Upec2020

GUIDE FOR THE CHAIRS FOR THE USE OF THE PLATFORM "GOTOWEBINAR"

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First of all, congrats for being one of the chairs of the virtual conference UPEC 2020. Even in this hard situation, this long-established conference is going on!

This guide is for Windows operating system, small differences can be present in the layout of the program in different operating systems.

In all the sessions, one or more members of the local staff will support you.

ACCESS TO THE WEBINAR

1. You will receive an email containing the info and the link to the webinar. You can click on the blue button to access to the webinar.

This is a reminder that you're an organizer for "prova ciocia mazza per guide" which will begin in 1 Hour on:

Wed, Aug 26, 2020 9:00 PM - 11:59 PM CEST

Add to Calendar: Outlook® Calendar | Google Calendar™ | iCal®

Please send your questions, comments and feedback to: upec2020a@polito.it

How to Join the Webinar

1. Click the link to join the webinar at the specified time and date:

Join Webinar

Note: This link should not be shared with others; it is unique to you.

Before joining, be sure to check system requirements to avoid any connection issues.

2. Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:
When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

--OR--

TO USE YOUR TELEPHONE:
If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.
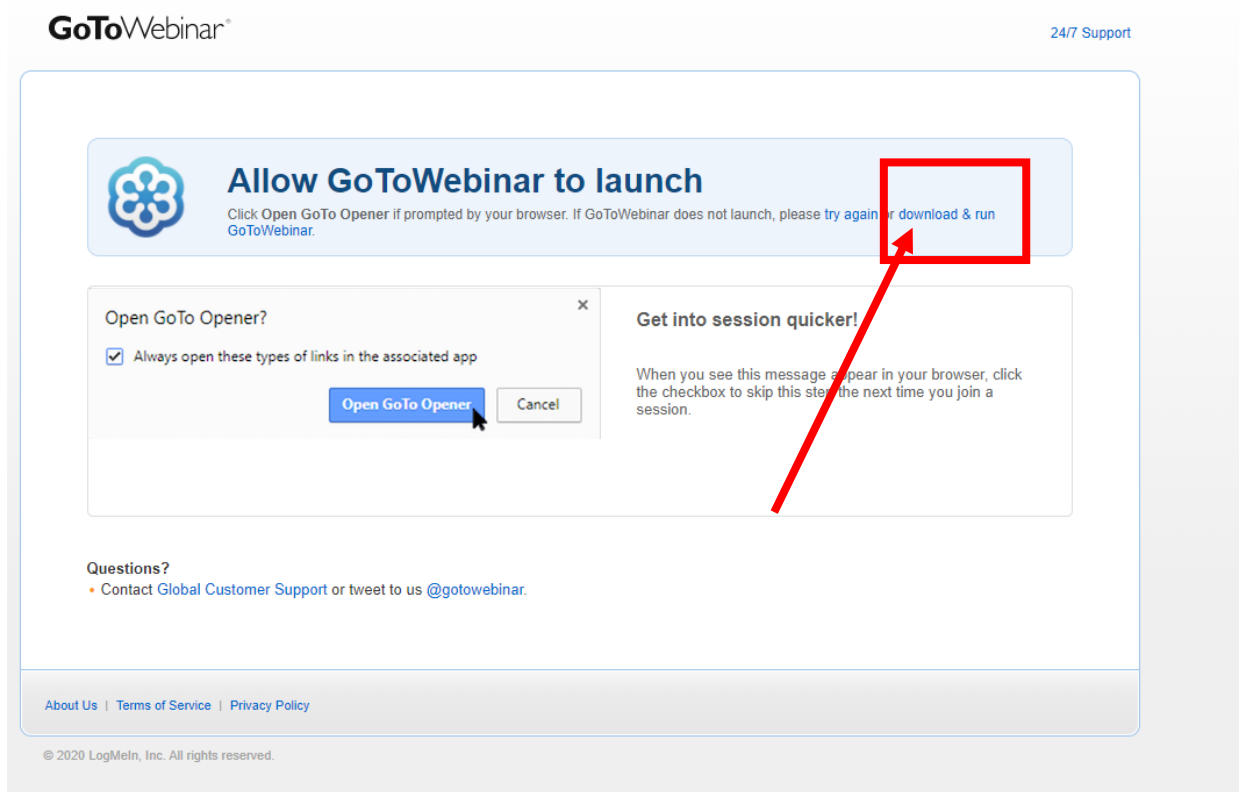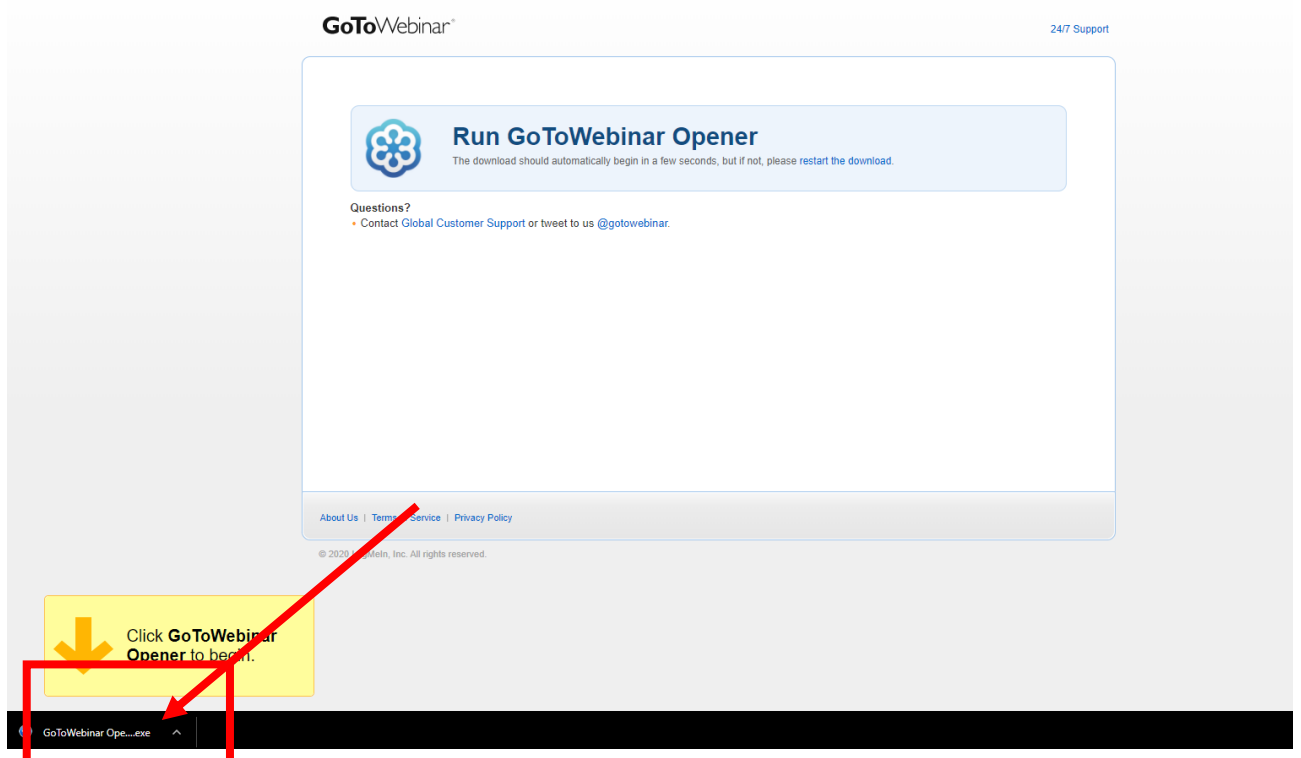Italy: +39 0 230 57 81 73
Access Code: 214-681-552
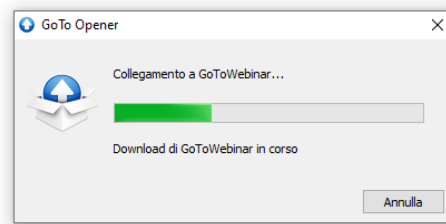Audio PIN: Shown after joining the webinar

