

Technical guidelines

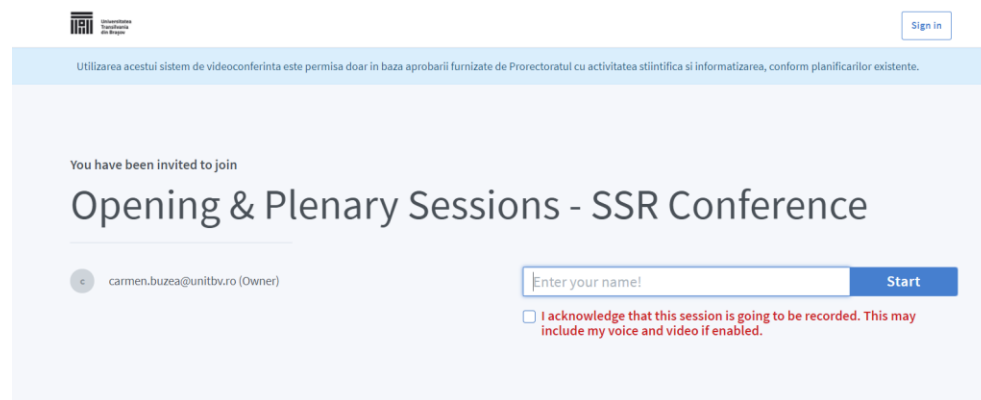
Big Blue Button Videoconference System

Dear 2021 SSR Conference participants,

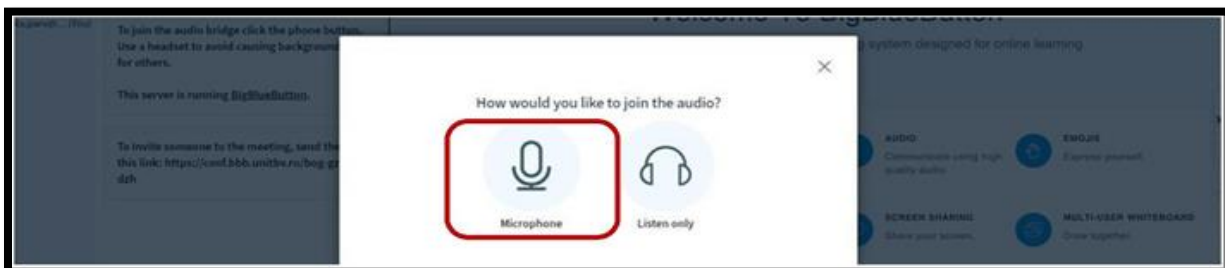
Please carefully read the technical details regarding the SSR Conference videoconference system (Big Blue Button).

The regular presentations are organized in parallel sections, according to the SSR Conference Program available on the conference website. Presenters should login at least 10 minutes before their designated panel begins. The panel's Chair will announce the presenters, notify the speakers if they exceed their allocated time limit (10 minutes presentation + 5 minutes for Q&A), lead the Q&A sessions, and provide support, if needed.

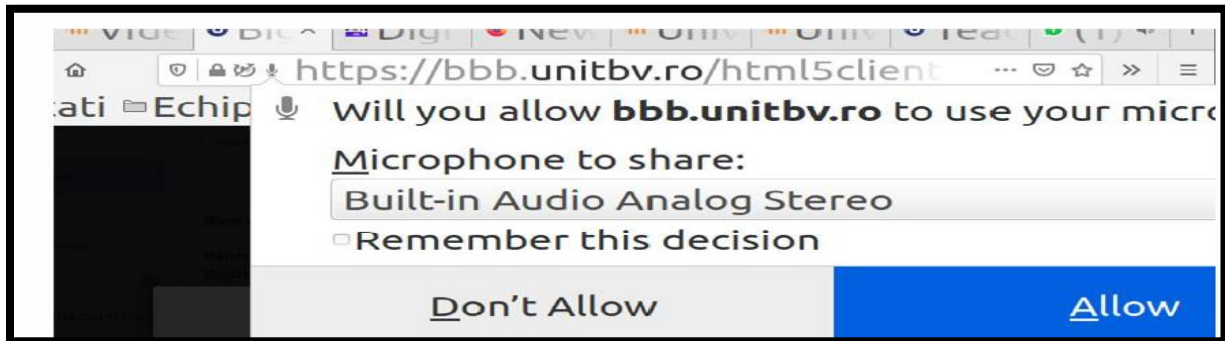
1. Access the conference rooms. The links for Plenary sessions and Panels are available in the Conference program.
2. Enter your full name



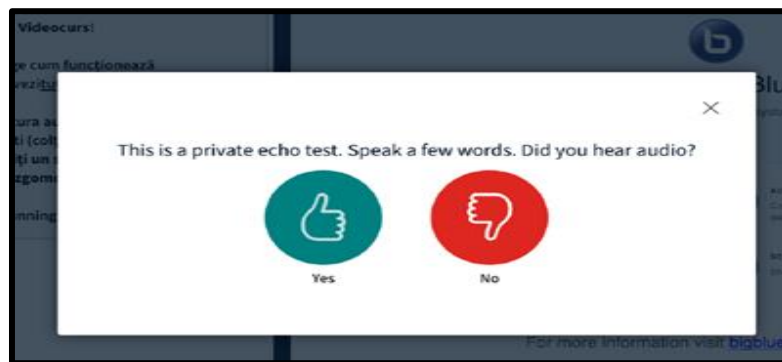
3. Open your presentation on your own computer. The presenters should join with microphone (other participants could use listen only option).



