

ISD 2020 online conference - guide for visitors



Dear participants of the conference: “Innovative approaches for sustainable agriculture and food systems development”

We welcome you to the International Scientific Days 2020 conference. The ISD 2020 conference will be held online via Microsoft Teams service. We are sending you instructions how to participate at the conference. There were two possible methods to participate, either online by using the Microsoft Teams videoconference link or by sending us your pre-recorded presentations with your comments, which must consist of no more than 10 minutes. Please note that you have to be online also during presenting your pre-recorded presentations. After your presentation you can answer the questions.

If you have any question about the conference, please contact the organization staff through e-mail: isd2020@uniag.sk

You can also check our website at URL: <https://spu.fem.uniag.sk/isd2020>

1. Online conference access links

To enter the ISD 2020 conference online on May 14th 2020, please use or click on links below. You can enter any session you would like to be a part of, but it is recommended to enter the session you were registered for.

Conference session rooms access links:

1st room - Sessions 1, 4 and 6 → short URL: https://tiny.cc/isd2020_room1 → [original URL](#)

2nd room - Session 2 → short URL: https://tiny.cc/isd2020_room2 → [original URL](#)

3rd room - Session 9 → short URL: https://tiny.cc/isd2020_room3 → [original URL](#)

4th room - Sessions 3, 5 and 10 → short URL: https://tiny.cc/isd2020_room4 → [original URL](#)

5th room - Sessions 7 and 8 → short URL: https://tiny.cc/isd2020_room5 → [original URL](#)

2. Guide for visitors

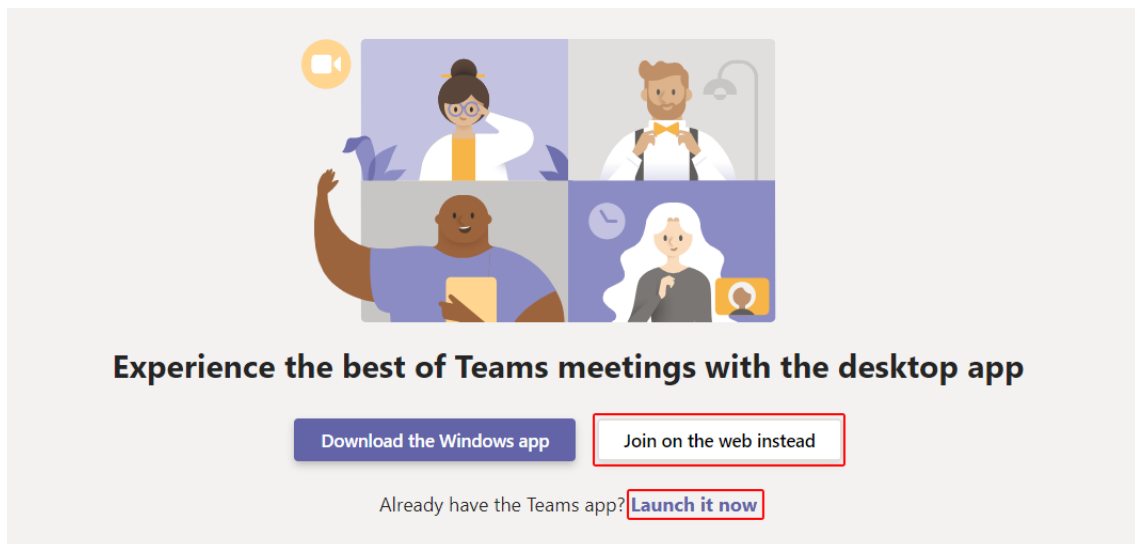
As a visitor, you can visit the conference sessions online via *web browser* or *desktop* application.

If you decide to be a part of ISD 2020 via web browser, please select and install the latest version of [Edge browser](#) and visit our access links with the browser.