Webinar ID: 281-906-403

2. If it is your first time using the software "Gotowebinar", you have to download it. If a popup does not appear, you can click on the link indicated by the arrow
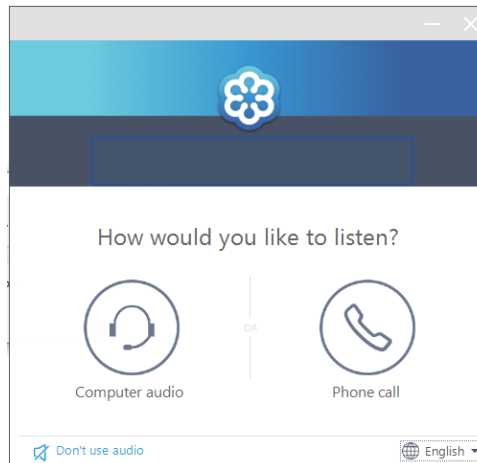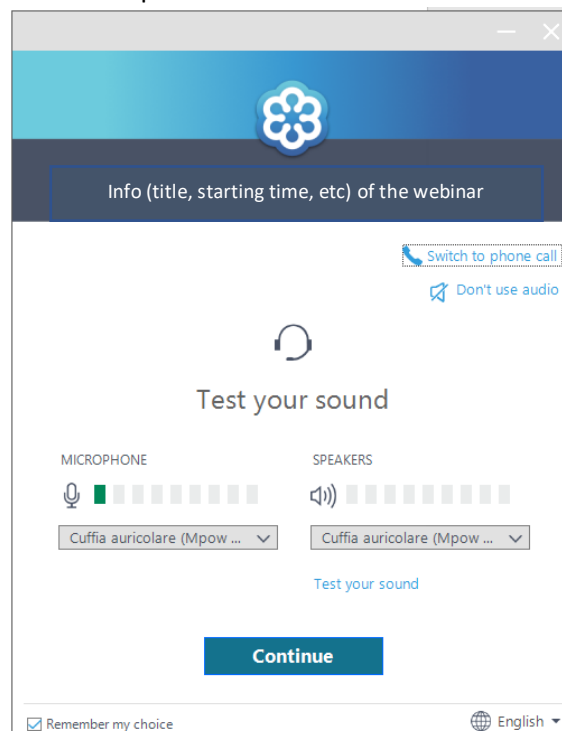