4. Allow the Browser to use your microphone:



5. Test your microphone:



6. For the paper presentation at the due time, the section chair will make you a presenter

7. Unmute the microphone



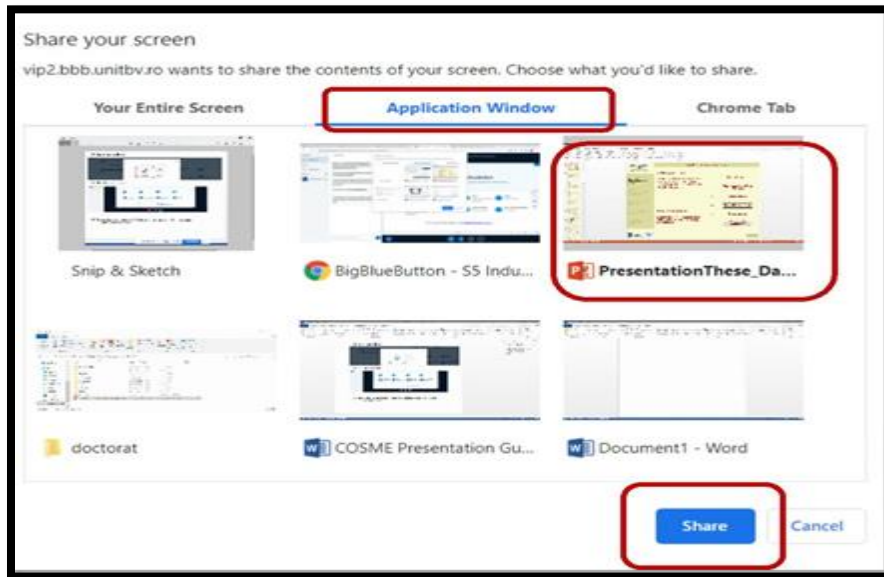
8. Allow your browser to access your camera (Turn on → Allow → Start sharing)



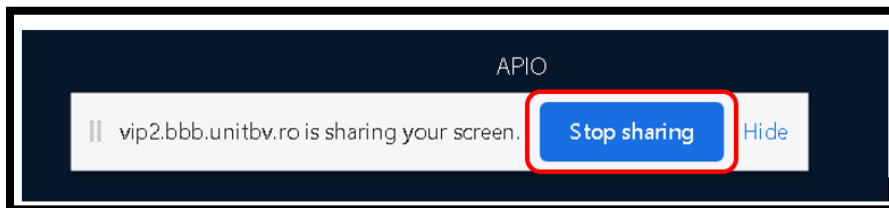
9. Share your screen with the presentation



10. Allow screen share (*Application Window* option).



The screen will be shared until the stop sharing option is selected.



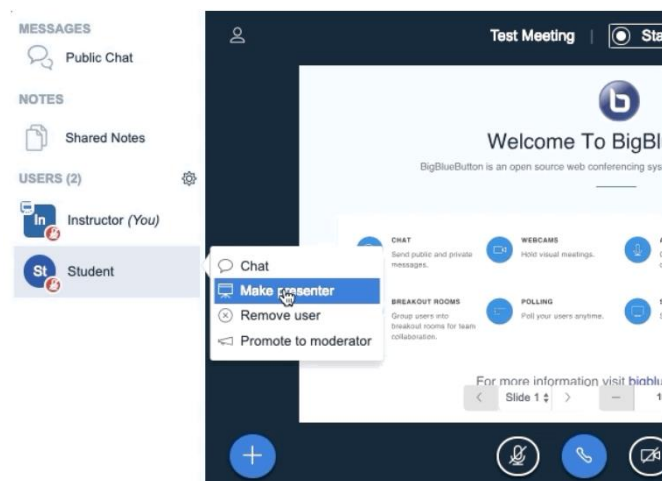
11. **To exit, please Logout.** Do not use *End Meeting*, otherwise the conference room will be closed for all participants.



