

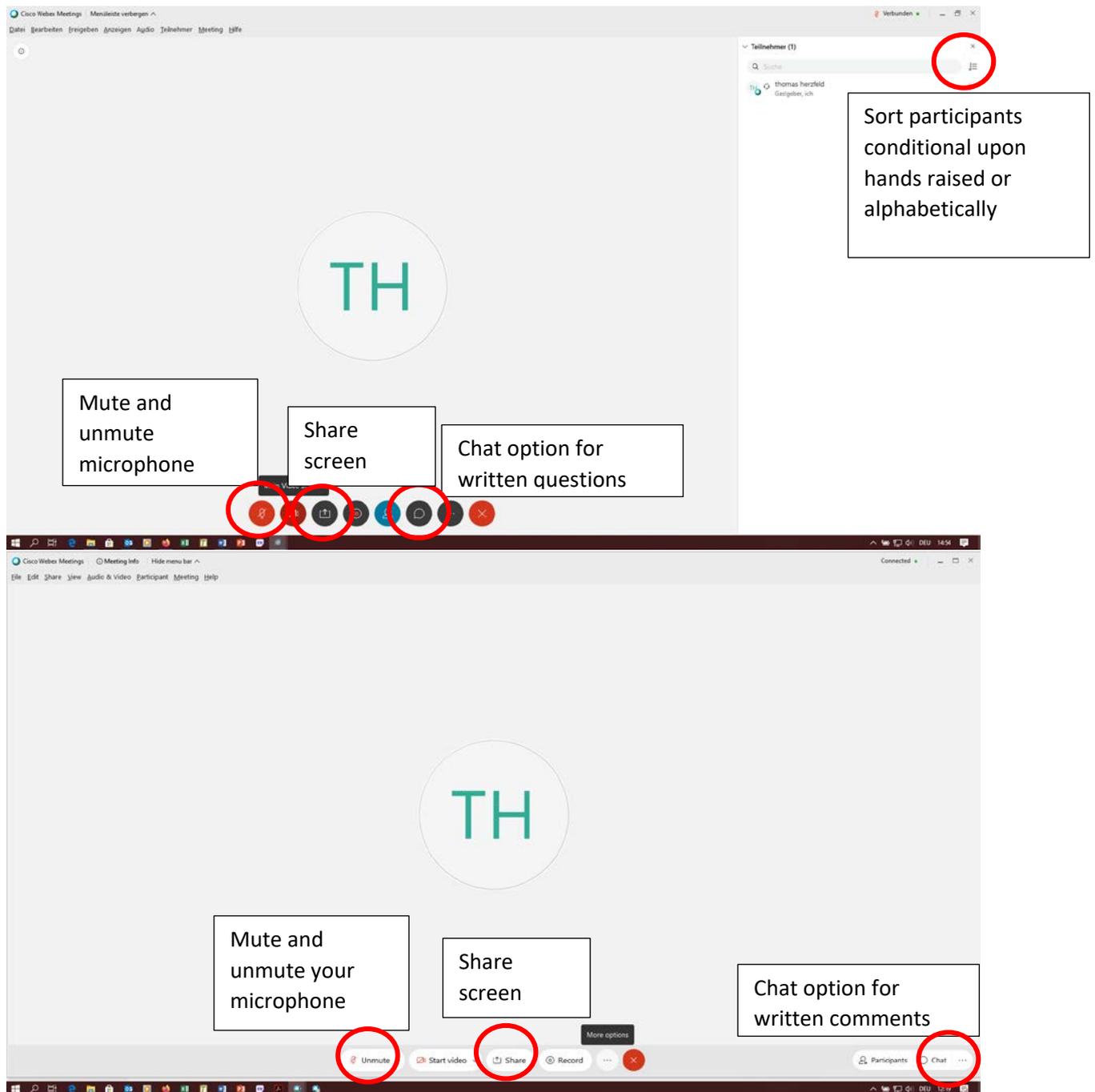
FAQs on the use of Gewisola online conference rooms

General notes: Do not conduct videoconferences using the VPN connection. This improves the quality of the videoconference and saves bandwidth for other services. We recommend to use Google Chrome or Firefox as internet browser. WebEx can be used in a browser or via an app that is offered for download the first time you use it.

You are kindly asked to **use your full name** while entering all virtual meeting rooms.