3. Then, you can run the app
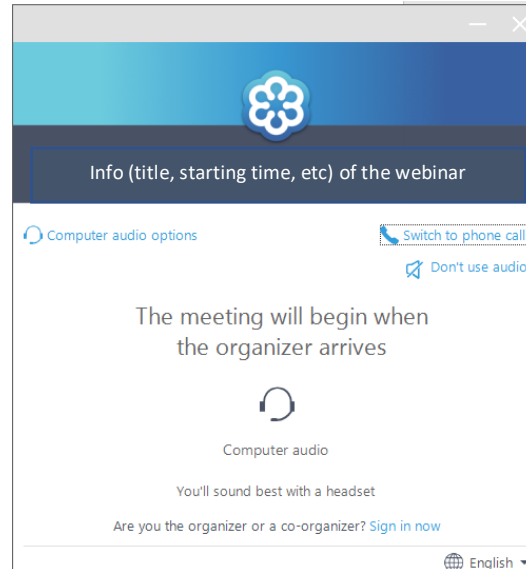
4. Wait for the download of the app

5. Select "computer audio"
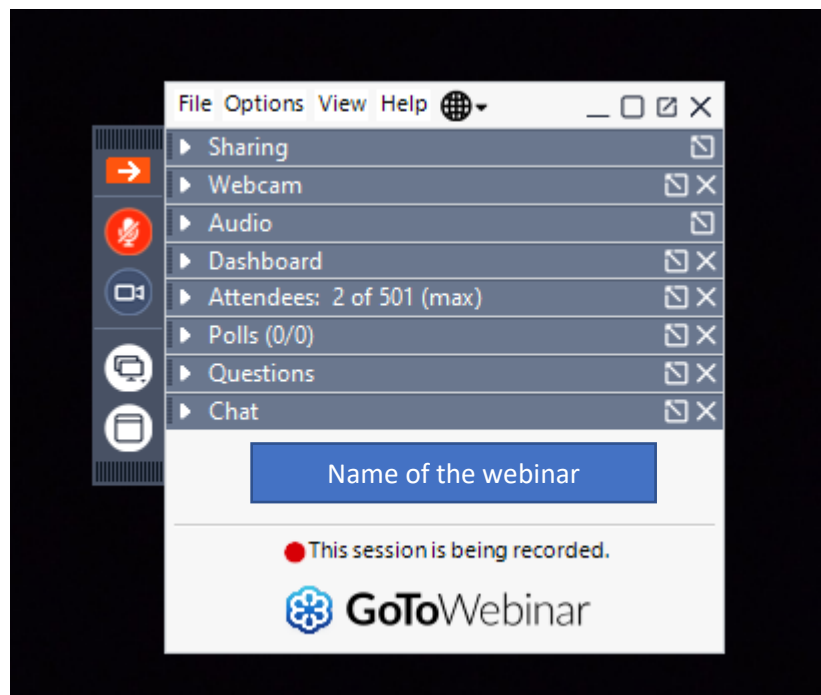

6. Select and test the microphone and speakers

7. The setup is complete: the window will change when the organizer will start the webinar
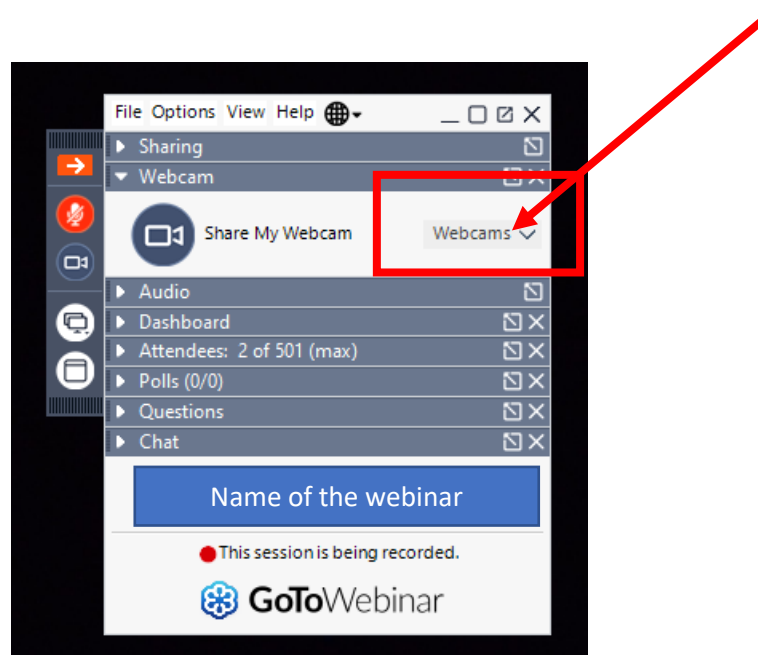

**FEATURES OF THE PLATFORM "GOTOWEBINAR" – (FOR CHAIRS)**

8. When the organizer starts the webinar, you will see the interface, as shown as follows

9. In order to share your webcam, you can access the panel "webcam". By clicking on the button "share my webcam" you can activate it. By clicking on the button "webcams" you can choose another webcam or select other options.

