



**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](mailto: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.

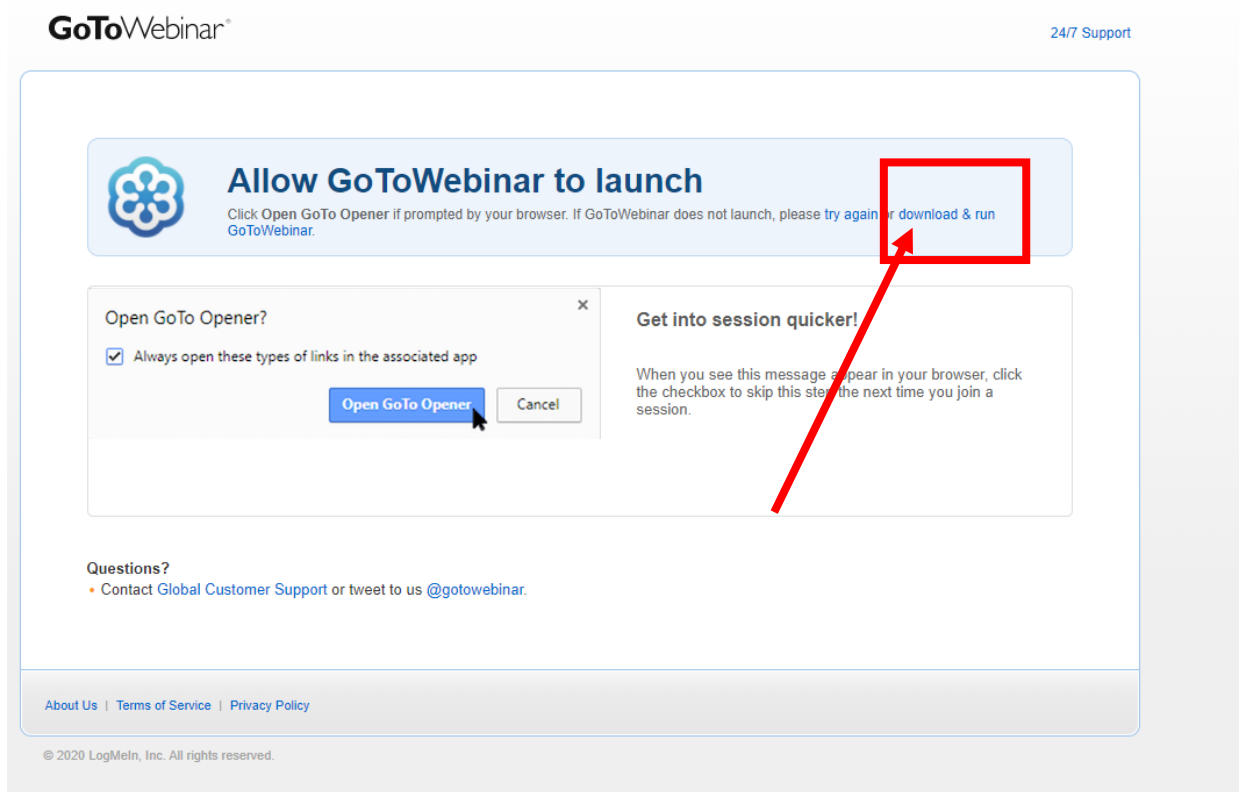
Italy: +39 0 230 57 81 73

Access Code: 214-681-552

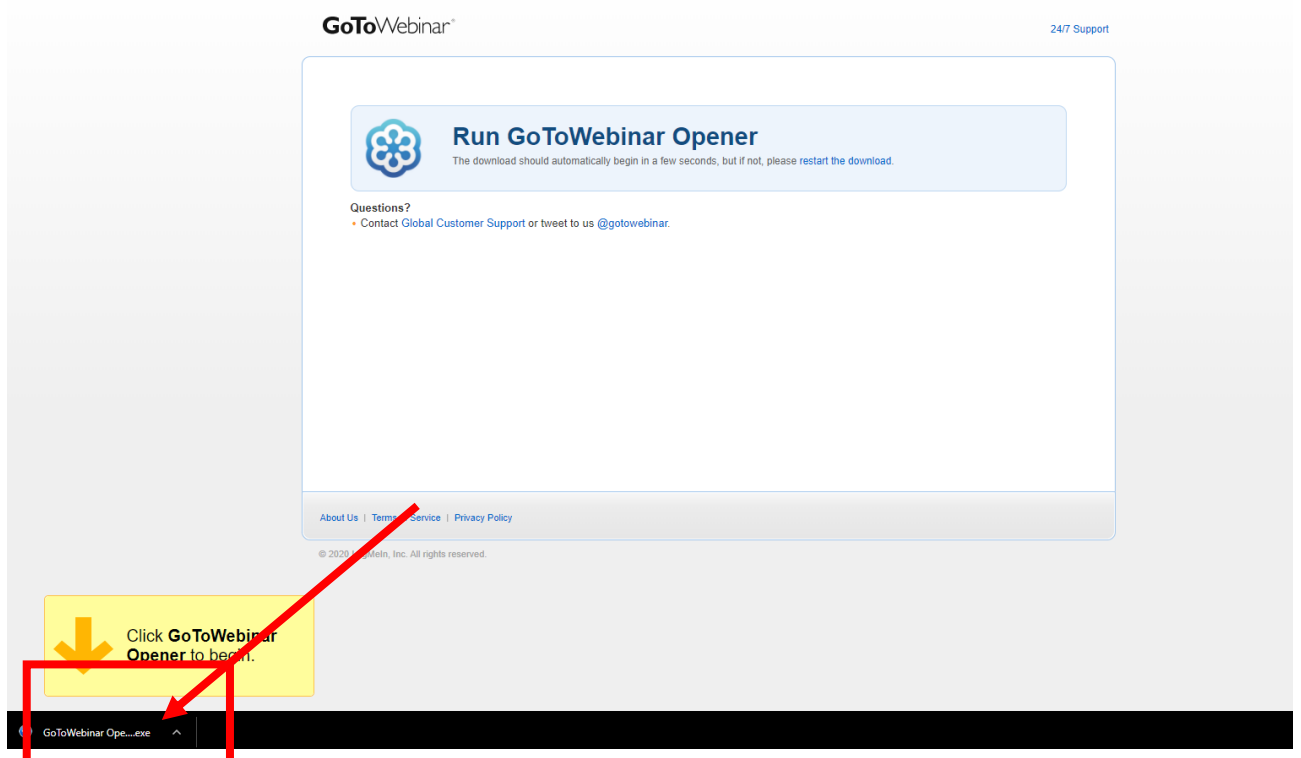
Audio PIN: Shown after joining the webinar

Webinar ID: 281-906-403

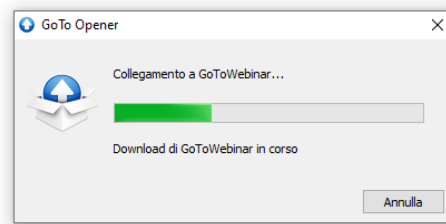
2. If it is your first time using the software “Gotowebinar”, you have to download it. If a popup does not appear, you can click on the link indicated by the arrow



