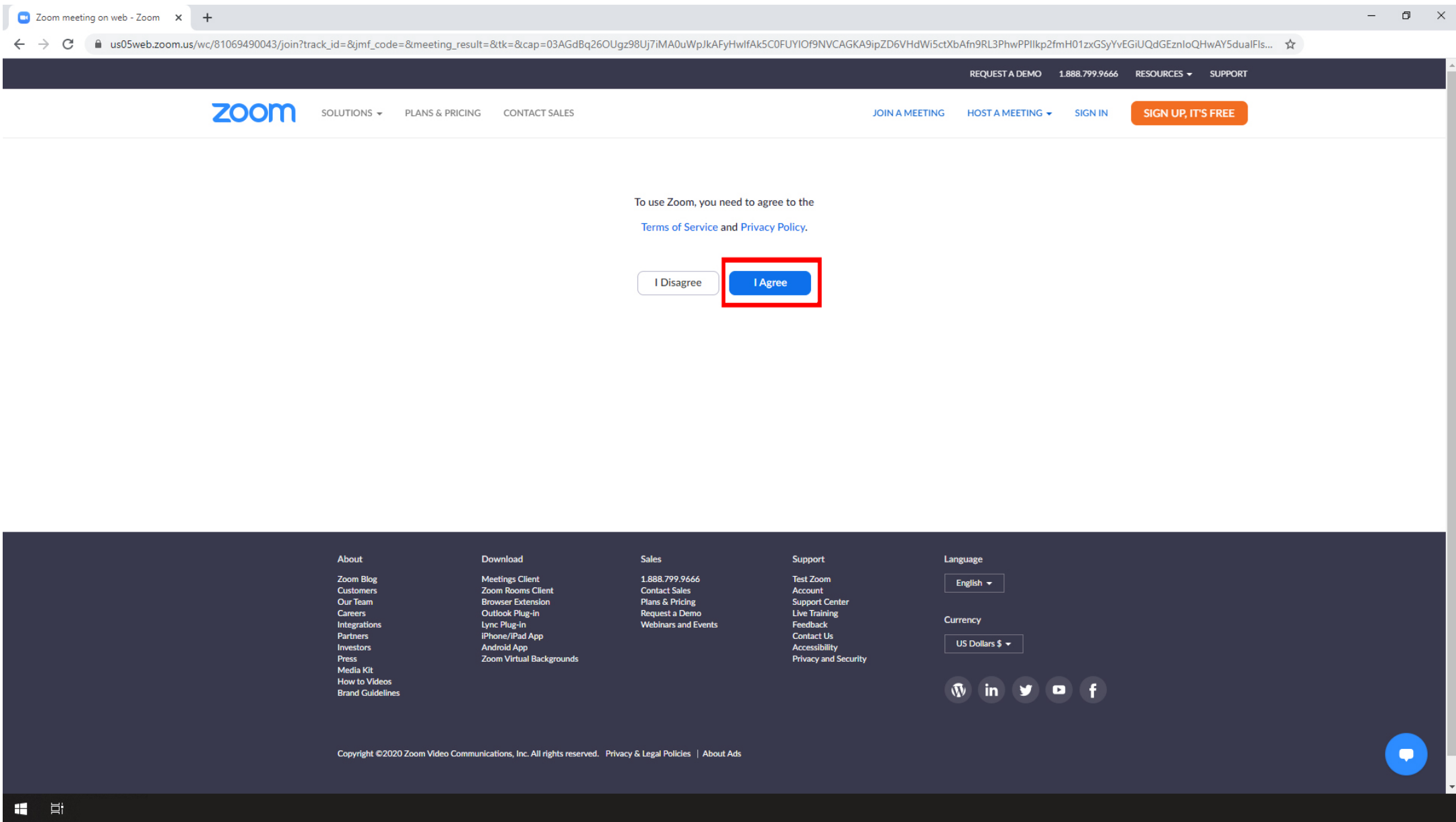
then confirm that you are not a robot by tapping the square...



step 11

... and click! the blue button in the center of the screen:

/Join/



step 12

agree to the Terms of Service and Privacy Policy, by hitting:

/I Agree/

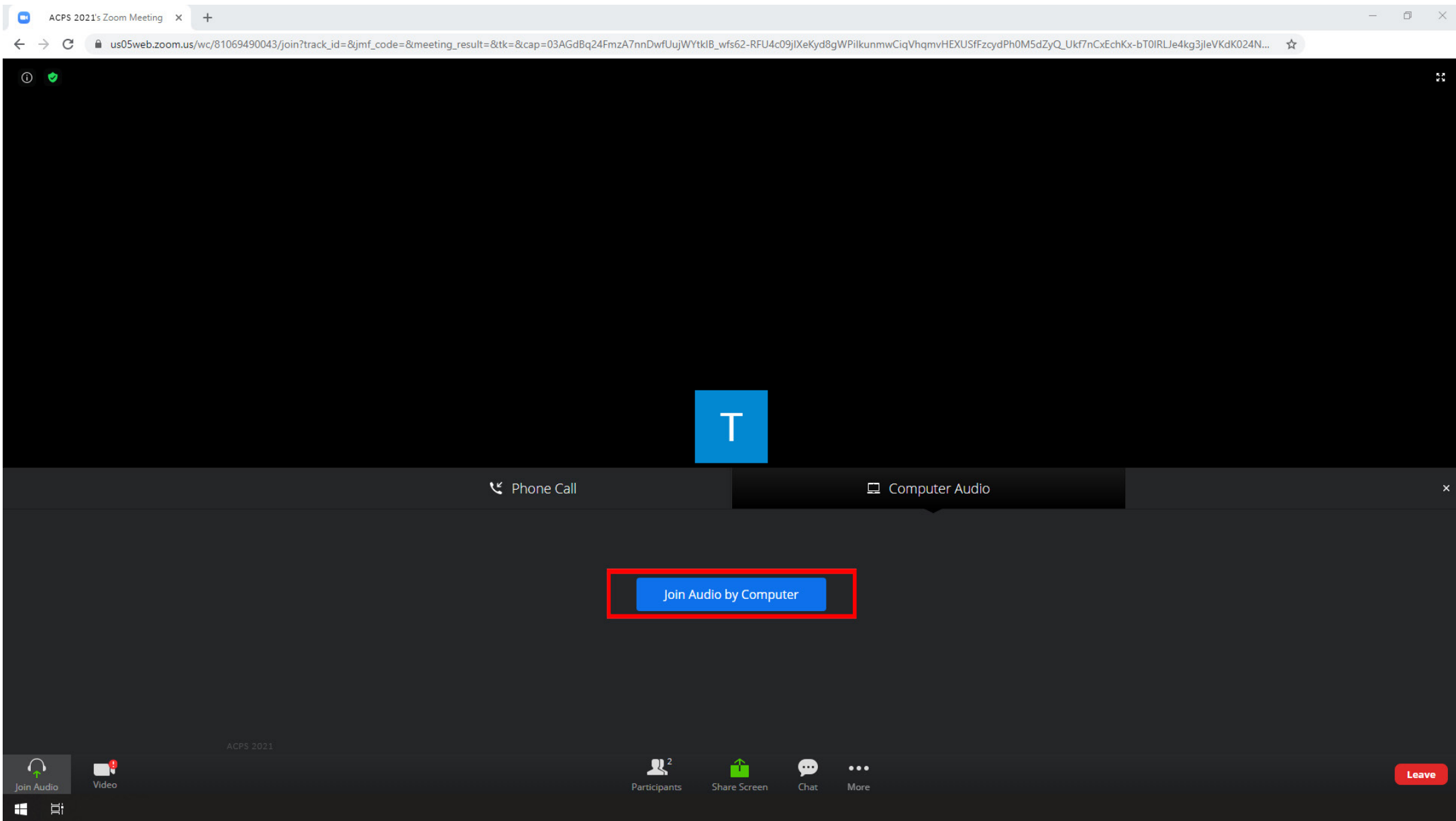
Please wait, the meeting host will let you in soon.

