UPEC 2020

GUIDE FOR THE PANELISTS ON THE USE OF THE PLATFORM "GOTOWEBINAR"

Table of contents

ACCESS TO THE WEBINAR 1

FEATURES OF THE PLATFORM "GOTOWEBINAR" – (FOR PANELISTS) 5

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

This guide is for the 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.

Dear Alessandro Ciocia,

UPEC2020 C (upec2020c@polito.it) has invited you to be a panelist for the following webinar:

Test Ciocia-Mazza

Add to Calendar

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

Fri, Aug 28, 2020 6:20 PM - 7:20 PM CEST

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.

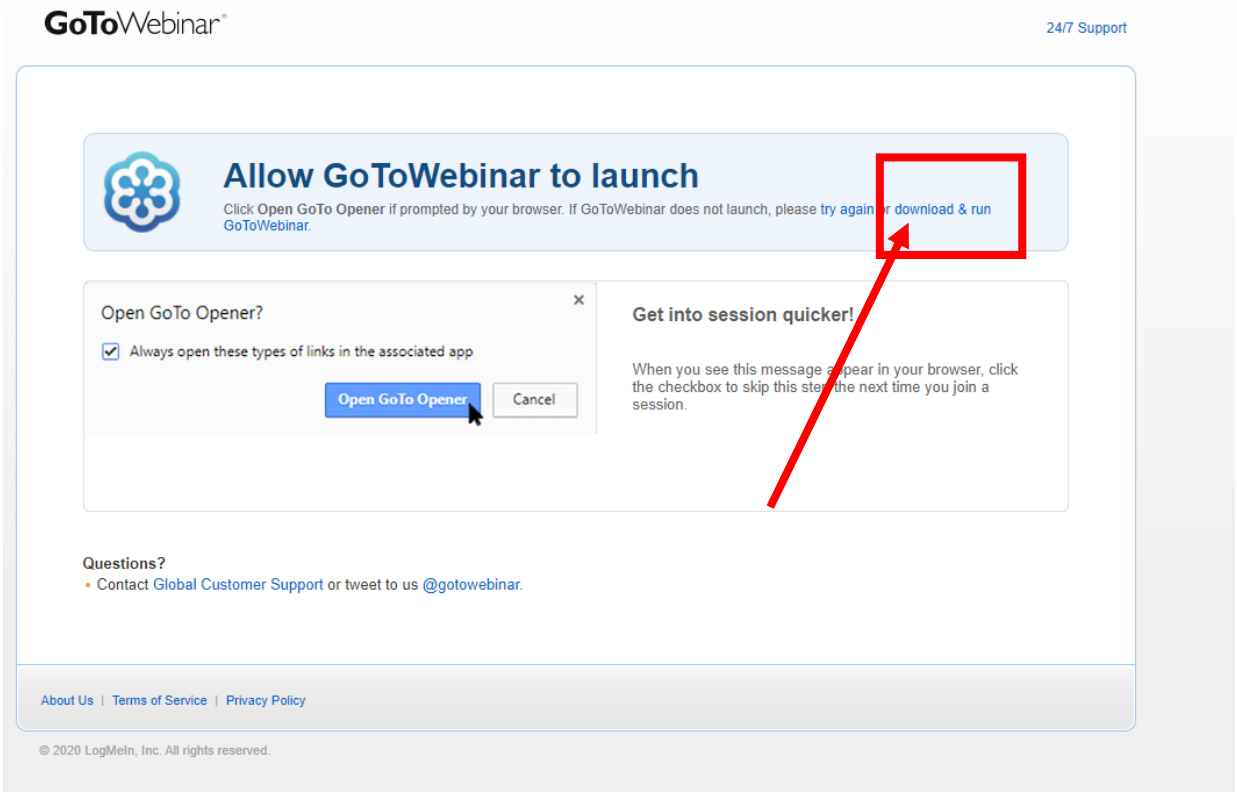
2. Choose one of the following audio options:

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.