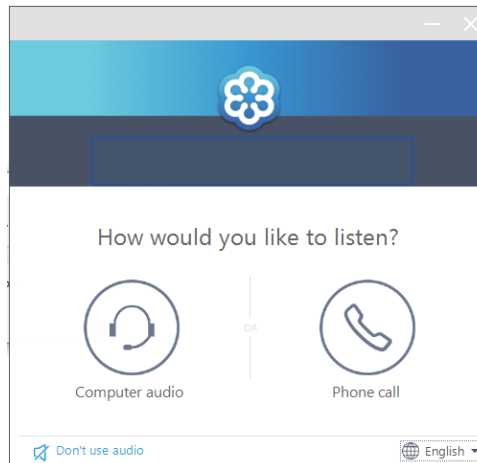
3. Then, you can run the app



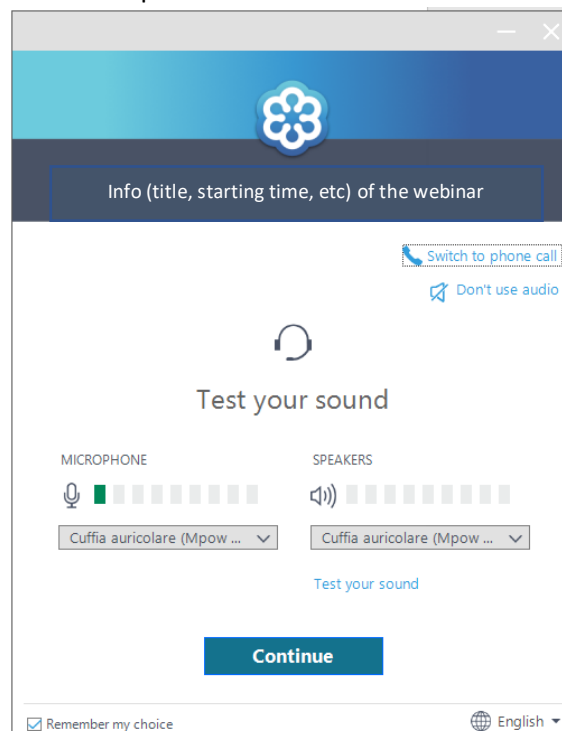
4. Wait for the download of the app



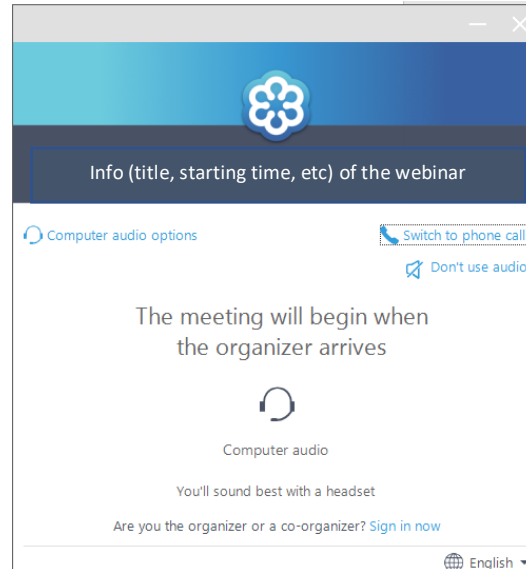
5. Select "computer audio"