ACPS 2021's Zoom Meeting



step 13

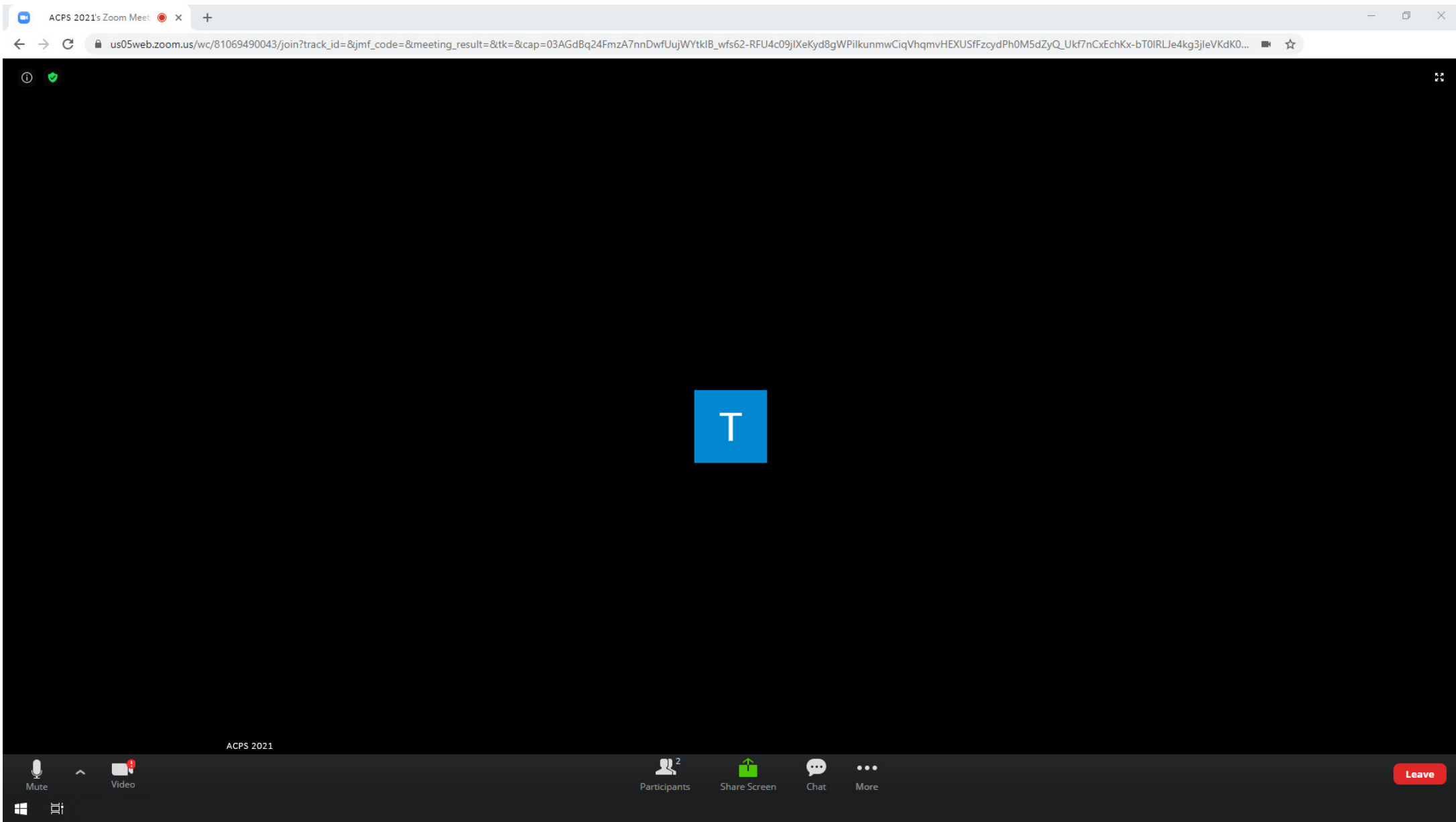
just wait a tiny minute for host approval ;)



step 14

when you are ready confirm the audio connection - click! the blue button in the center of the screen:

`/Join Audio by Computer/`



step 15

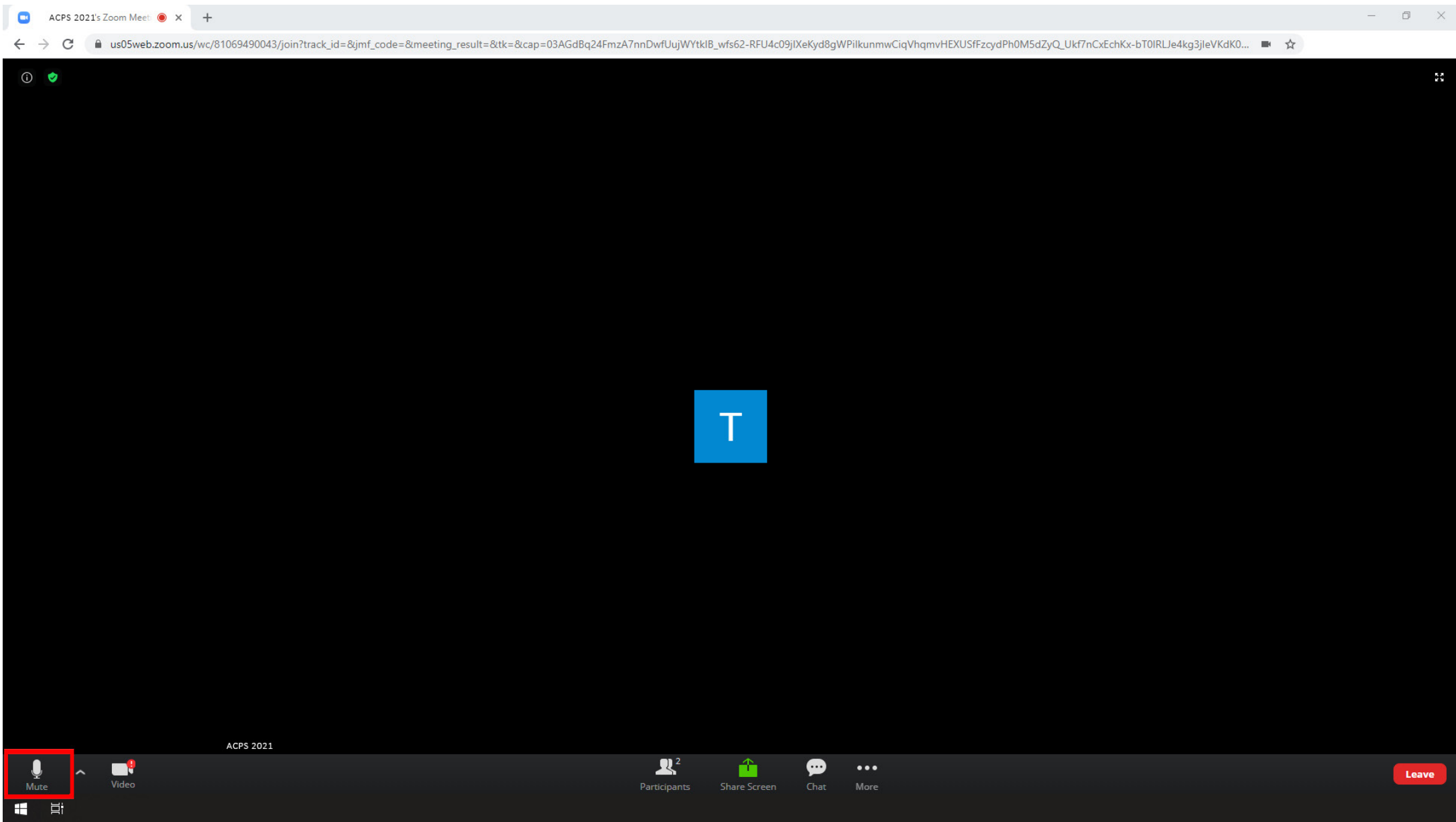
and finally you're in!

now please watch the rest of the presentation - including online conference the savoir vivre principals section ;)

microphone on / off

during the whole meeting you can decide whether the microphone is turned on or not