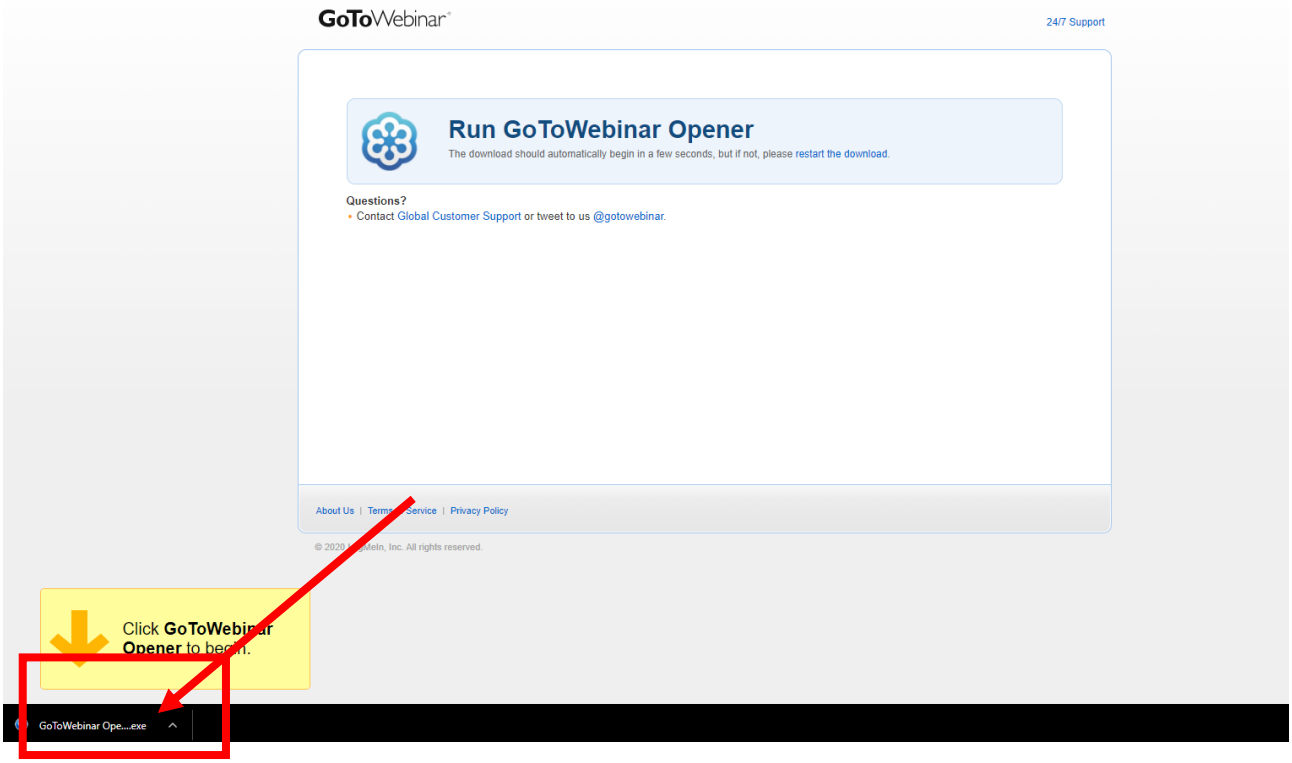
--OR--

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: 699-603-600
Audio PIN: Shown after joining the webinar

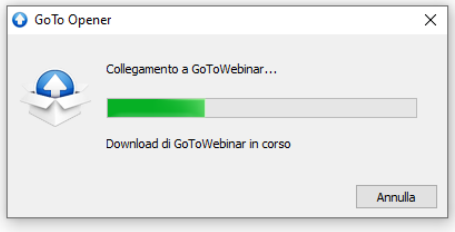
2. If it is your first time using the software “Gotowebinar”, you have to download it. If a popup does not appear, you can click on the link indicated by the arrow