6. Select and test the microphone and speakers

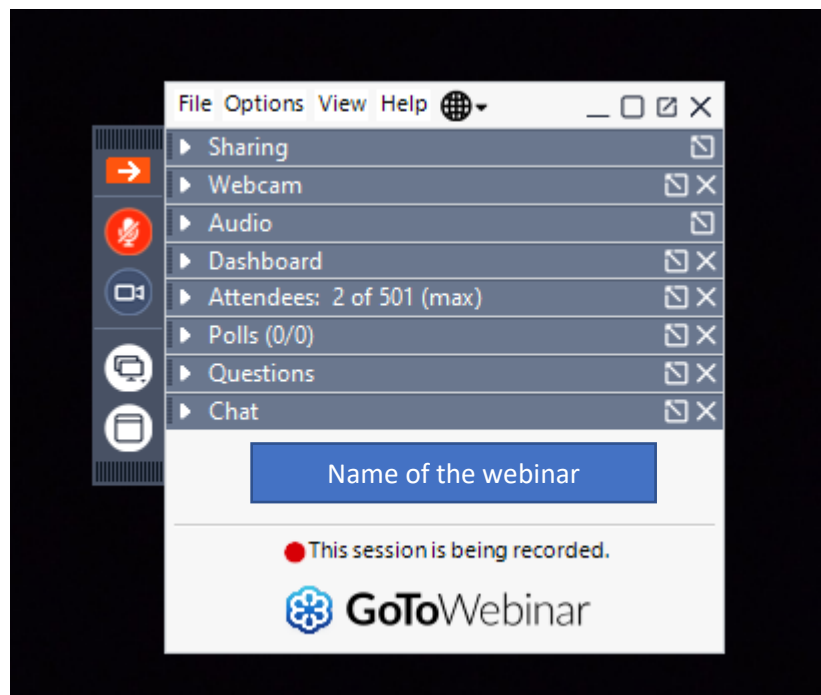


7. The setup is complete: the window will change when the organizer will start the webinar

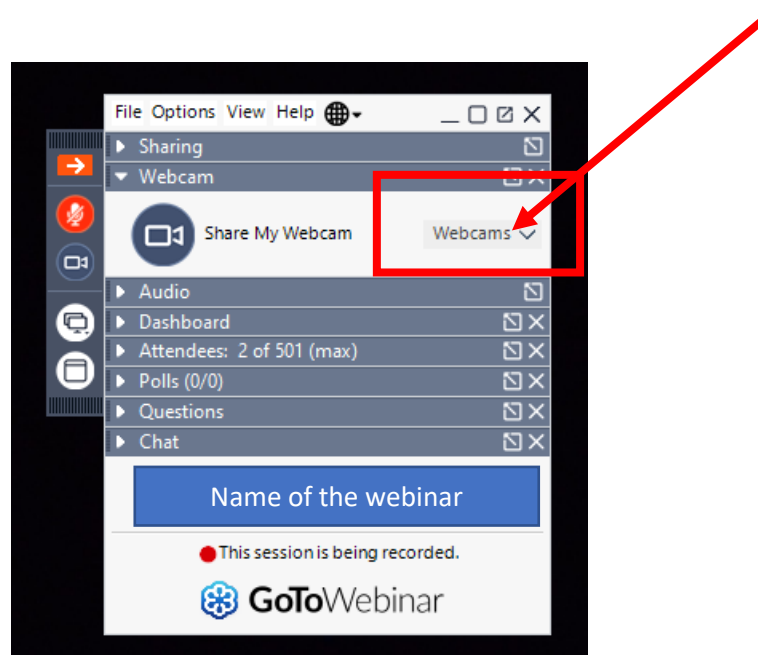


#### FEATURES OF THE PLATFORM “GOTOWEBINAR” – (FOR CHAIRS)

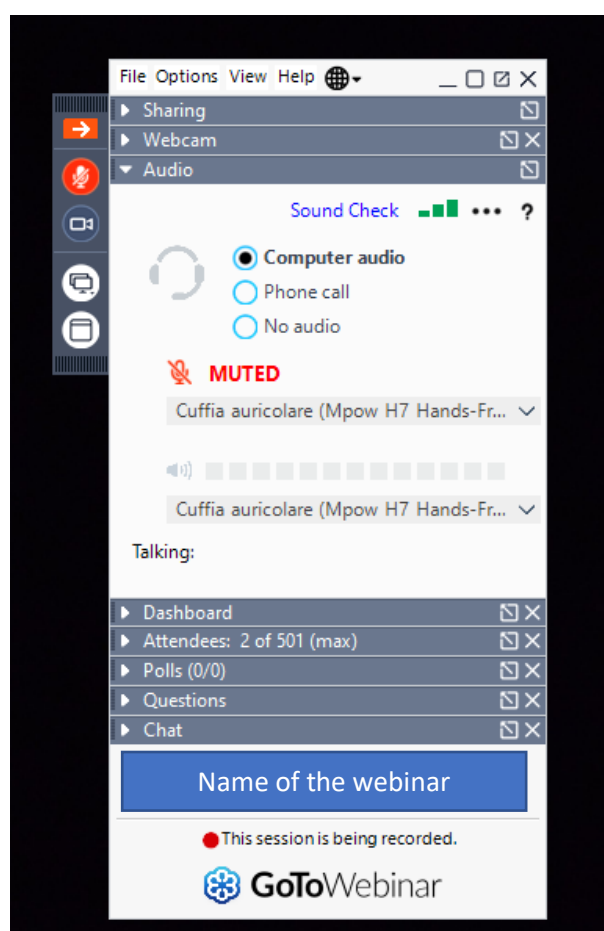
8. When the organizer starts the webinar, you will see the interface, as shown as follows