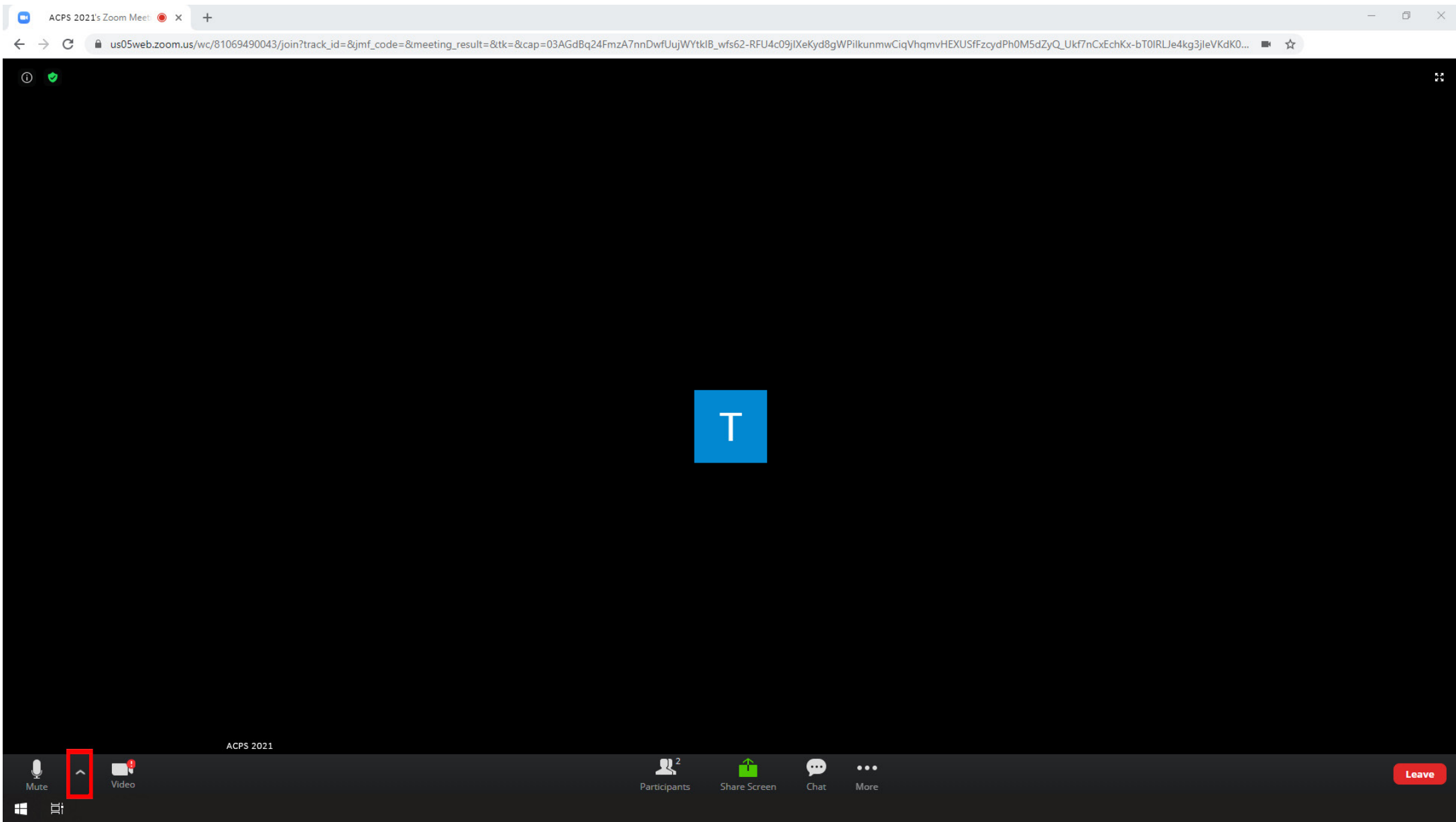
be awake - we can even hear a whisper when the microphone is on ;)



step 16

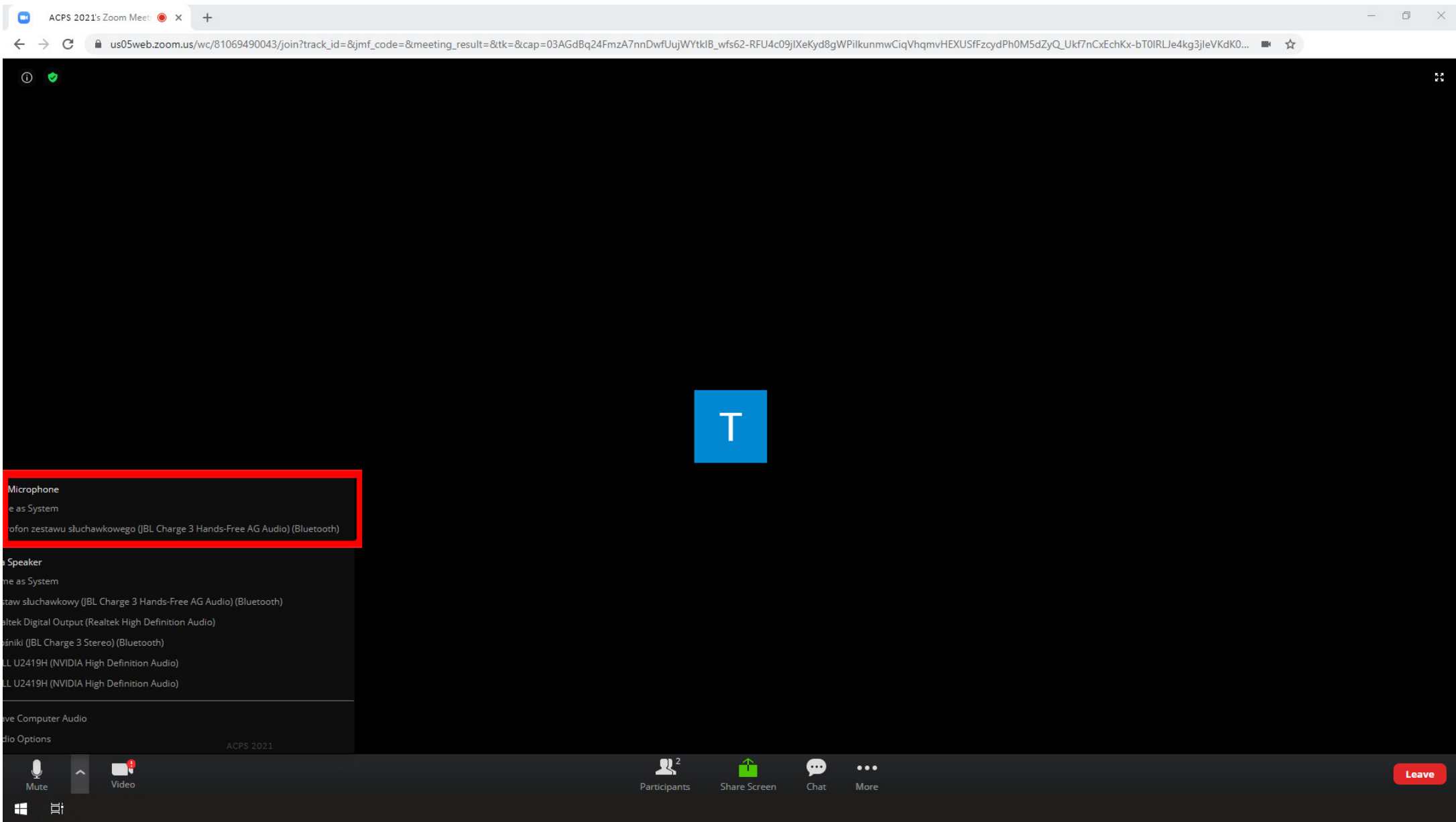
to turn the microphone on or off just click! the microphone icon in the lower left corner

notice: a red slash indicates that the microphone is disabled



step 17

if the microphone is not working or you want to select a different device just click! the ribbon arrow by the microphone icon...



