

Joining the Meeting as a Speaker (Panelist). Prerequisites

- A good internet connection (wired is preferable over Wi-Fi);
- an external microphone (a computer headset with a boom microphone, a compatible phone headset or a dedicated USB microphone) and headphones;
- webcam;
- laptop or computer;
- Zoom Desktop Client: <https://zoom.us/download>, Windows or MacOS.

Join the Meeting via your Zoom desktop client or Mob app entering in its ID (depending on the section, ID will be indicated in the conference program).

Easy steps for your online meeting

1. Prepare your presentation file in ppt or pdf in advance. The aspect ratio is 16:9.
2. Follow the meeting timing strictly. Please be online at the beginning of your section.
3. **You are welcome to be tested with us from 13.00 till 17.00 (Moscow time) on September 27. The test meeting ID: 865 2523 8435, password: 611009.**

<https://us02web.zoom.us/j/86525238435?pwd=eFQvM29kV3RyQkcrUTNHUXpVdGJBUT09>

Please inform the Conference manager about the preferred time by specom2021@onlinereg.ru

4. Do not look through the chat while speaking. The linkman will read them after your presentation.

Interface for Zoom desktop client users

On most devices, you can join computer/device audio by clicking Join Audio / Join with Computer Audio.

You are kindly asked to test audio **before joining the meeting**. Log in to the Zoom client, click your profile picture then click **Settings**. Click the Audio and test your speaker or microphone.

The image shows the Zoom audio settings interface. It is divided into two main sections: Speaker and Microphone.

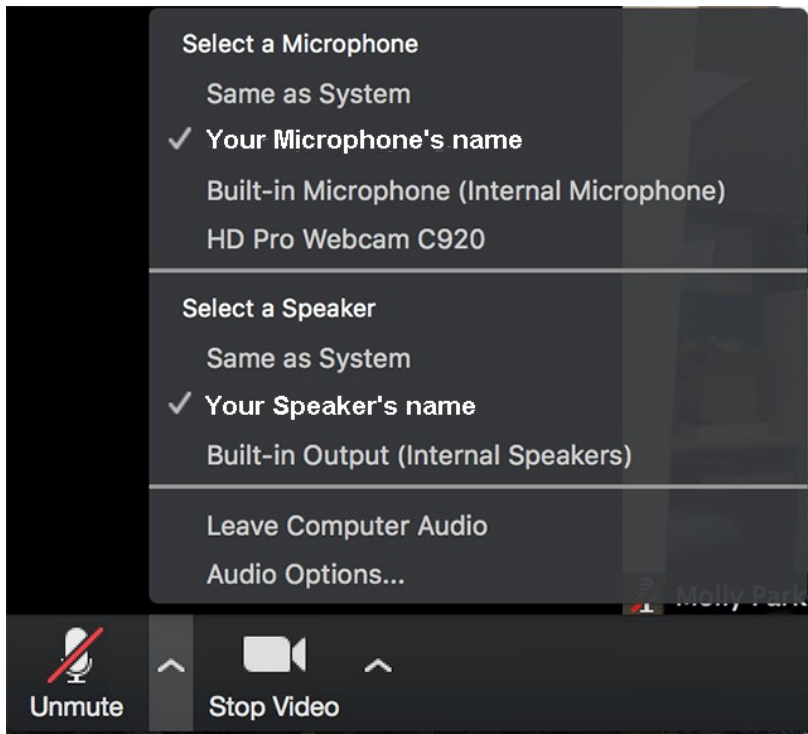
Speaker Section:

- On the left, the word "Speaker" is displayed.
- Next to it is a "Test Speaker" button.
- To the right is a dropdown menu showing "Headset Earphone (Sennheiser SC70 U)" with a downward arrow.
- Below this is an "Output Level" slider.
- At the bottom is a "Volume" slider with speaker icons at both ends and a blue dot in the middle.

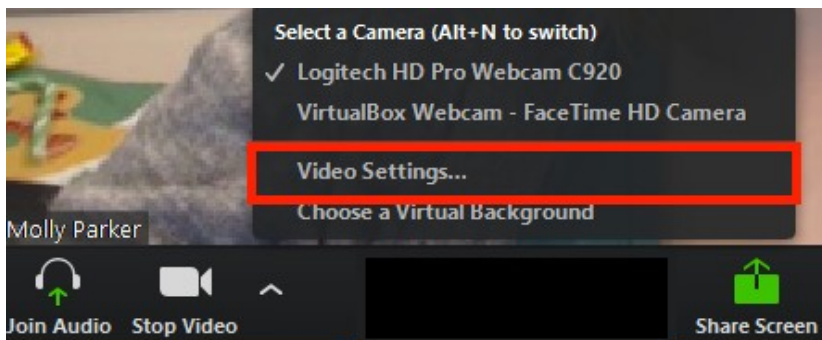
Microphone Section:

- On the left, the word "Microphone" is displayed.
- Next to it is a "Test Mic" button.
- To the right is a dropdown menu showing "Headset Microphone (Sennheiser SC70)" with a downward arrow.
- Below this is an "Input Level" slider.
- At the bottom is a "Volume" slider with speaker icons at both ends and a blue dot in the middle.
- Below the volume slider is a checked checkbox labeled "Automatically adjust volume".

Testing audio while in a meeting: in the meeting controls, click the arrow next to Mute/Unmute.



Testing your video while in a meeting: Click the arrow next to Start Video / Stop Video. Select Video Settings.



Your presentation. Sharing screen:

Open the PowerPoint or Pdf file you want to present in advance. At the beginning of your talk click Share Screen in the meeting controls. Select your monitor or the presentation window then click **Share**.