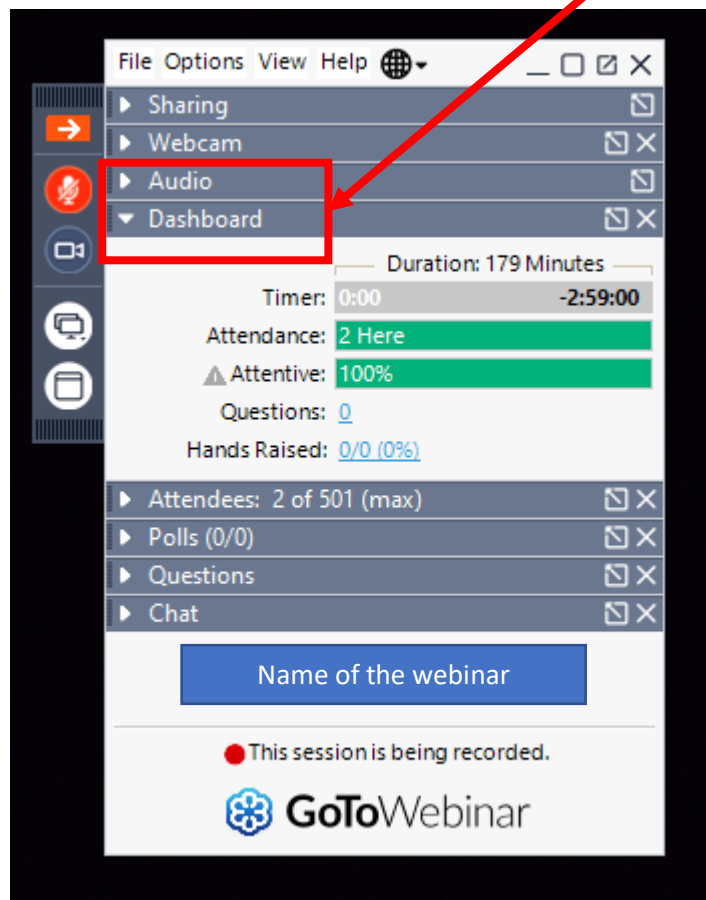
9. In order to share your webcam, you can access the panel “webcam”. By clicking on the button “share my webcam” you can activate it. By clicking on the button “webcams” you can choose another webcam or select other options.