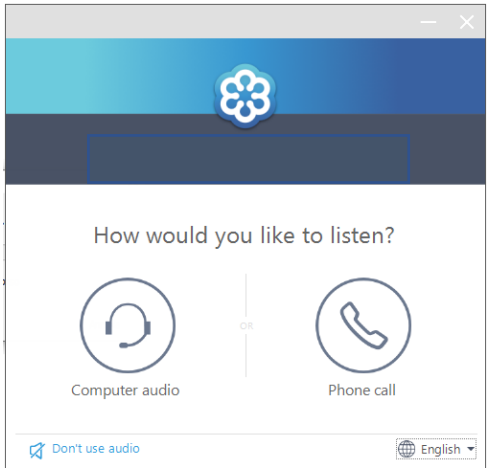
3. Then, you can run the app



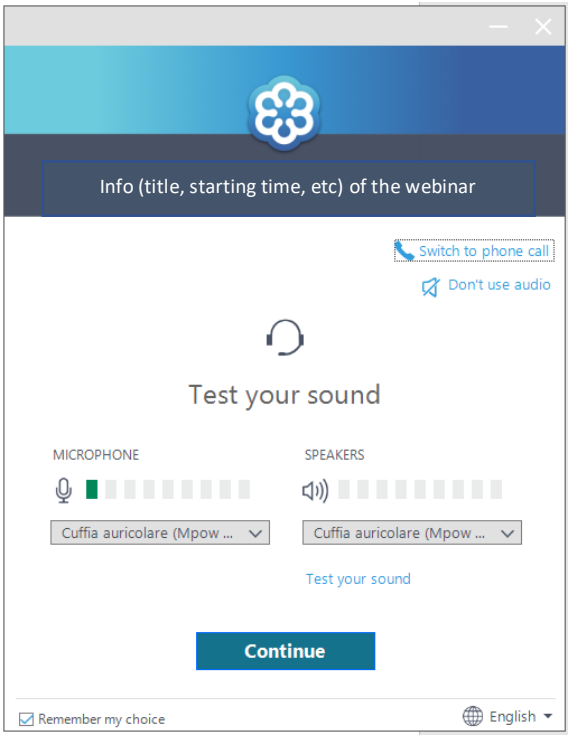
4. Wait for the download of the app



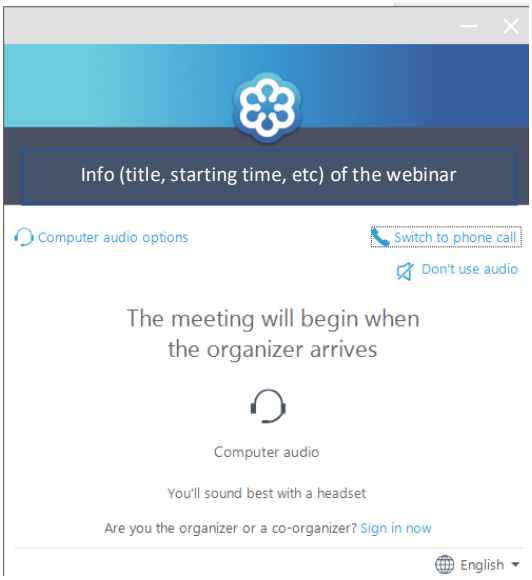
5. Select “computer audio”