step 18

... and select & click! proper device

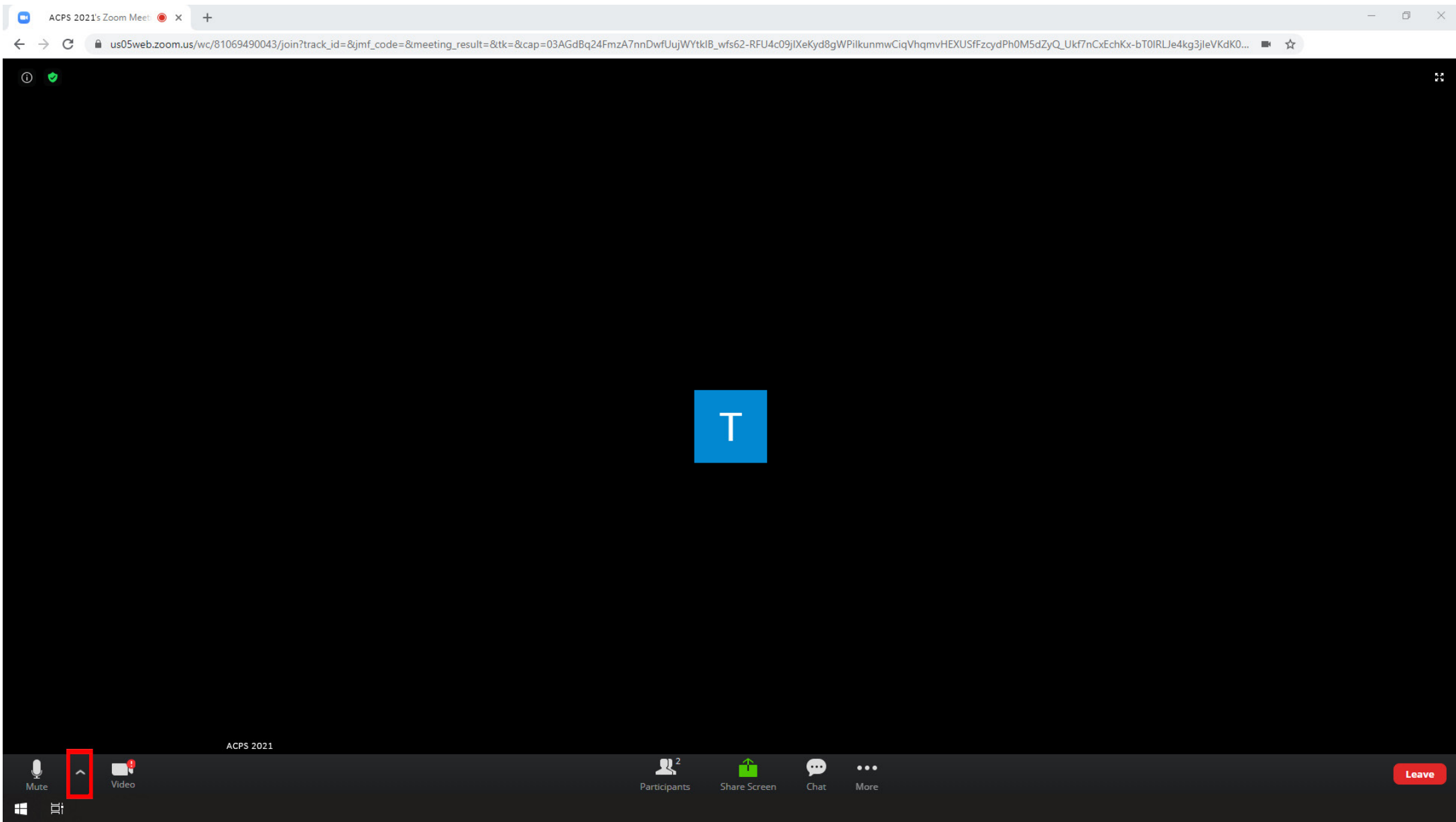
sound on / off

during the whole meeting you can decide whether the sound is turned on or not

note: when the sound is turned off, the microphone is automatically turned off as well;

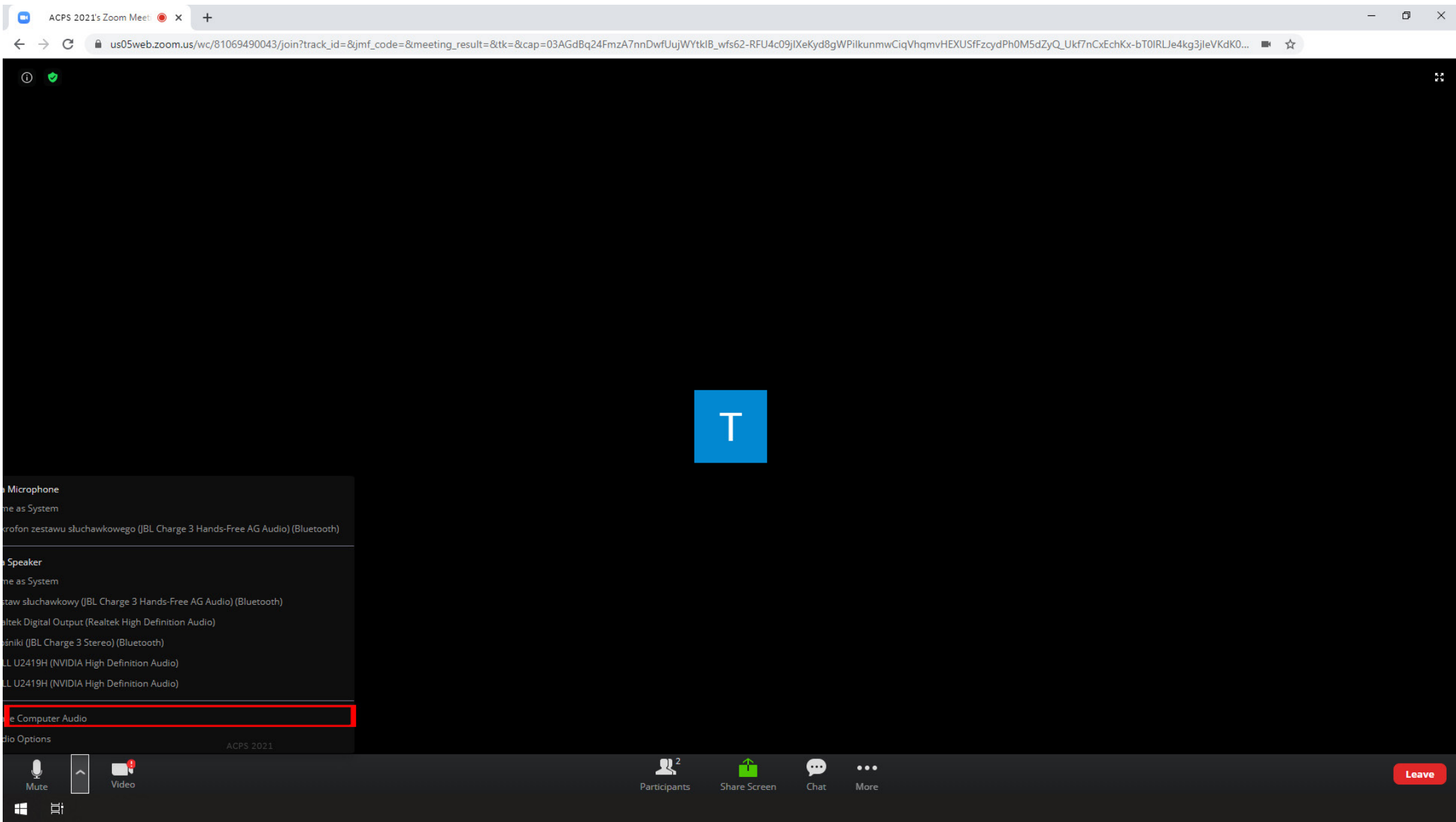
however, you remain the participant of the meeting and you can

watch the presentation



step 19

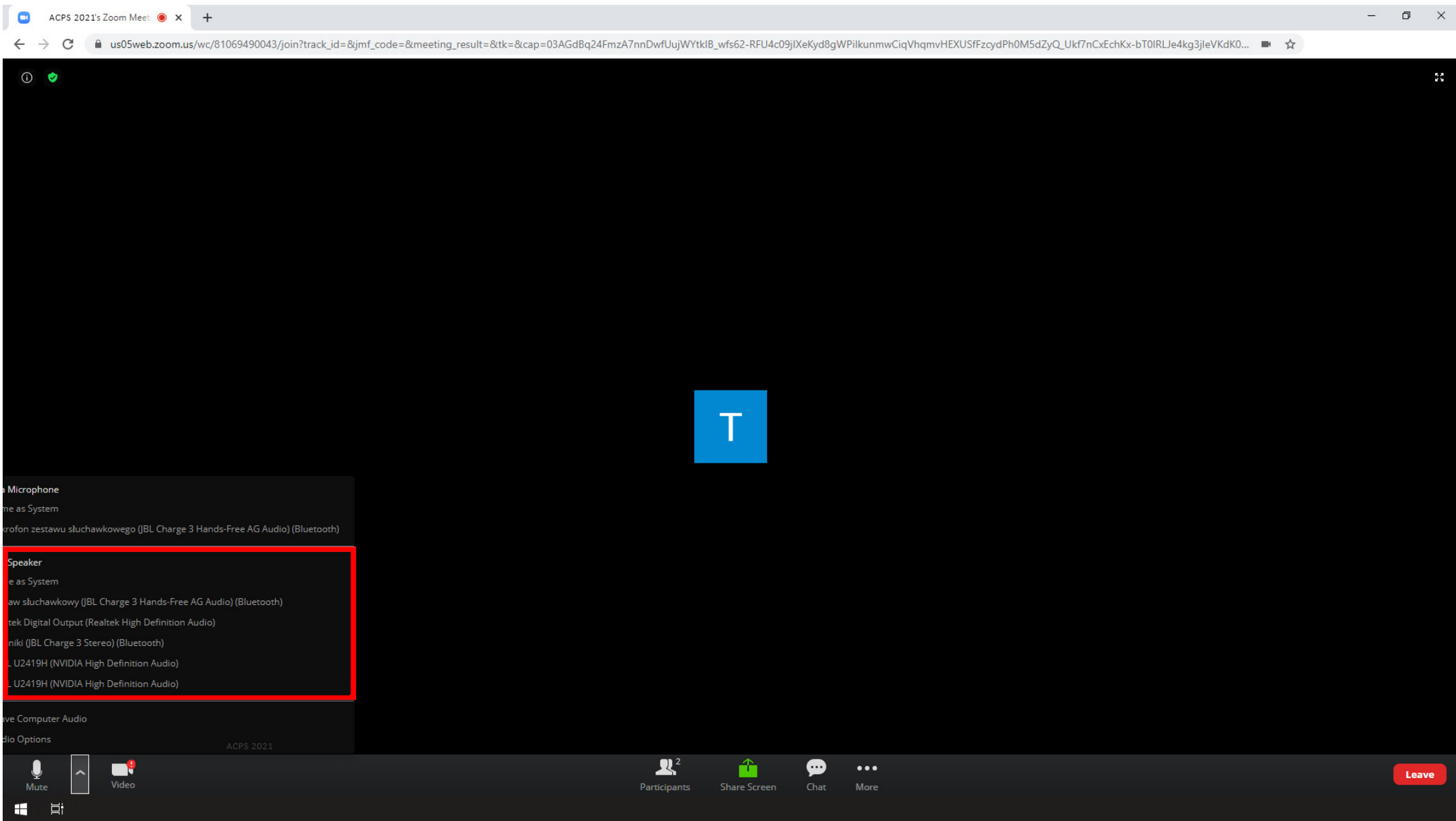
to turn the sound off just click! the ribbon arrow by the microphone icon...