10. In order to check the audio devices (microphone and speakers), you can access the panel “audio”.

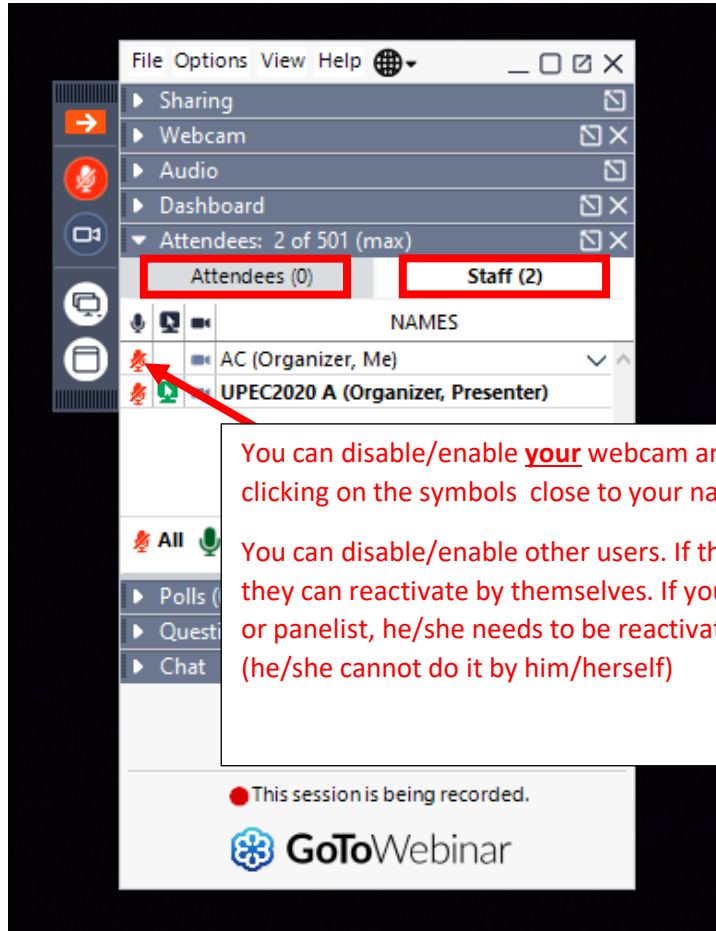


11. The info related to the time remaining before the end of the webinar, questions, etc... are in the panel "Dashboard"



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



The screenshot shows the GoToWebinar interface. On the left, there is a sidebar with icons for Sharing, Webcam, Audio, Dashboard, and Attendees. The Attendees list is expanded, showing two tabs: 'Attendees (0)' and 'Staff (2)'. Below the tabs is a table with columns for icons (microphone, webcam) and 'NAMES'. The table lists 'AC (Organizer, Me)' and 'UPEC2020 A (Organizer, Presenter)'. A red arrow points to the microphone and webcam icons next to 'UPEC2020 A (Organizer, Presenter)'. A text box on the right explains how to disable/enable these features.

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)

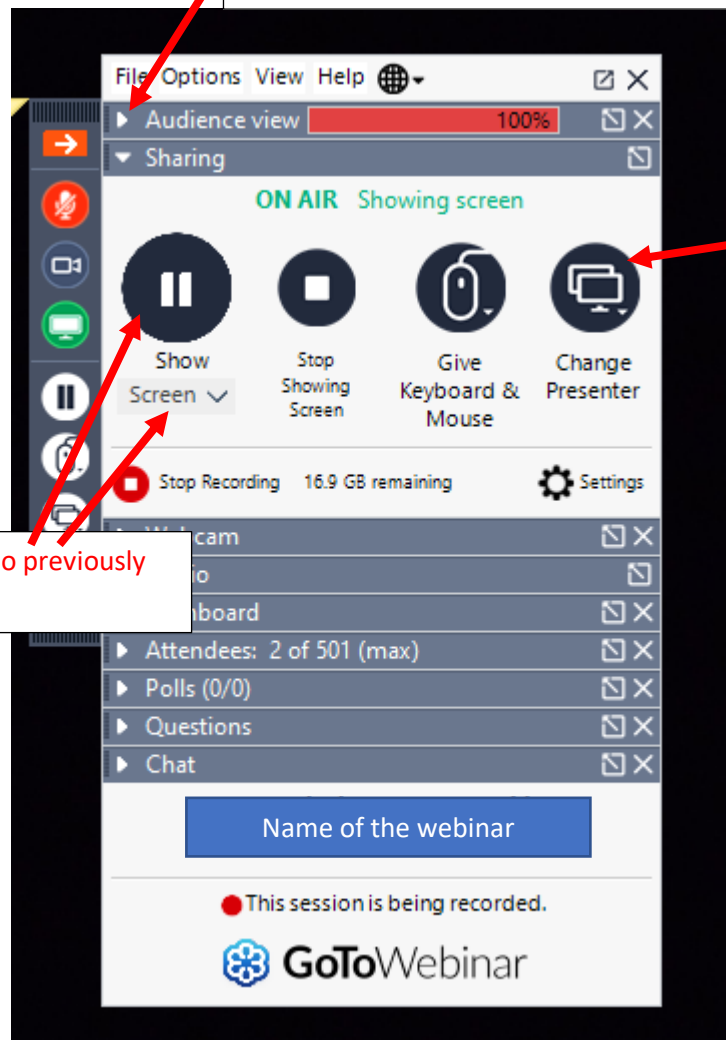
This session is being recorded.

