Dear Colleagues,

Please, find below the instructions on how to give a talk at the MECASENS 2021 virtual conference.

The ZOOM application must be used for presentation. If not yet installed, you can download from here: https://zoom.us/download).

The MEETING ID and PASSWORD will be sent in a separate email by 24 November 2021 at 12:30 pm CET.

INSTRUCTIONS FOR THE LIVE SPEAKERS

1) Open your presentation on YOUR computer (PowerPoint or Adobe Acrobat).
2) Start ZOOM – **20 minutes before** the schedule of your talk at least
3) Set your Audio and Video settings properly in the Settings menu (upper right corner).
4) Press the JOIN (+) button.
5) Copy and paste Meeting ID and type your name
6) Enter the password
7) Press the SHARE SCREEN button.
8) Choose the application in which your presentation is opened (PowerPoint or Adobe Acrobat).
9) Save the Zoom_background.jpg file on your computer from the attachment of this email
10) Press the arrow next to the start video button.
11) Press the Background & Filters button.
12) Click the + icon on the right (Add image appears)
13) Select the proper background file
14) Wait until the administrator allows you to give your talk
15) The questions from the attendants will be sent to your after your talk to your Zoom chat window by the chairman.

Remarks:

a) The presentations, which you sent us previously, will be used as backup for the case of emergency.

b) The visualization of the above-listed instructions can be found in the attached.pdf file and on the Web: https://mecasens2020.org (the Meeting ID and password shown there are for demonstration only!!!)

INSTRUCTIONS FOR SPEAKERS WILLING GIVE A PRE-RECORDED PRESENTATION

1) Send an email to mecasens@met.mff.cuni.cz and info@mikenopa.solutions until 25 November 2021, 06:00 am CET
2) Send your presentation to info@mikenopa.solutions and Frantisek.Dvorak@mikenopa.com
3) For files larger than 5 MB, use a File Sender app (e.g. https://wetransfer.com/)

EMREGENCY CONTACTS

In the case of technical problems, please contact our technical staff:

frantisek.dvorak@mikenopa.com

info@mikenopa.solutions

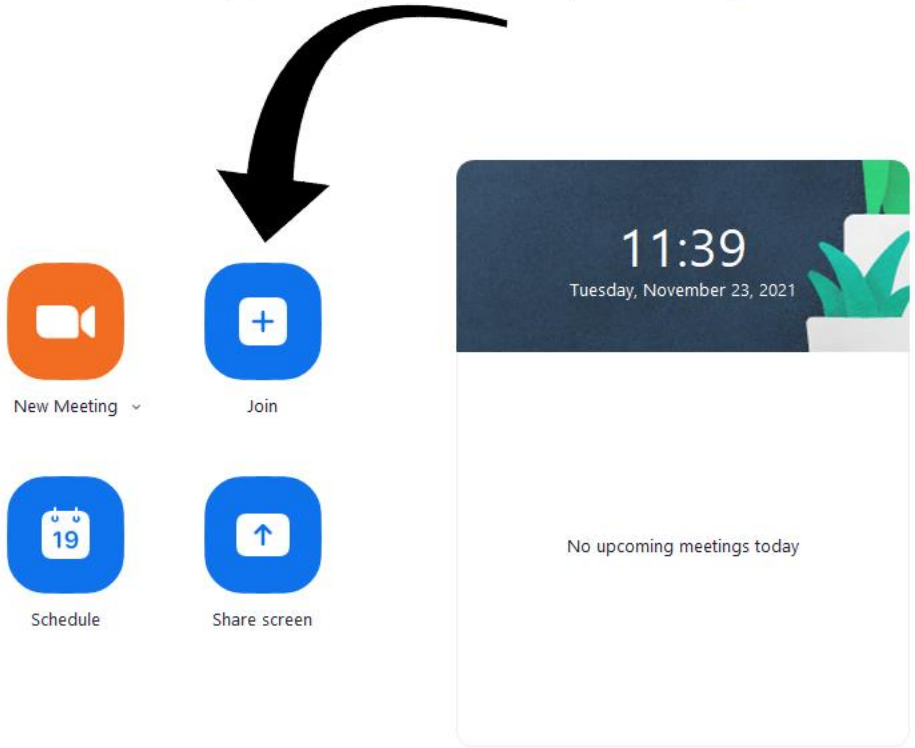
Tel.: +420 728 107 701

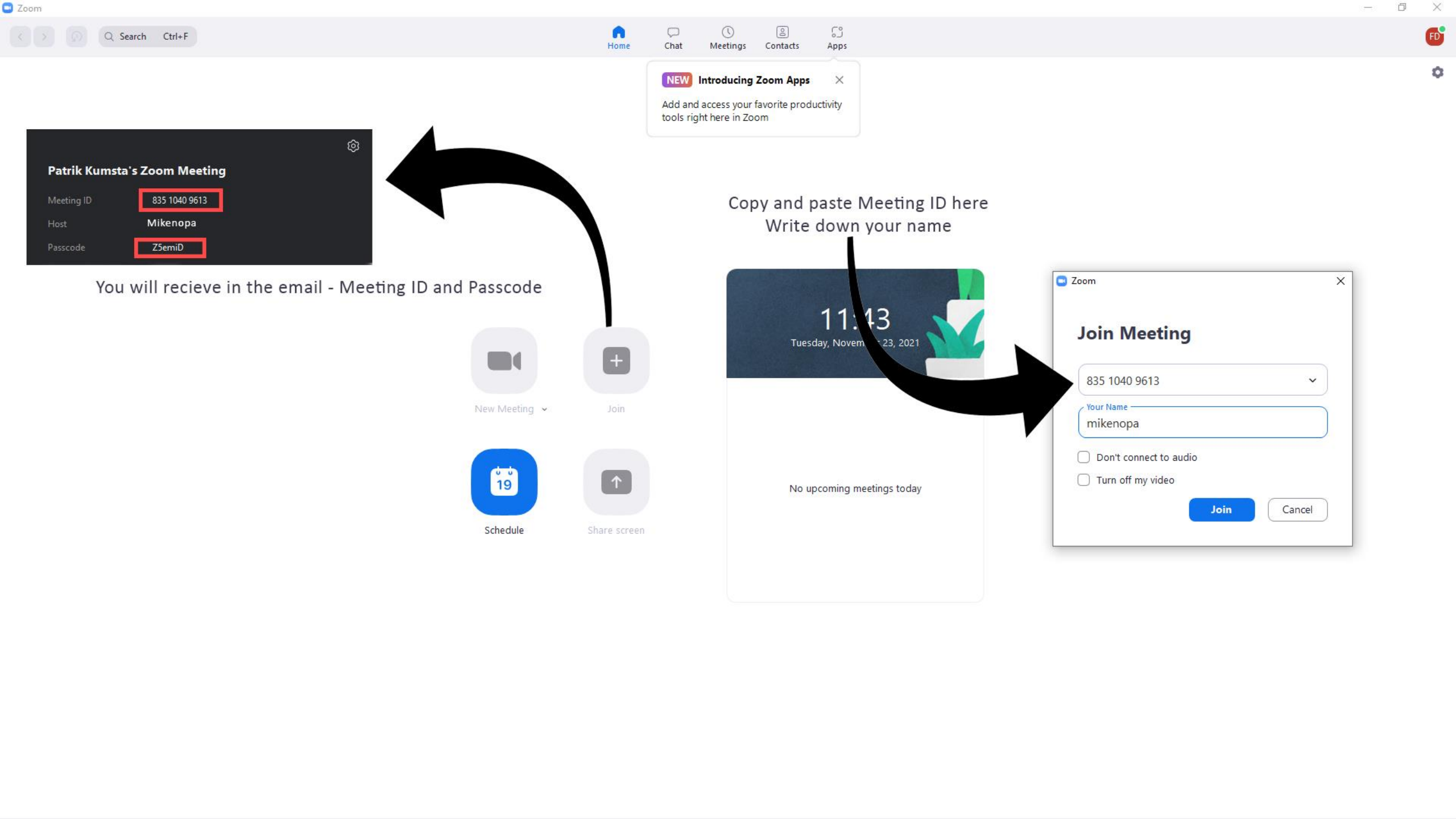
Zoom

Search Ctrl+F

Home Chat Meetings Contacts Apps

In the application, click here to join meeting.