10. In order to check the audio devices (microphone and speakers), you can access the panel "audio".
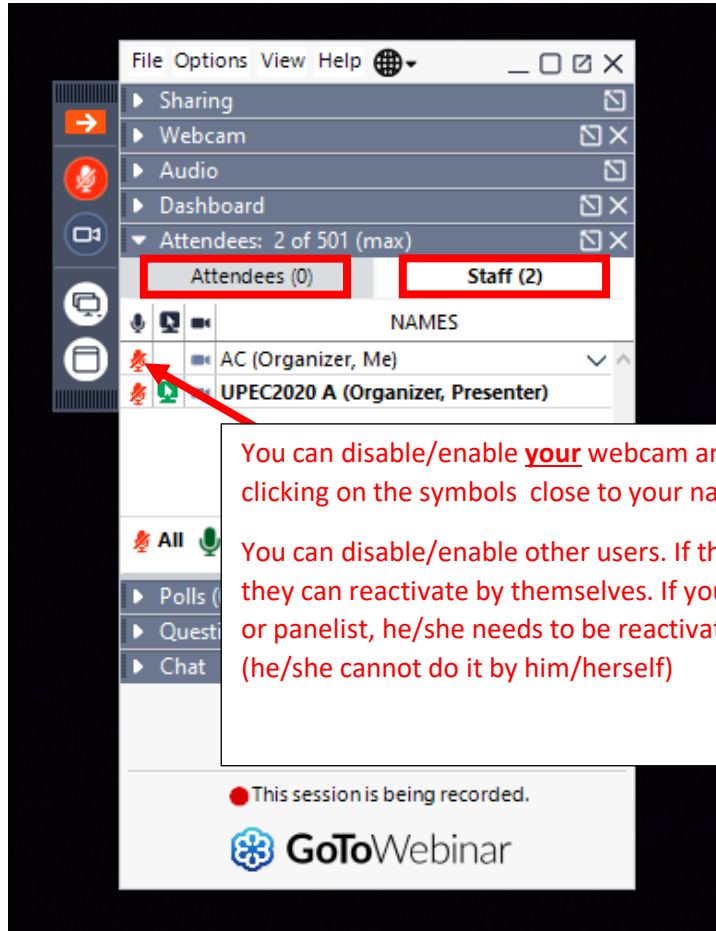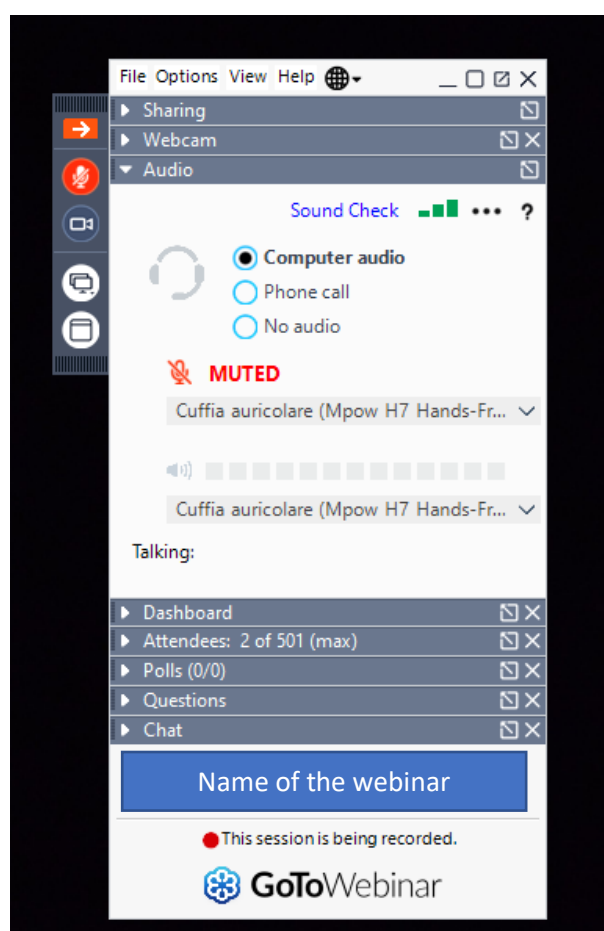
11. The info related to the time remaining before the end of the webinar, questions, etc... are in the panel "Dashboard"
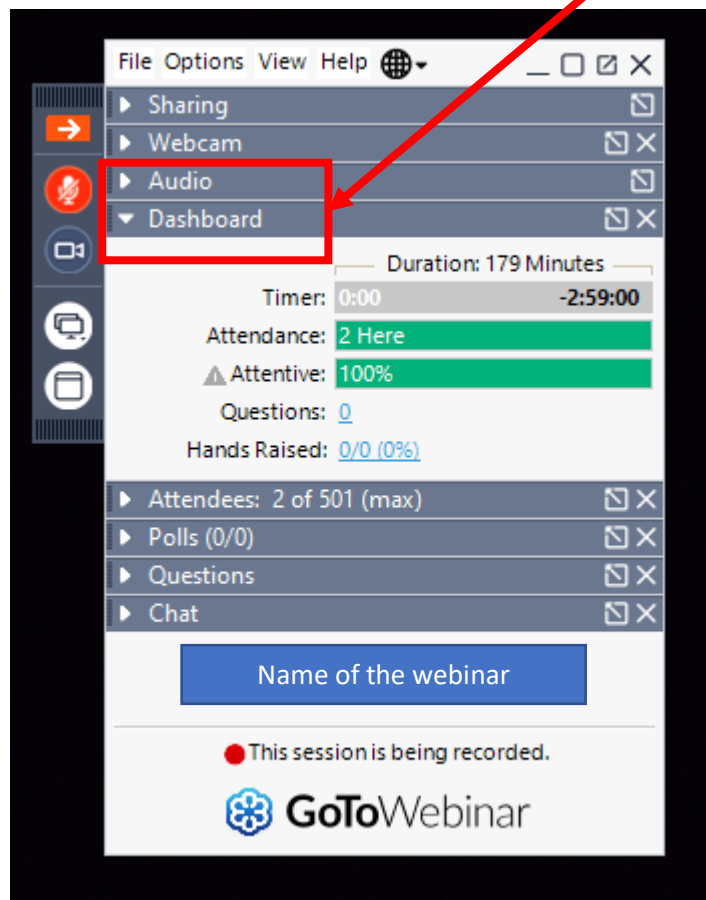
12. The panel "**Attendees**" shows the list of the people in the webinar. They are divided in the two groups "**Attendees**" and "**Staff**".
    - **Attendees** can only listen the audio, watch the webinar and make questions; an attendee cannot use microphone and webcam, unless a staff member enables him/her.
    - The **Staff** list includes organizers, chairs and panelists. Chairs have similar functions than organizers. Both of them have full control of the webinar: they can share their video and audio, disable the video or audio of the others, change presenter, etc…

13. You can disable/enable you webcam and microphone by clicking on the symbols

You can disable/enable **your** webcam and microphone by clicking on the symbols close to your name.