6. Select and test the microphone and speakers

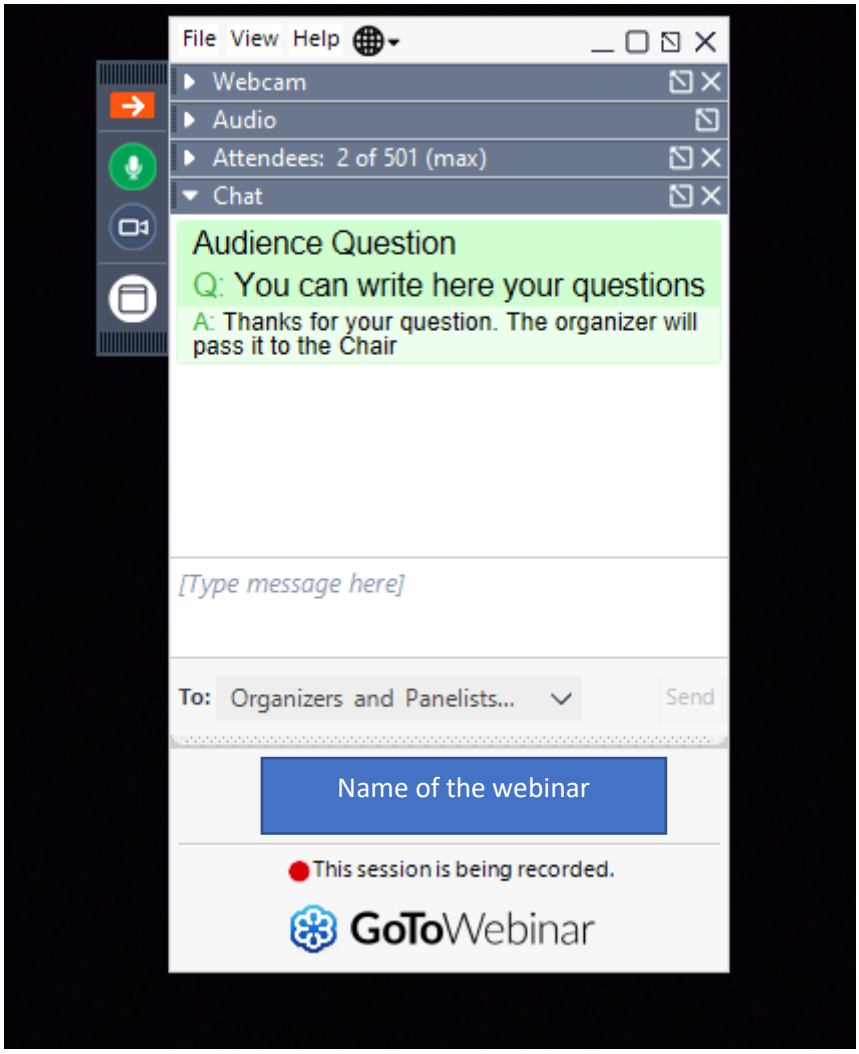


7. The setup is complete: the window will change when the organizer will start the webinar

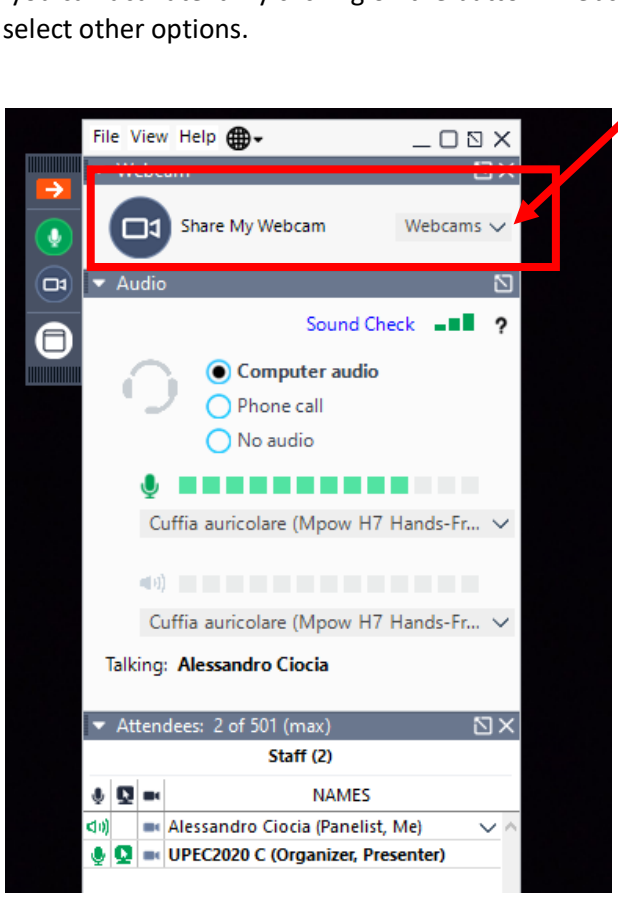


FEATURES OF THE PLATFORM "GOTOWEBINAR" – (FOR PANELISTS)