Zoom
Search Ctrl+F
Home
Chat
Meetings
Contacts
Apps
FD
NEW Introducing Zoom Apps
Add and access your favorite productivity tools right here in Zoom
Patrik Kumsta's Zoom Meeting
Meeting ID 835 1040 9613
Host Mikenopa
Passcode Z5emiD
You will recieve in the email - Meeting ID and Passcode
New Meeting
Join
Schedule
Share screen
Copy and paste Meeting ID here
Write down your name
11:43
Tuesday, Novem 23, 2021
No upcoming meetings today
Zoom
Join Meeting
835 1040 9613
Your Name
mikenopa
Don't connect to audio
Turn off my video
Join
Cancel

Zoom

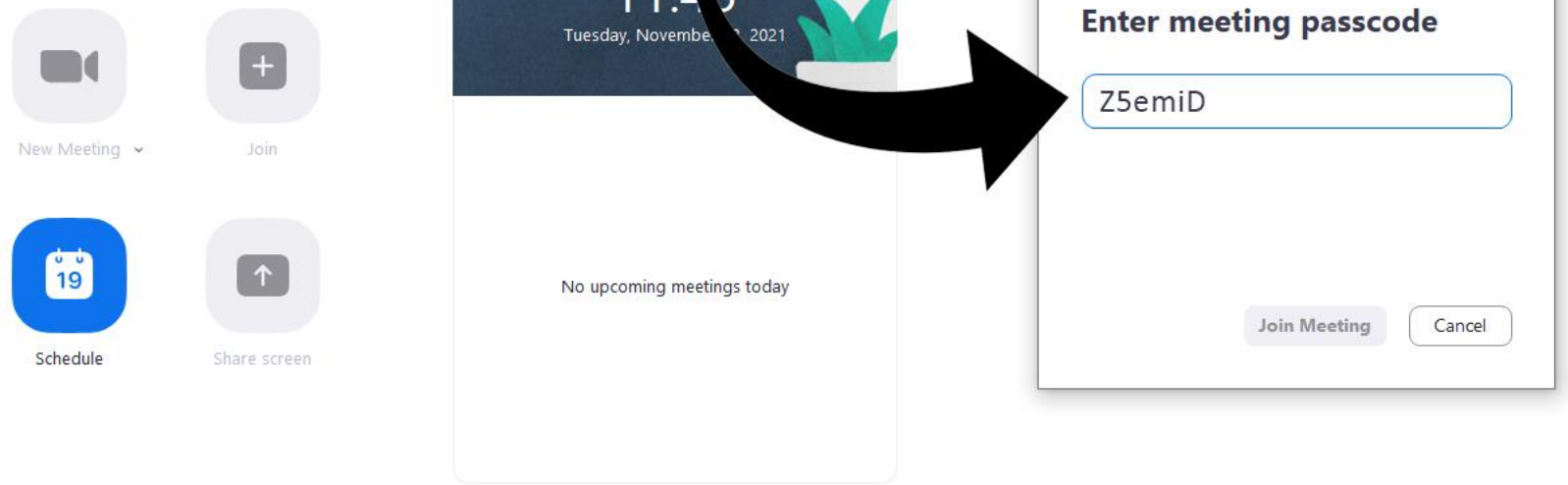
Search Ctrl+F

Home Chat Meetings Contacts Apps

NEW **Introducing Zoom Apps**

Add and access your favorite productivity tools right here in Zoom

Now you need to enter the PASSCODE so you can join



Zoom Meeting

View

Here is a button for sharing the screen with your presentation

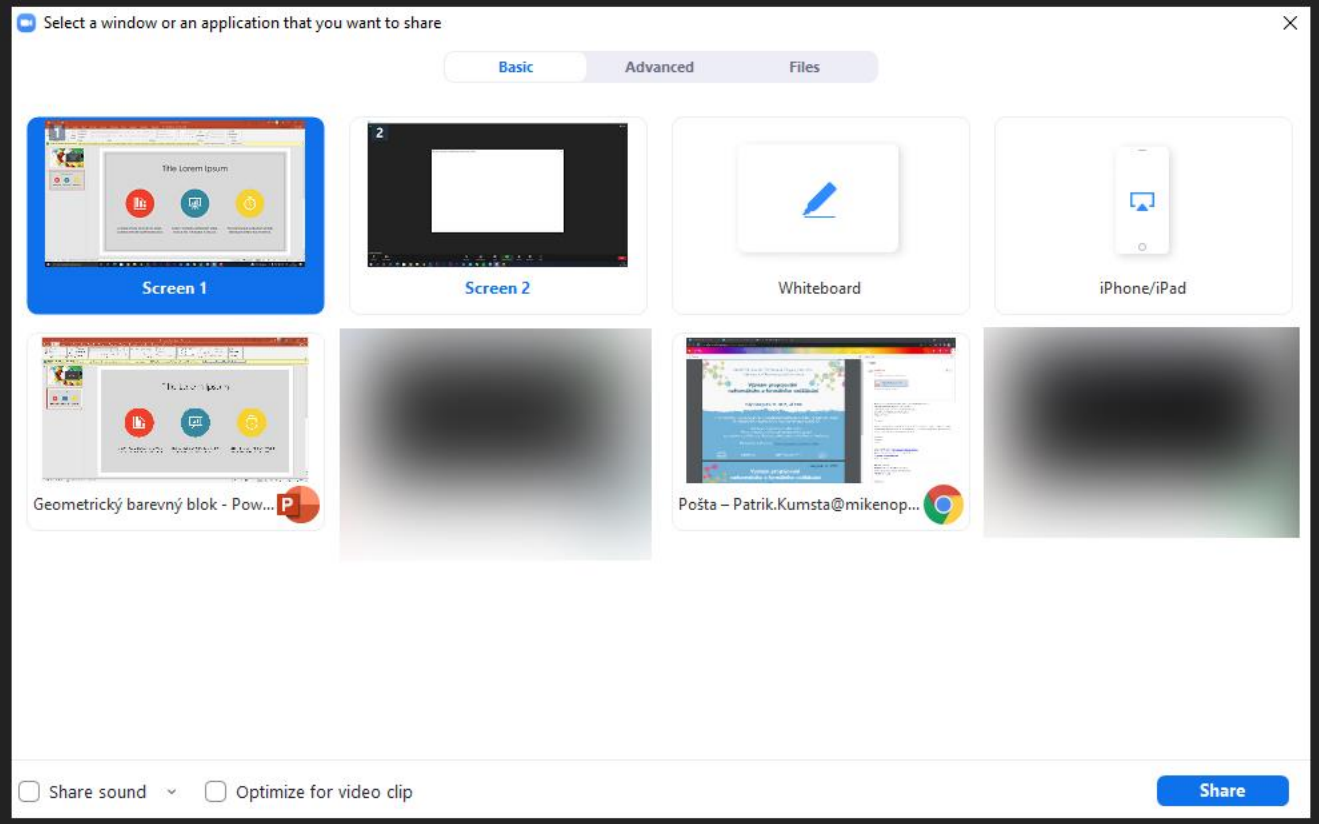
Patrik Kumsta

Unmute | Start Video | Security | Participants 1 | Chat | Share Screen | Record | Reactions | Apps | End

Zoom Meeting

2

choose app or your screen(monitor)