step 20

... and select & click! the following option in the list:

`/Leave Computer Audio/`



step 21

if the sound is not working or you want to select a different device just click! the ribbon arrow by the microphone icon...

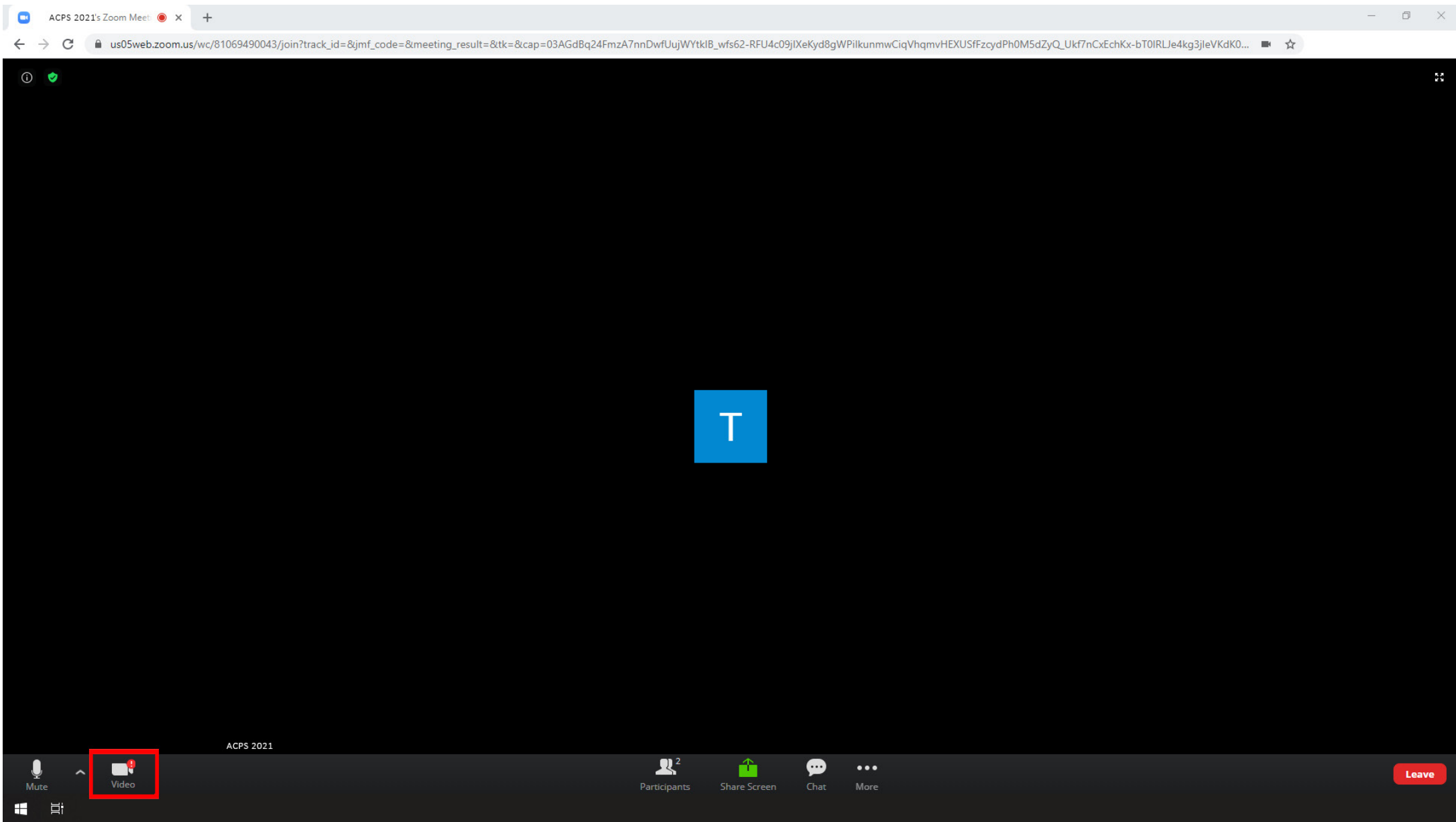
... and select & click! proper device

camera on / off

zoom video conference platform allows not only conversation, but also a visual connection with the interlocutor

during the whole meeting you can decide whether the video is turned on or not

note: in case of information about poor connection quality due to data transfer consider turning off the video option



step 22

the video transmission settings are the same as those of the microphone - just find the correct camera icon in the lower left corner...

... and follow the tips in the steps from 16-18 ;)

screen sharing (presentation)

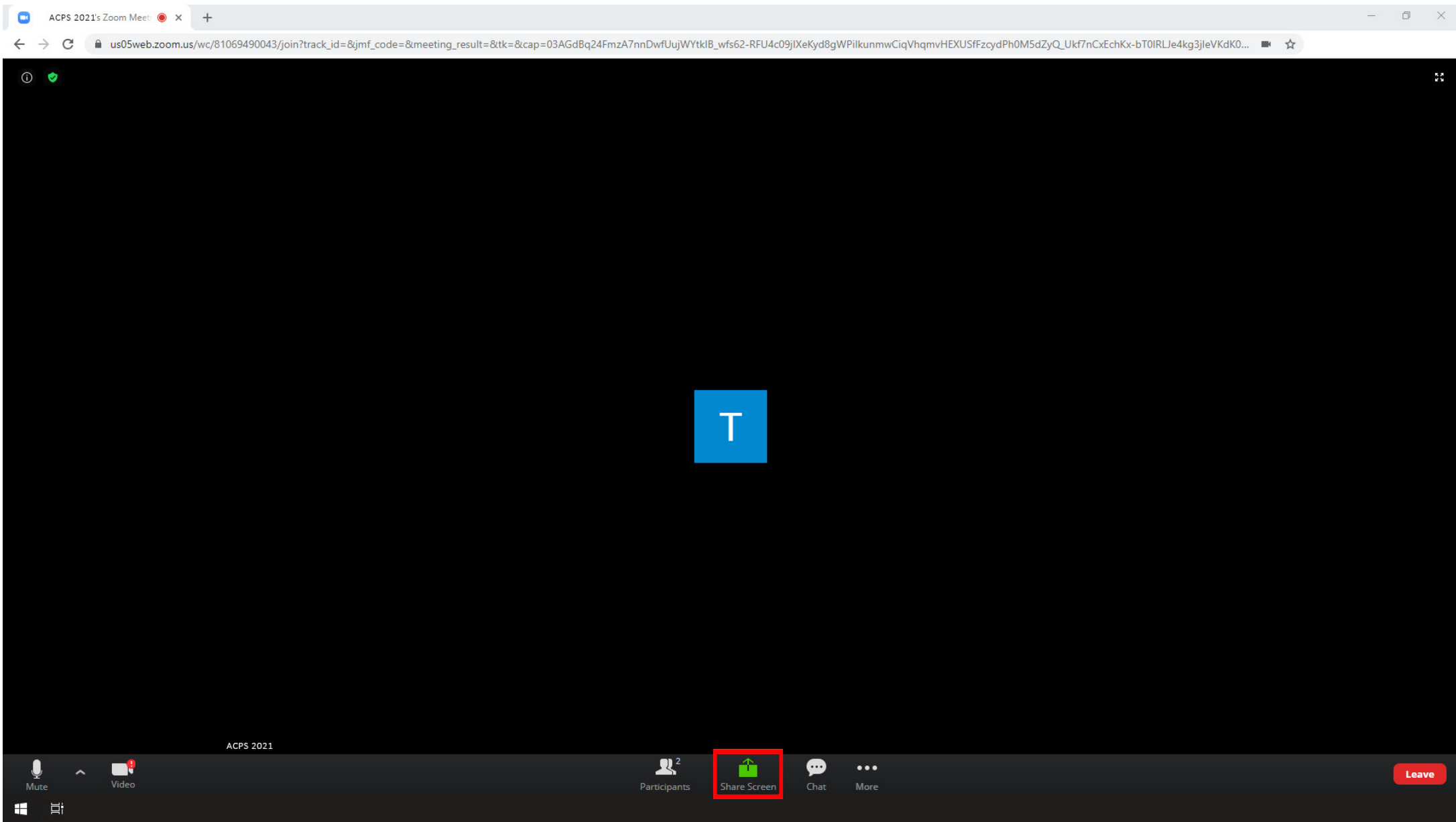
when the time comes, share the screen and start your presentation ;)