GoToWebinar



14. You can share the screen of your computer, a single window of a running program, or a video uploaded on the conference server. 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

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.

Chat

UPEC 2020 Torino  
Session T1A: e-Transition  
Chair: Enrico Pons  
Presentations:

1157 - Assessing the Transition of the Romanian Power System - Nikolaos Koltsaklis, Ioannis Panapakidis, Athanasios Dagoumas;

1102 - The Challenges of The Electrical Systems of the Future - Petru Rușeț, Florentin Bătrînu, Radu Proumb;

1113 - Impact of Electricity Taxation in Germany on the Electricity Wholesale Market - Tom Kulms, Moritz Nobis, Carlo Schmitt;

1169 - A Brief Review of Methods to Simulate Peer-to-Peer Trading in Electricity Networks - Steven Deacon, Ioana Pisica, Gareth Taylor ;

1015 - On the Curtailments of Variable Renewable Energy Sources in Europe and the Role of Load Shifting - Chloi Syranidou, Jochen Linssen, Detlef Stolten, Martin Robinus;

[Me \(to All - Entire Audience\):](#)  
11:59: [redacted]

[Enrico Pons \(to All - Entire Audience\):](#)  
12:23: [redacted]

[Me \(to All - Entire Audience\):](#)  
12:23: [redacted]

[Gianfranco Chicco \(to Organizer\(s\) Only\):](#)  
12:29: From here we can write [redacted]

[Type message here]

To: All - Entire Audience ▼

Send

Choose who will receive the message

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

Questions

☒ Show Answered Questions

X	Question	Asker	Rec'd	Answerer	Answer
	Non posso abilitare un belin	Andrea Mazza	12:01	UPEC2020 A (Organiz...)	✓ All:
	Non posso abilitare un belin	Andrea Mazza	12:01	UPEC2020 A (Organiz...)	✓ All:

Send Privately Send to

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.

File Options View Help

Showing Video Player

Webcam

Dashboard

Questions

Chat

UPEC 2020 TEST --- Session T1A: e-Transition ---

Webinar ID: 305-257-163

This session is being recorded.

GoToWebinar

Questions

☒ Show Answered Questions

X	Question	Asker	Rec'd	Answerer	Answer
	Non posso abilitare un belin	Andrea Mazza	12:01	UPEC2020 A (Organiz...)	✓ All: amen
	Non posso abilitare un belin	Andrea Mazza	12:01	UPEC2020 A (Organiz...)	✓ All: rieso a leggere?

Send Privately Send to All

Chat

UPEC 2020 Torino  
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1157 - Assessing the Transition of the Romanian Power System -  
Nikolaos Kotsakis, Ioannis Panagiotidis, Athanasios Diapoulas;

1102 - The Challenges of The Electrical Systems of the Future -  
Petru Ruset, Florentin Blătru, Radu Promb;

1113 - Impact of Electricity Taxation in Germany on the Electricity Wholesale Market -  
Tom Kuims, Moritz Nobis, Carlo Schmitt;

1169 - A Brief Review of Methods to Simulate Peer-to-Peer Trading in Electricity Networks -  
Steven Deacon, Ioana Poica, Gareth Taylor ;

1015 - On the Curtailments of Variable Renewable Energy Sources in Europe and the Role of Load Shifting -  
Chloé Syrmidou, Jochen Linssen, Delf Stollen, Martin Robinson;

Me (to All - Entire Audience):  
11:59: ciao potete sentirmi?

Enrico Pons (to All - Entire Audience):  
12:23: Gianfranco li sento malissimo

Me (to All - Entire Audience):  
12:23: anche io

Gianfranco Chicco (to Organizer(s) Only):  
12:29: From here we can write questions

[Type message here]

To: All - Entire Audience

12:31  
28/06/2020