You can disable/enable other users. If they are organizers, they can reactivate by themselves. If you disable an attendee or panelist, he/she needs to be reactivated by a staff member (he/she cannot do it by him/herself)

14. You can share <u>the screen of your computer</u>, <u>a single window of a running program</u>, or a <u>video uploaded on the conference server</u>. You have to access the panel "Sharing". In general, the staff member supporting you will start the sharing of the video of the presentations.

Check the video that are you sharing, by clicking on "audience view" (accessible only when you are the presenter)
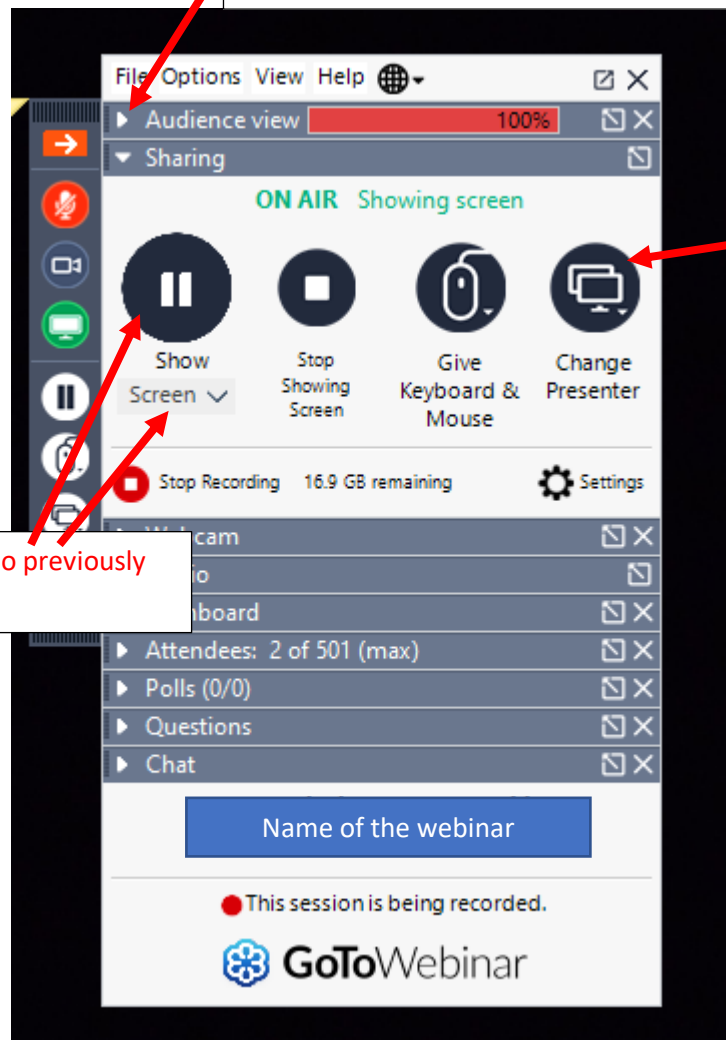
Choose the presenter (yourself or another person)

Choose the screen, window (or video previously uploaded on the server) to share

File Options View Help

Audience view   100%

Sharing

ON AIR   Showing screen

Show Screen ∨   Stop Showing Screen   Give Keyboard & Mouse   Change Presenter

Stop Recording   16.9 GB remaining   Settings

Webcam

io

board

Attendees: 2 of 501 (max)

Polls (0/0)

Questions

Chat

Name of the webinar

This session is being recorded.

GoToWebinar

15. The chat is accessible from the panel "Chat". Only the organizers and panelists can write in the chat. You can write to a single staff member, to all the staff or to the entire audience.

Choose who will receive the message

16. The audience can write to organizers: the list of questions is in the panel "Questions".

Check this to be sure to read all the questions

17. The view of the platform "gotowebinar" can be optimized. You can separate a panel from the other and change the size.