WebEx for the plenary sessions and General Assembly of Gewisola (23.09.: 13:00 – 19:00; 25.09.: 10:30 – 12:45)

- **Microphone and camera:** In the lower part of the room you will find the function bar. With the first button (Microphone) you can unmute (grey) or mute (red) your microphone and with the second button you can switch the camera on (grey) and off (red).
- **Ask questions:** During the session you can give the moderator a virtual hand signal, e.g. to signal a question. You will find the corresponding button as a guest in the right-hand area "Participants". In this area you will find the "Raise hand" button next to your own name. You can activate and deactivate this button if you no longer wish to give a signal. Questions can be asked verbally (switch on microphone and camera) or in writing via the chat function after being requested by the session host.
- **Chat:** The button with the speech bubble opens the chat. The chat window opens on the right. At the bottom of the chat window you can set whether you want to chat with the whole group (All) or only with one person. You can use this function to ask questions to the session leader or the technical host.
- **Leaving the event:** You can leave the event by using the button on the right side of the function bar.



For presenters

- With the button "**Share content / share screen**" (the 3rd from the left) you can share parts of your screen, i.e. make them visible to the participants. If you click on this button, all windows that are open or running in the background will be displayed. Even files that are still closed, just scroll down.

MLUconf for pre-conferences, parallel working groups and poster presentations

A test room has been set up for the MLUconf platform, which you can access via this link: <https://mluconf.uni-halle.de/b/tho-i2q-ejq-acy>. You can familiarise yourself with the functionalities here before the conference begins.

- After you clicked on link to the virtual room: Please enter your full name in the field provided and click on "Teilnehmen".
- **Entering the room:** Select option "Mit Mikrofon" (Nevertheless microphone is automatically muted when entering the room)
- **Microphone and camera:** In the function bar in the main window you can switch your microphone (far left), your loudspeaker and your camera on or off. Please only switch on your microphone and camera when you are instructed to do so by the session chair or technical host.
- **Set the language** of your personal interface: With the button in the upper right corner you can change the settings of your interface, for example the language (click "Einstellungen öffnen" → select your language → click "speichern")



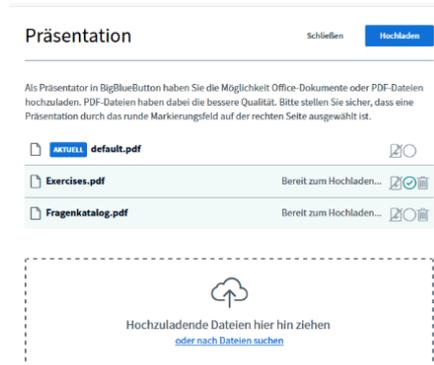
- Asking questions (related to presentations):

- **Option 1:** By clicking on your name and "Set status" you can raise your hand to signal your need to speak. When prompted by the session chair, you can ask the question orally (switch on microphone and camera independently).
- **Option 2:** You can also leave your questions or comments using the Chat function in the Public Chat.
- **Ask technical questions:** For technical questions please contact the technical host (click on technical host in participant list and select Send private message).
- **Leaving the session:** You can leave the event by clicking on the button in the upper right corner (Logout).

For presenters

- Presentations:

- Presentations should ideally be uploaded as a pdf file using the function (blue circle with white + in the lower left corner of the presentation window). If other formats are used (PowerPoint), the server converts the file into a pdf format. This can lead to unintentional formatting changes in rare fonts. The files are limited to 30 MB and 200 pages (all PowerPoint animations count as one page).
- If you do not want to do without animations, you can alternatively use the Share Screen function (function bar). Via the corresponding selection window you can access and release the respective open file.



- Create a **survey**: After you have asked a question to the participants, click on the plus symbol and select "Start survey". You can choose between different answer schemes: "Yes/No", "True/False" and multiple choice ("a/b/c..."). You should not close the new column until you have finished the survey.

For session chairs

- You will be supported by a technical host. The technical host as well as the session chair are assigned the technical role of moderator approximately 30 minutes before the session starts. This gives you access to all functions.

- With a click on the name of a person you can assign her/ him **rights to present**. The technical host will support you.

- Participants* who have signalled their need to speak via "**Raise hand**" are sorted on the far left of the window according to the time sequence of the raising of hands.

- If a person has spoken after your request, you can reset the status by clicking on the corresponding name, so that the hand is taken down again. Again, the technical host will assist you.

- Please also check the Public Chat to see if there are any questions and comments and pass them on to the presenters in your moderation.

- In the participant settings, you can restrict the rights of participants by clicking on the **cogwheel icon** above the participant list. You can also use this button to set up breakout rooms, if required.

- In special circumstances, you can also **remove participants** from the session by clicking on the respective name.

- When leaving the room, please do not end the conference but only choose 'logout'. The virtual room thus remains open and the participants can continue talking if they want.

Further information can be found on the website of the Martin-Luther-Universität Halle-Wittenberg: <https://www.itz.uni-halle.de/aktuelles/home-office/audio-und-videokonferenzen/web-meetings-mluconf/>