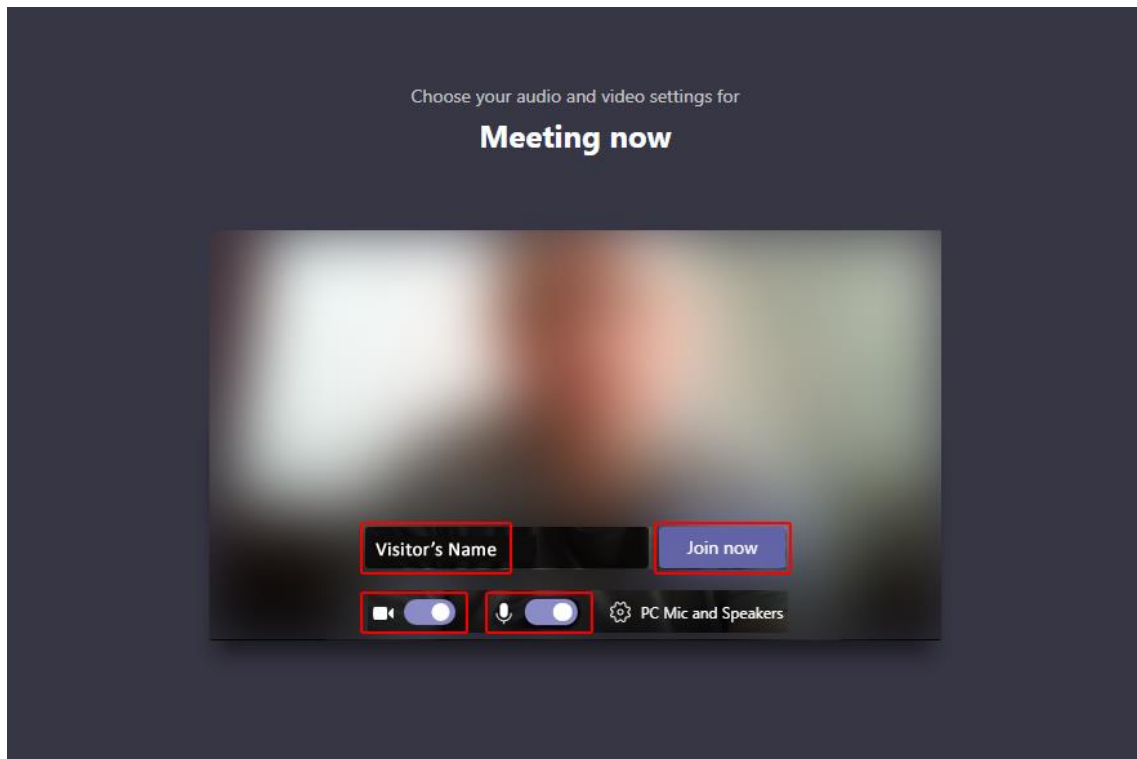
If you decide to watch the conference via Microsoft Teams desktop application, [you can obtain this software here](#) or by trying to step in to the conference room ahead of the conference date and follow the instructions about installing the desktop application.

Steps for visiting the online conference:

1. Install the desktop application of Microsoft Teams or open the Edge web browser
2. Paste the link of your selected session room into the web browser. If you are going to use web browser for watching the conference, please select **Join on the web instead**. If you prefer watching the conference via the MS Teams application, please select **Launch it now**



3. After the call is made in the web browser or the MS Teams application is launched – please type in your full name, so we can identify you within the session room, you can also activate your camera, but it is not preferred (click on “*PC Mic and Speakers*” settings and check *Device settings*). Be sure that your speakers are on
4. You can set your microphone to **UNMUTE**, you will be asked by the moderator to **MUTE** your microphone later
5. Please access the conference room by clicking on **Join Now** button

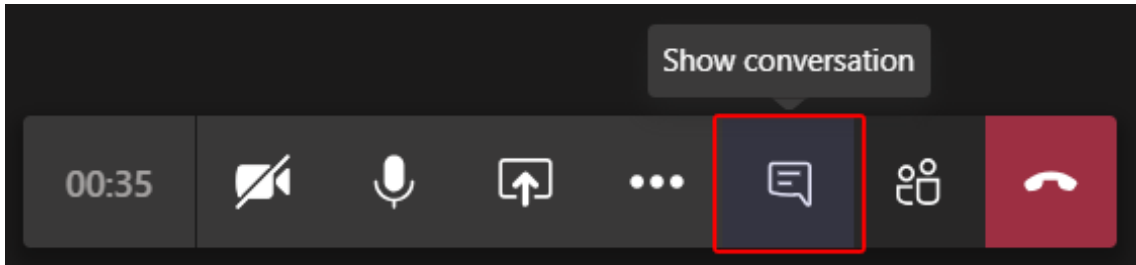


6. After joining the conference session room you will see the conference environment with the following **main menu bar** by which you can control your behavior inside the session room:



- a) **Time** - displays elapsed time since entering the room
- b) **Turn camera on / off** – this function turns on or off your camera (please set this function to *Camera on or off*)
- c) **Unmute / mute** – this function turns on or off your microphone (please set this function during the conference to *Mute* – your microphone will be turned off)
- d) **Share** – this function allows presenters to share presentation
- e) **More actions** – here you can find functions as Show device settings, Enter / exit full screen, keypad or Turn off / on incoming video
- f) **Show conversations** – this function displays “*Meeting chat*” window on the right side of the application
- g) **Show participants** – this function displays “*People*” window on the right side of the application – the list of logged in visitors in the session room
- h) **Hang up** – by this function you can exit the session room

7. Enjoy watching the conference process in the session rooms you select
8. After every presentation, the room moderator may call for a discussion about the presentation or article, so if you have any questions for presenter, you can type in the question in the **Chat** tab located in the left area of the application (MS Teams application only) or by entering the session chat by **Show conversation** button located in the main menu bar



9. You can enjoy watching other session rooms also.