note: all your cursor movements will be visible to the audience - use it well ;)

step 23

first, keep your presentation window open in the background

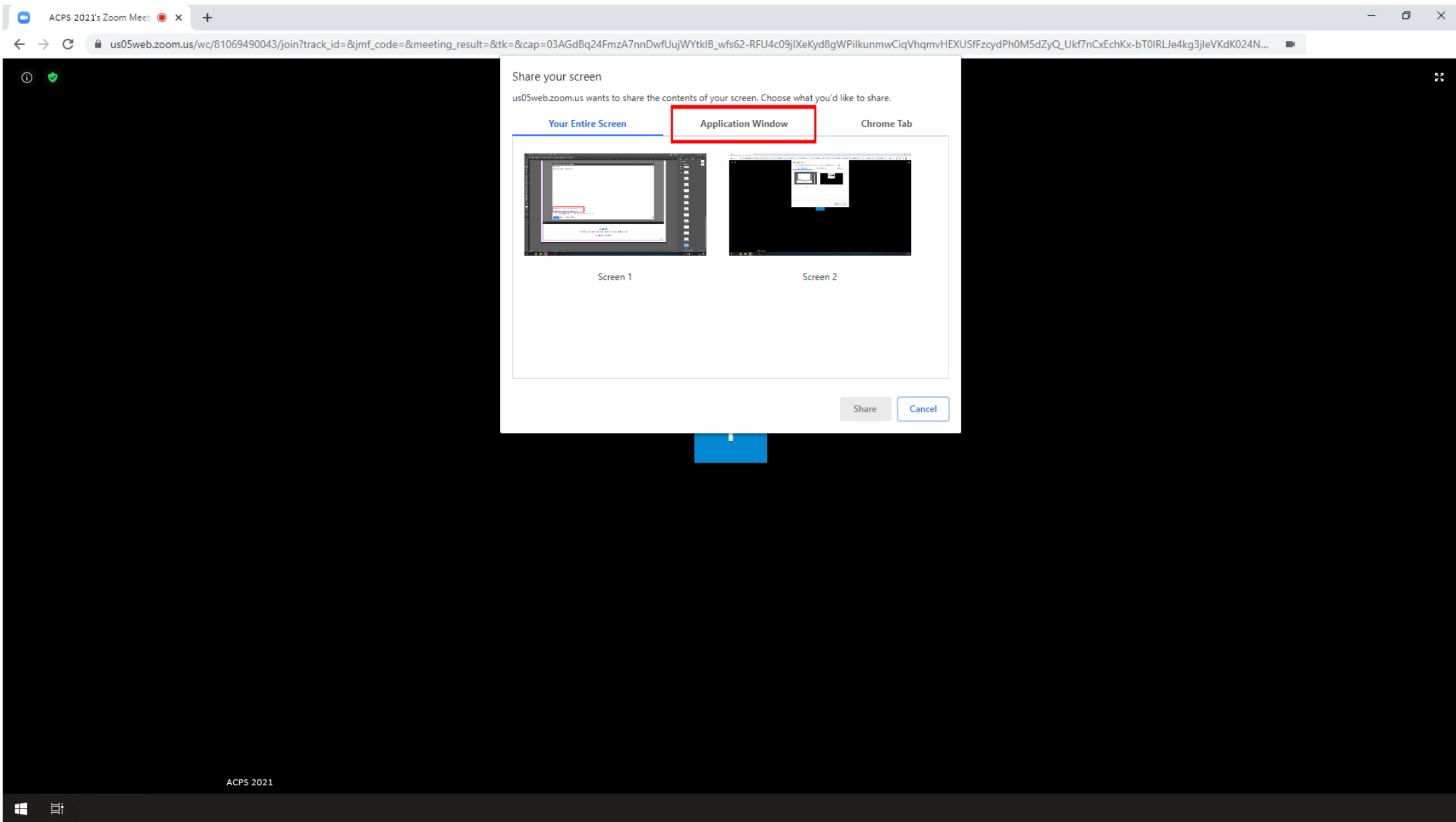
note: the presentation window cannot be minimized on the start bar



step 24

to start screen sharing click! the green icon in the bottom center of the screen

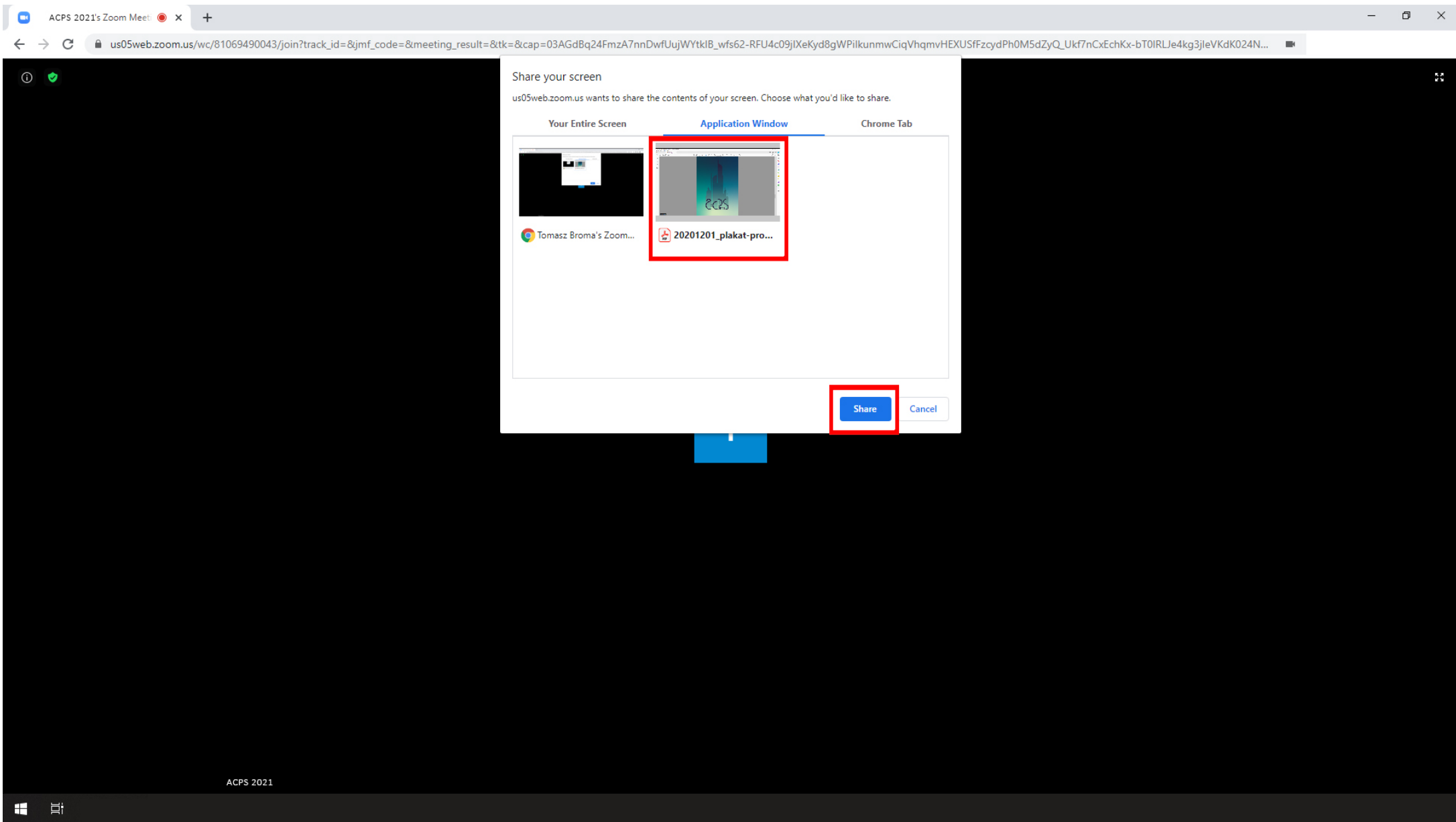
/Share Screen/



step 25

once the white window pops up - select & click! the middle button:

/Application Window/



step 26

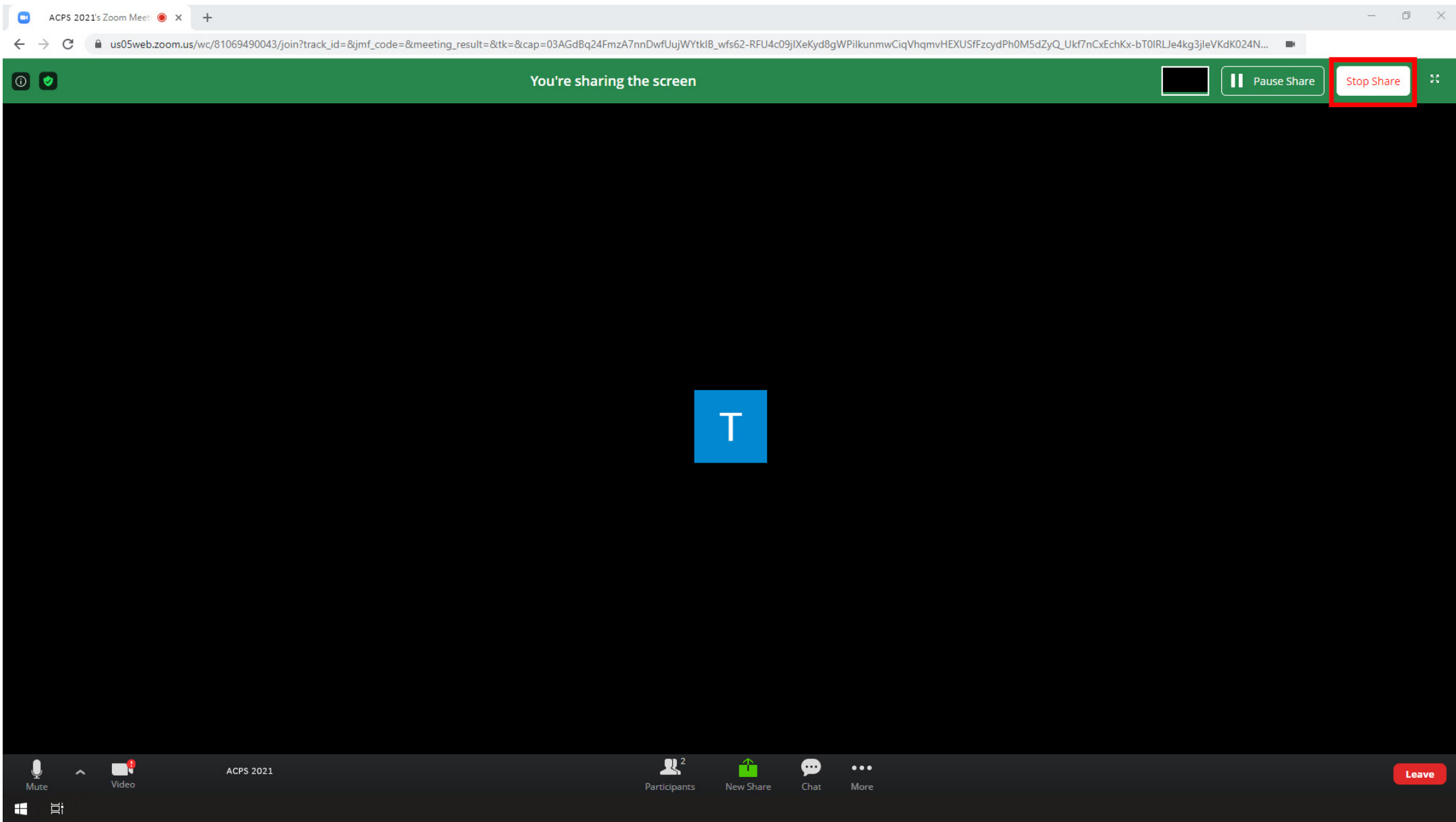
then select the proper window with presentation and click! the blue button:

/Share/

step 27

the presentation window will pop up by itself

note: all your cursor movements will be visible to the audience - use it well ;)



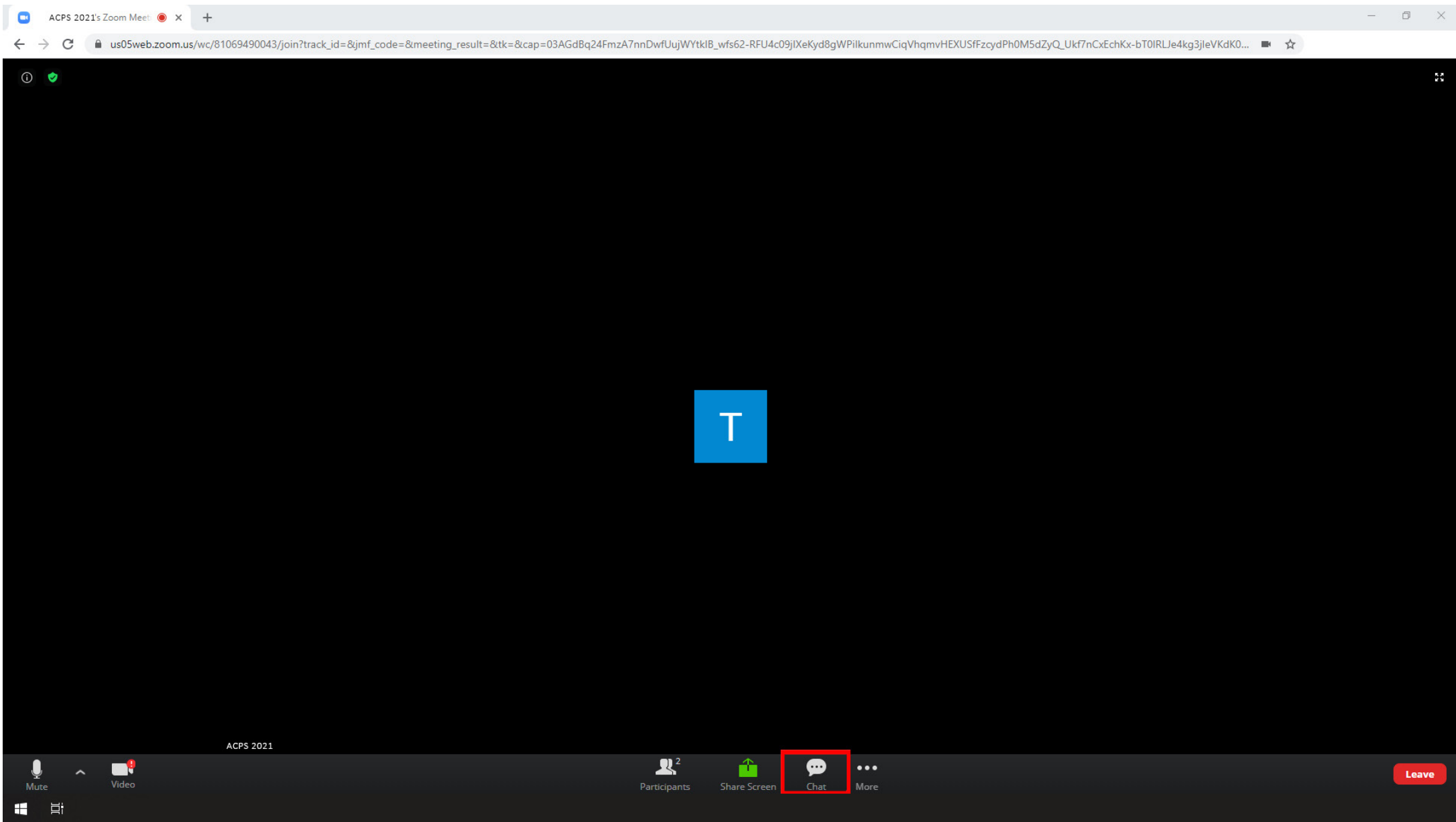
step 28

after the presentation and discussion are over, minimize the presentation window...

