



The European Conference PHYSICS OF MAGNETISM 2021 (PM'21)

June 28 - July 2, 2021 Poznań, POLAND

A quick guide for PM'21 speakers

Joining the meeting

For the best user experience and to have access to all functionalities, use the latest version of the Zoom app. Which you can find here: <https://zoom.us/support/download>.

If you haven't used Zoom before, please contact your IT department about requirements for joining a Zoom meeting or to help you install the Zoom app in your device. A Zoom account is not required.

We encourage you to connect to the Internet with a cable connection. It's more stable and reliable than wireless.

You can join each meeting by clicking on the appropriate link. When logging in to the meeting, please provide the same name that was given during registration for the conference.

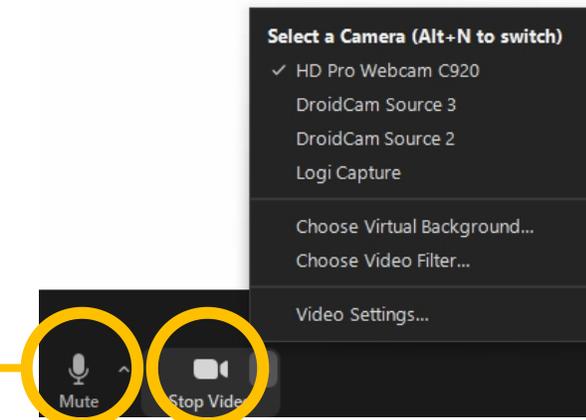
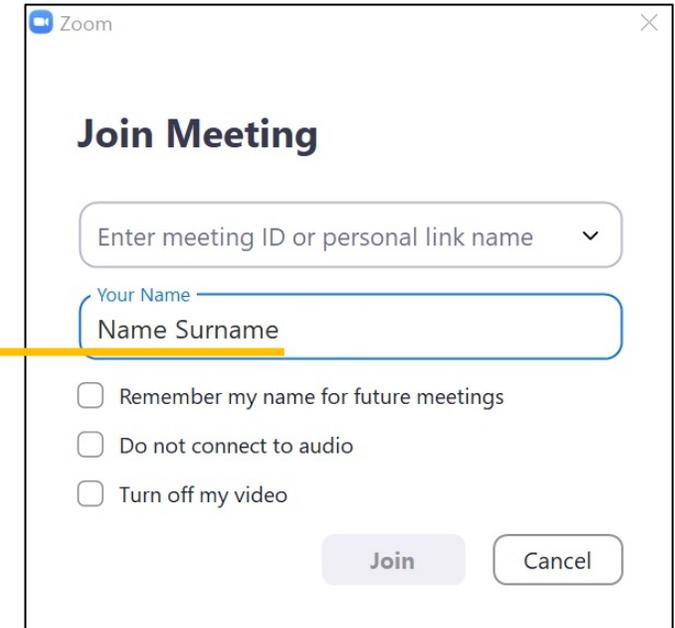
There will be a Conference Practice Room available to perform technical test of presentation for all speakers and chairpersons. The technical staff will be available during testing sessions to provide necessary support. In particular, remember to test:

- video test and camera view,
- audio test and proper volume settings,
- ability to share your screen.

The link to the Conference Practice Room is available in the schedule of the conference. It will also be possible to test the "Share Screen" function 30 minutes before the start of each session.

We highly recommend using a headset since headphones and a microphone greatly improve the sound quality for everyone. You are welcome to test your setup in our Practice Room.

Audio and video issues can be resolved via the audio and video options (see next); restarting the app/browser may also help.





The European Conference PHYSICS OF MAGNETISM 2021 (PM'21)

June 28 - July 2, 2021

Poznań, POLAND

A quick guide for PM'21 speakers

During the meeting

Show Participant list and other functions e.g. Raised Hand

Show Chat window

Audio & Video options

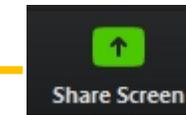
Chat Menu

The screenshot shows a Zoom meeting window. At the top, it says "Zoom Meeting" and "You are viewing Name Surname (Chair)'s screen". The main area shows a grid of participants, with one participant's name "Name Surname..." visible. On the right, there is a "Participants (3)" list showing "PM21 Zoom 1 (Me)", "AB (Host)", and "Name Surname (Chair)". Below the participants list are buttons for "Invite", "Mute Me", and "Reclaim Host". At the bottom, there is a "Chat" window with a "Chat Menu" and a "Who can see your messages?" dropdown. The bottom toolbar contains buttons for "Mute", "Stop Video", "Participants", "Chat", "Share Screen", "Reactions", "More", and "Leave". Yellow callouts point to the "Participants" button, the "Chat" button, the "Share Screen" button, and the "Chat Menu" dropdown.

The camera and microphone should only be turned on for the presentation and Q&A. Please turn on the camera during the speech.

When it's your turn, the host will let you share your screen in the meeting. The host will have the ability to stop your screen share. Please remember to practice screen sharing!

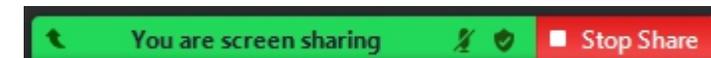
To share your screen, select the green "Share Screen" button at the bottom of the window.



When pressed, a new window will appear with screen share options. We advise you to choose screen sharing and then run the presentation from another application. Once you've selected the screen that you'd like to share, click the blue "Share" button in the bottom-right corner of the window



To stop screen sharing, click the red "Stop Share" button at the top of the screen you are currently sharing.



Please stick to the schedule. Participants are encouraged to use „coffee rooms" for further discussion after the lecture. They'll be open 24h on conference days.



The European Conference PHYSICS OF MAGNETISM 2021 (PM'21)

June 28 - July 2, 2021 Poznań, POLAND

More info

More detailed information can be found on the Zoom support page: <https://support.zoom.us/hc/en-us>

Helpful links:

- You can find more information on the official website: <https://www.ifmpan.poznan.pl/pm21/>
- The full schedule is posted here: <https://www.ifmpan.poznan.pl/pm21/schedule.html>

In case of doubts or questions, please contact us: pm21@ifmpan.poznan.pl
pm21zoom@ifmpan.poznan.pl

We wish you a very fruitful and successful conference!