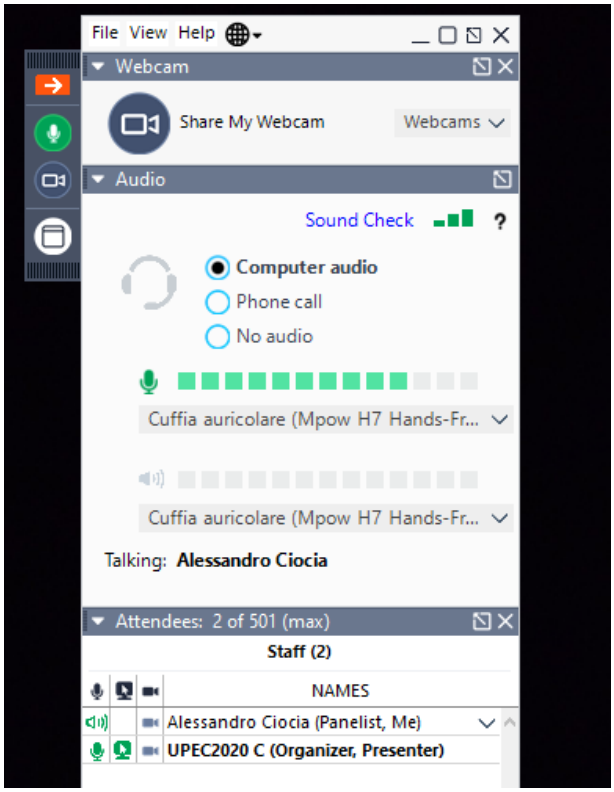
8. When the organizer starts the webinar, you will see the interface, as shown as follows



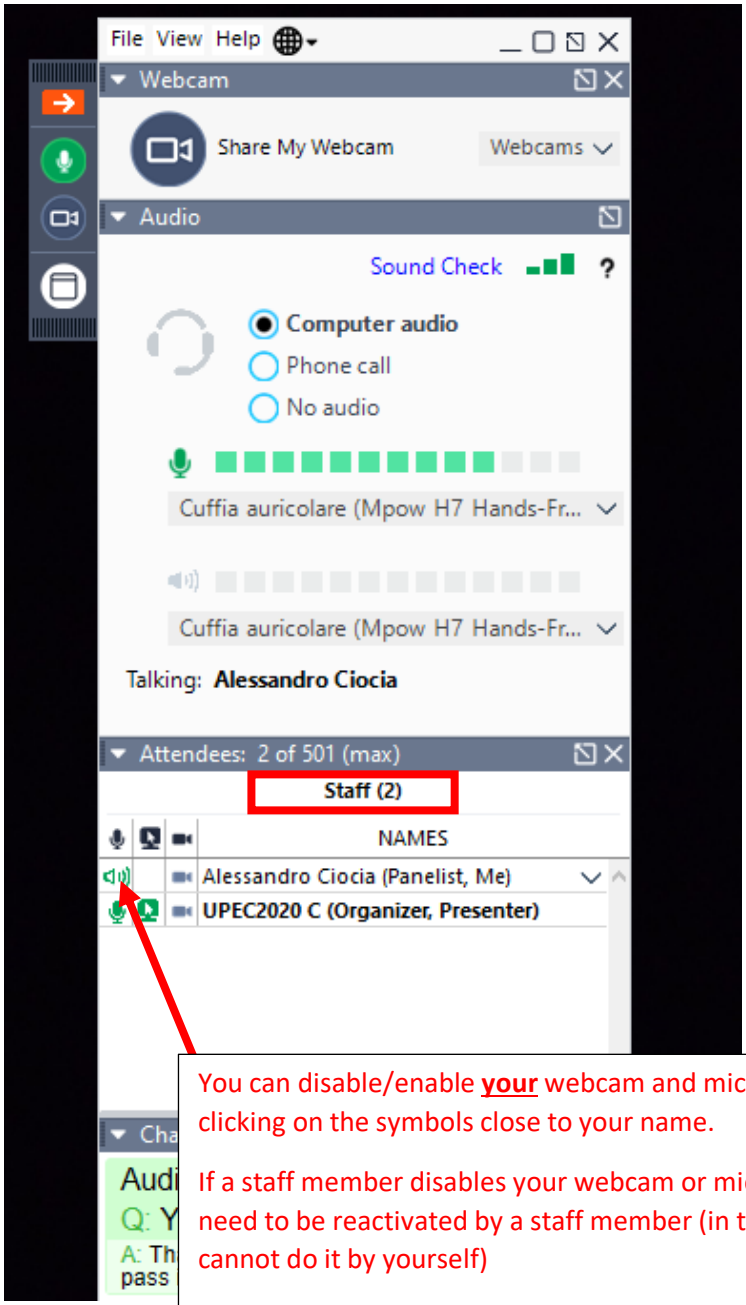
9. In order to share your webcam, you can access the panel “webcam”. By clicking on the button “share my webcam” you can activate it. By clicking on the button “webcams” you can choose another webcam or select other options.