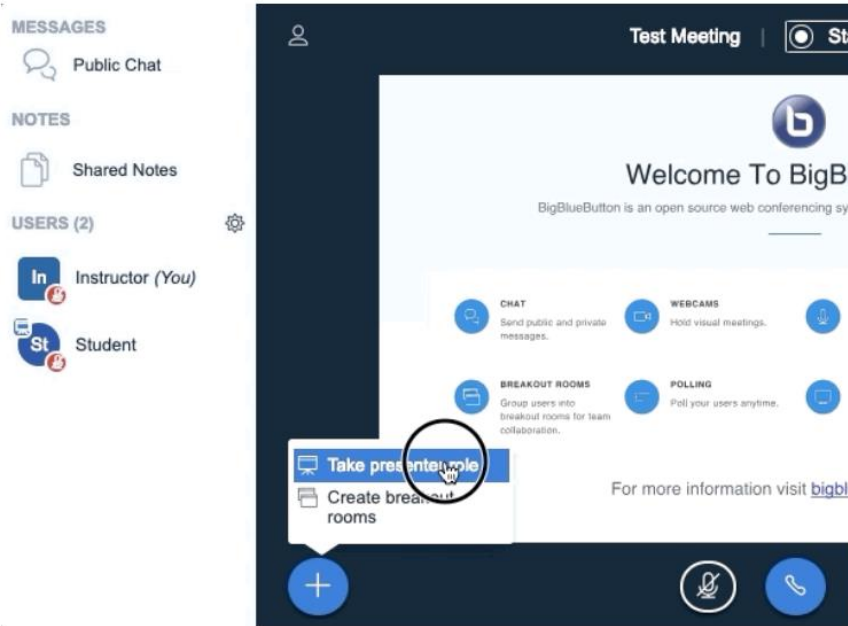
For Panel Chair only:

1. Assigning Presenters

1. Go to the Users list on the left side of your session window.
2. Click on the name of the user you would like to assign as a **presenter** (See example below).
3. In the drop-down menu, select **Make Presenter**.

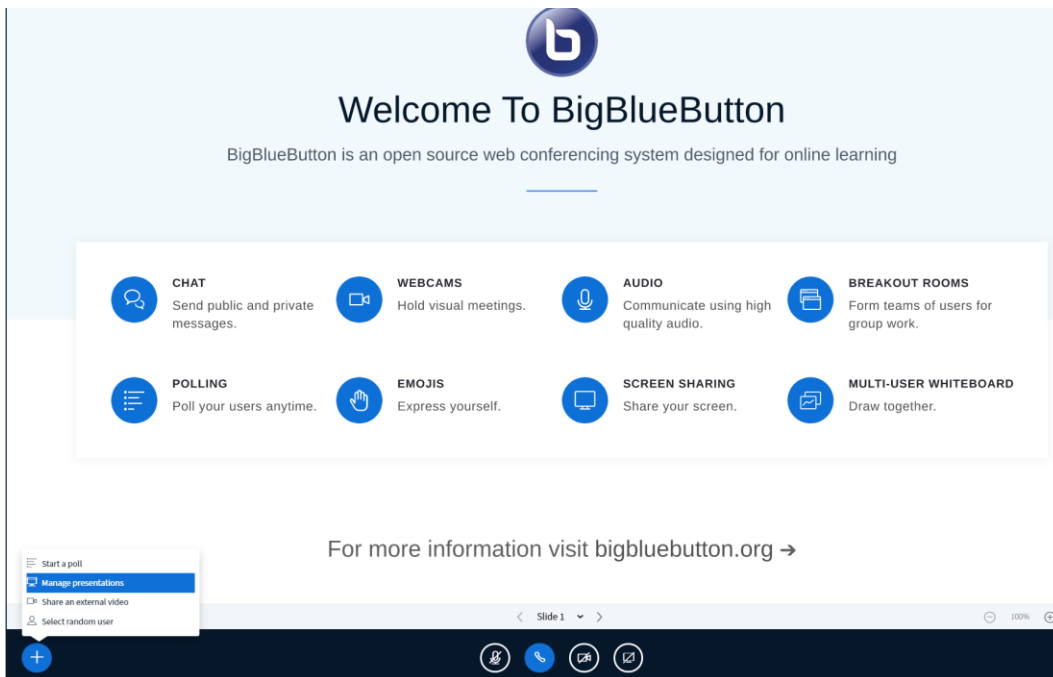


2. To take back presenter status click on your name and select take presenter role:



Alternative way for sharing a presentation (if the local computer does not allow screen sharing). It Requires to assign first the Presenter Role.




1. Click + located bottom right and select Manage Presentations




2. Drag your presentation

Presentation Cancel Confirm

As a presenter you have the ability to upload any office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the right hand side.

 **CURRENT** default.pdf  









Drag files here to upload
[or browse for files](#)


3. Click Upload

Presentation Cancel Upload

As a presenter you have the ability to upload any office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the right hand side.

 curs 6_7_MCSC.ppt To be uploaded ...   

 **CURRENT** default.pdf 



Drag files here to upload
[or browse for files](#)