... and hit the /Stop Share/ button in the upper right corner of the screen

chat using

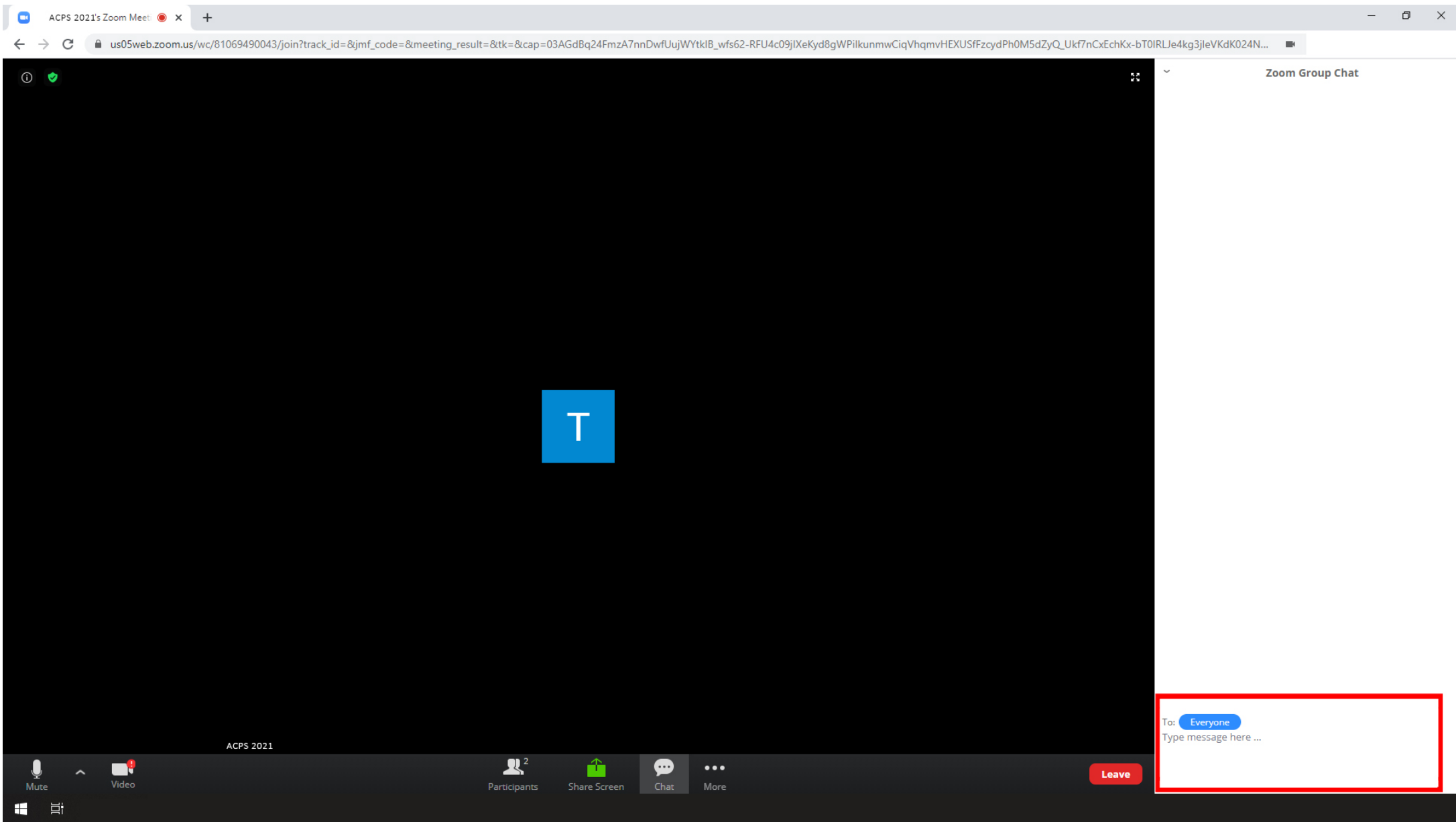
when the voice communicator fails, you can always use chat



step 29

to turn the chat on or off just click! the chat icon in the bottom center of the screen

/Chat/



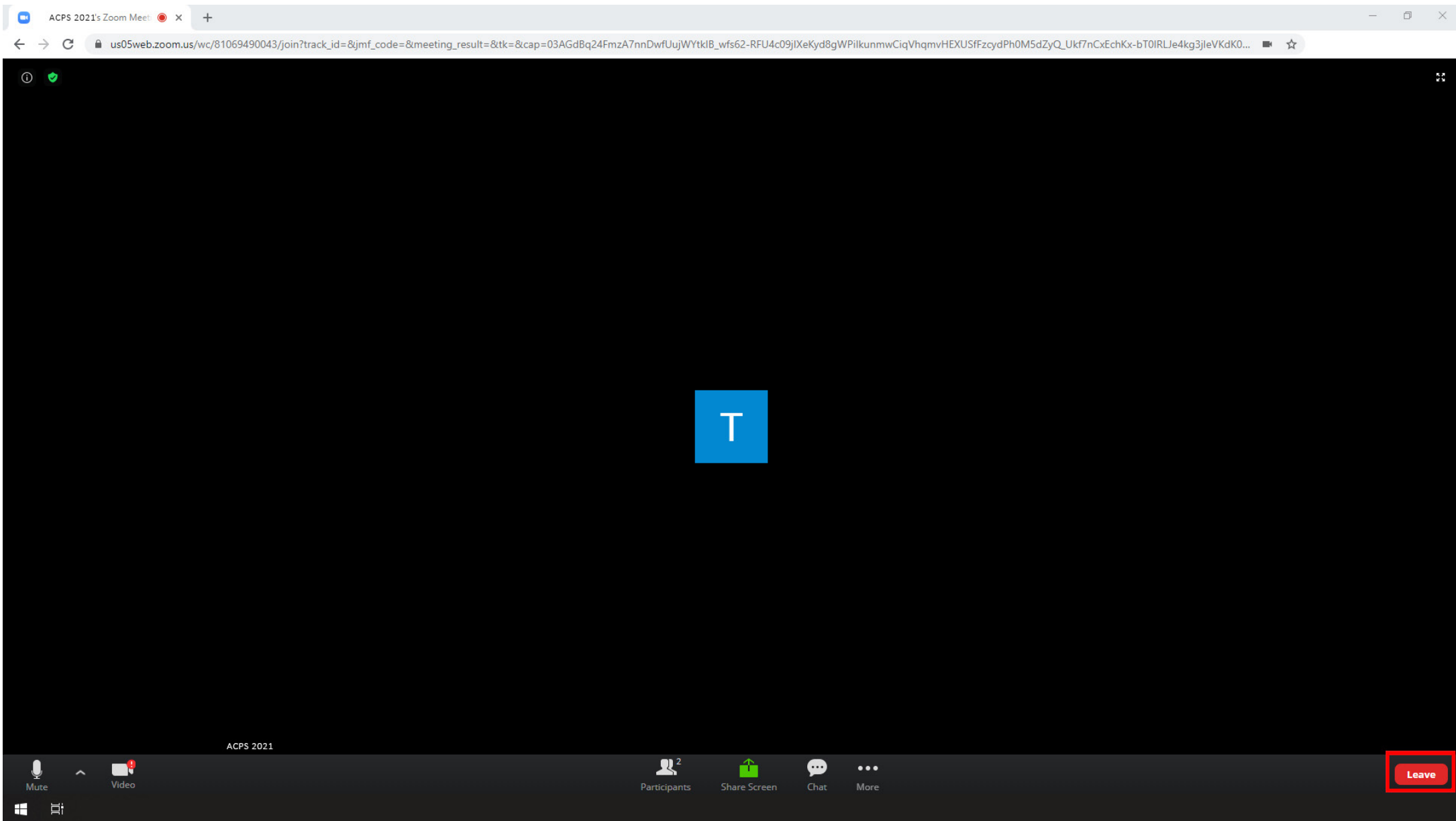
step 30

once the chat window pops up, type your message and hit /enter/ button on your keyboard to send it; all answers appear above

note: you can decide whether you want to send a message to selected person or everyone - just by clicking a blue button /everyone/ and choose from the list

leaving the meeting

all good things come to an end quickly: if you want to leave a meeting or change sessions,
please follow the steps below



step 31

if you want to leave the meeting, just click! the red button in the lower right corner (you can always return to the session by clicking the link again):

/Leave/ and then confirm /Leave Meeting/

online conference savoir vivre principals

wishing to keep the event running smoothly, we kindly ask you to respect the following rules:

turn off your microphone during someone else's presentation

turn off your camera during someone else's presentation

turn on your camera during the discussion after each presentation

during the discussion, turn on your microphone only when you want to speak

check your audio and video zoom platform settings one day before the conference at the latest



See you soon! ;)