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



11. The panel "**Attendees**" shows the list of the **Staff** including organizers, chairs and panelists (not the entire audience)
12. You can disable/enable you webcam and microphone by clicking on the symbols



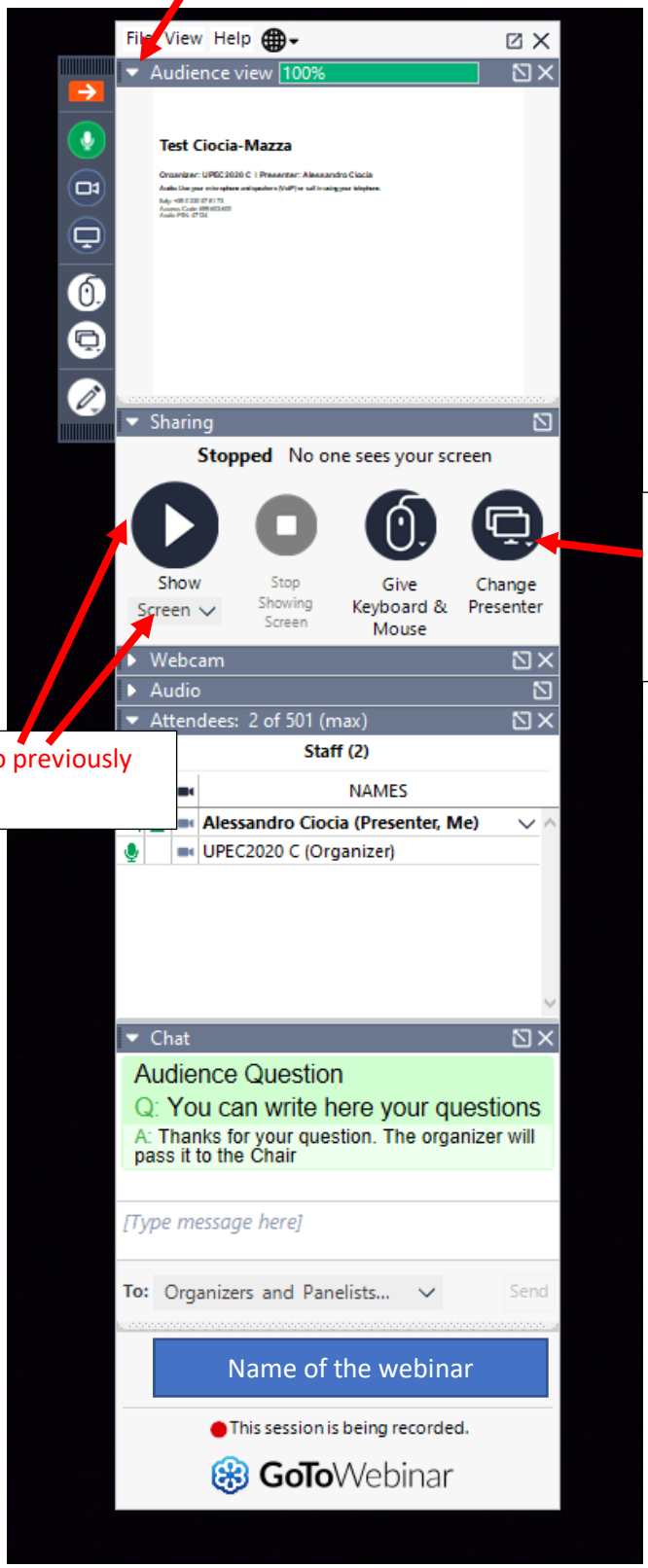
You can disable/enable **your** webcam and microphone by clicking on the symbols close to your name.

If a staff member disables your webcam or microphone, you need to be reactivated by a staff member (in this case you cannot do it by yourself)

You cannot disable/enable webcam and microphone of other people

13. In order to share contents (the screen of your computer, a single window of a running program, etc.), you need to be enabled by a staff member. After that, you will have to access the panel "Sharing".

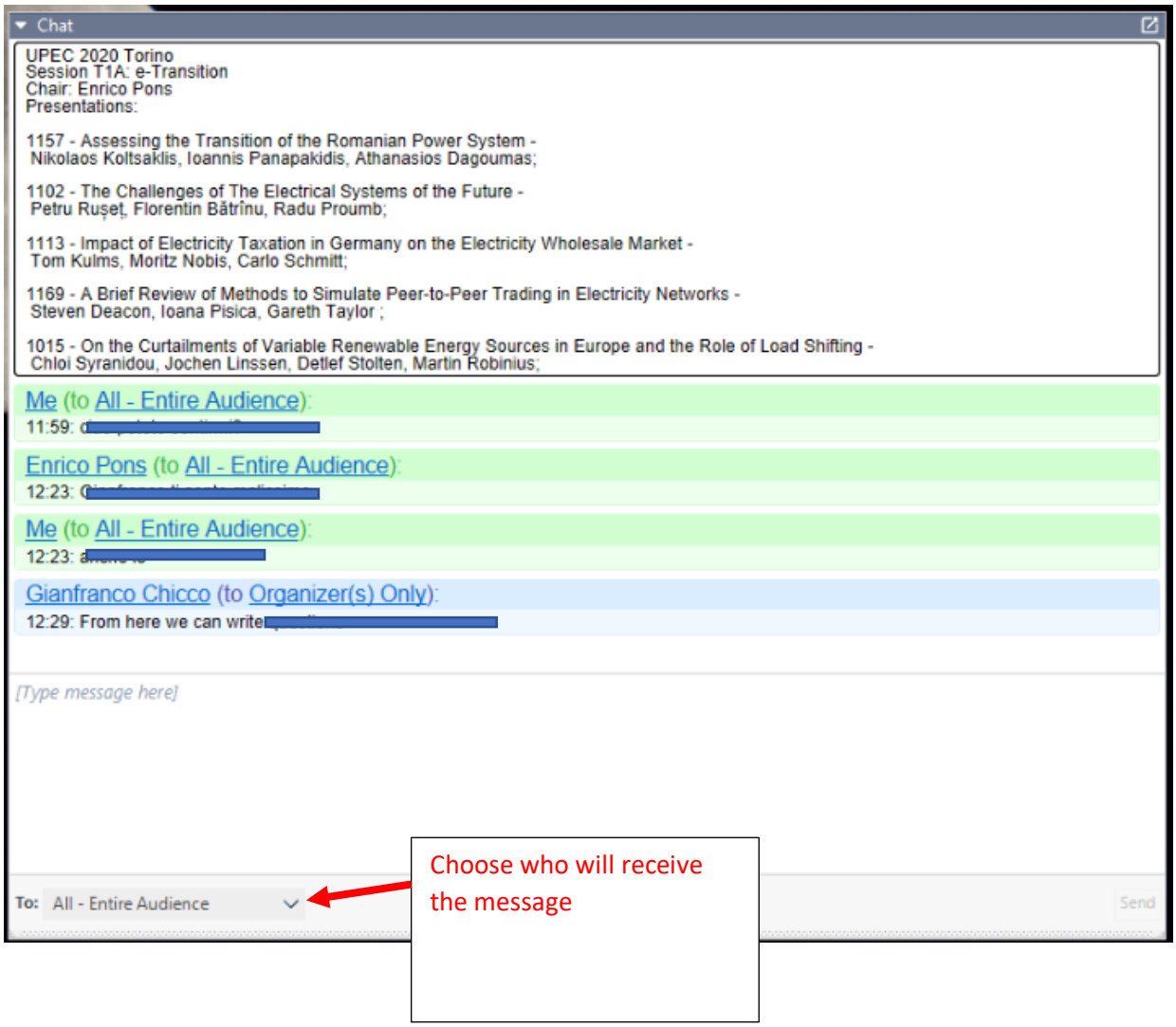
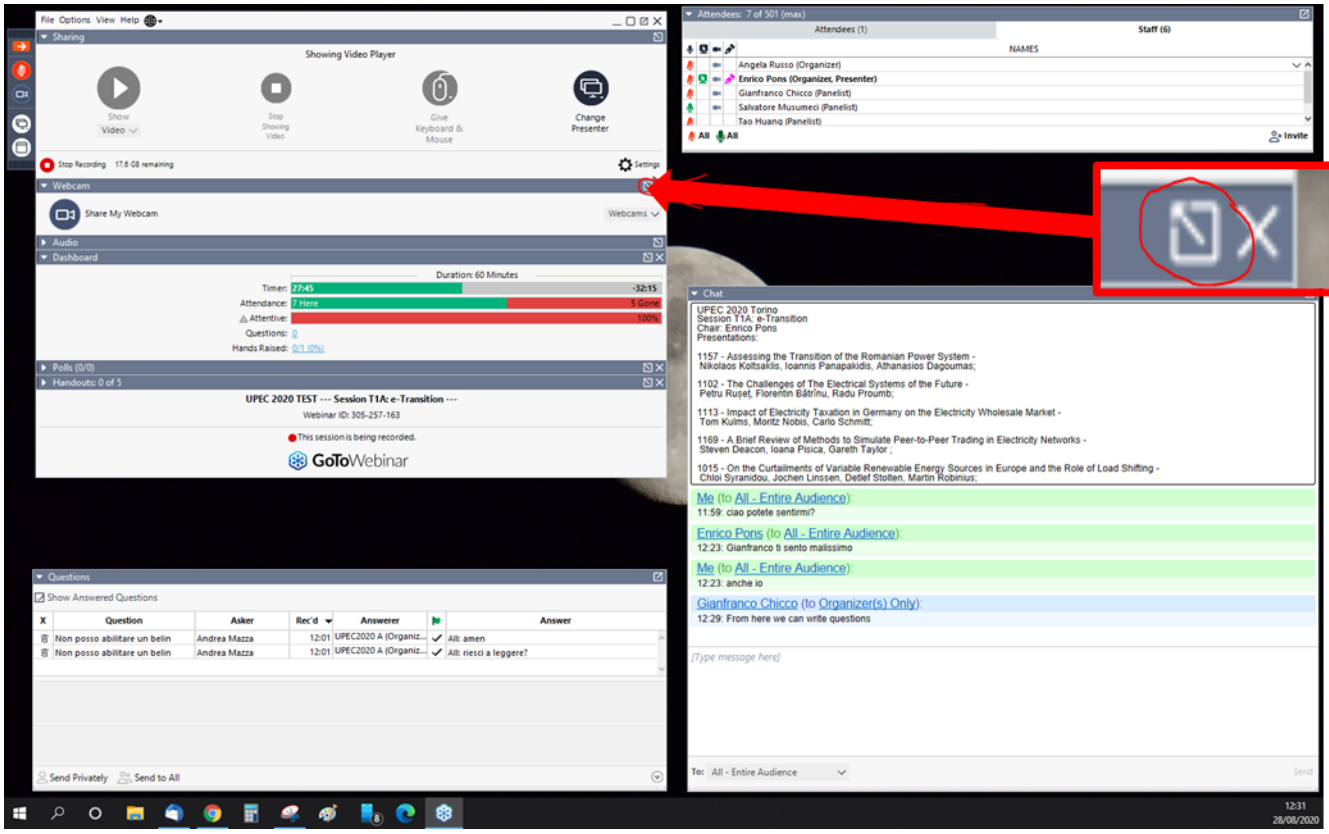
Check the video that you are sharing, by clicking on "audience view" (accessible only when you are the presenter)



Choose the presenter (yourself or another person)

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

14. 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.



15. The view of the platform “gotowebinar” can be optimized. You can separate a panel from the other and change the size.