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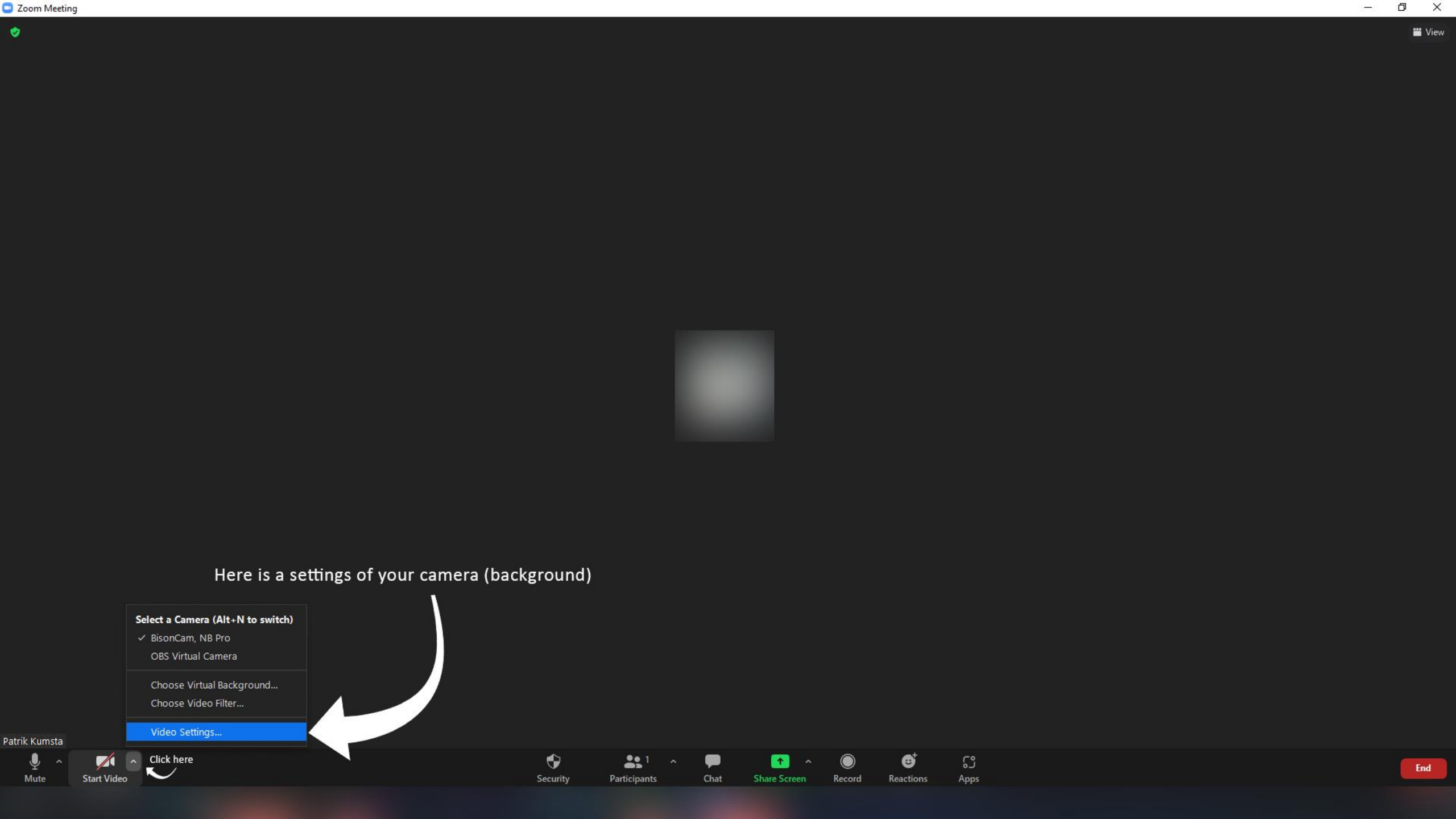
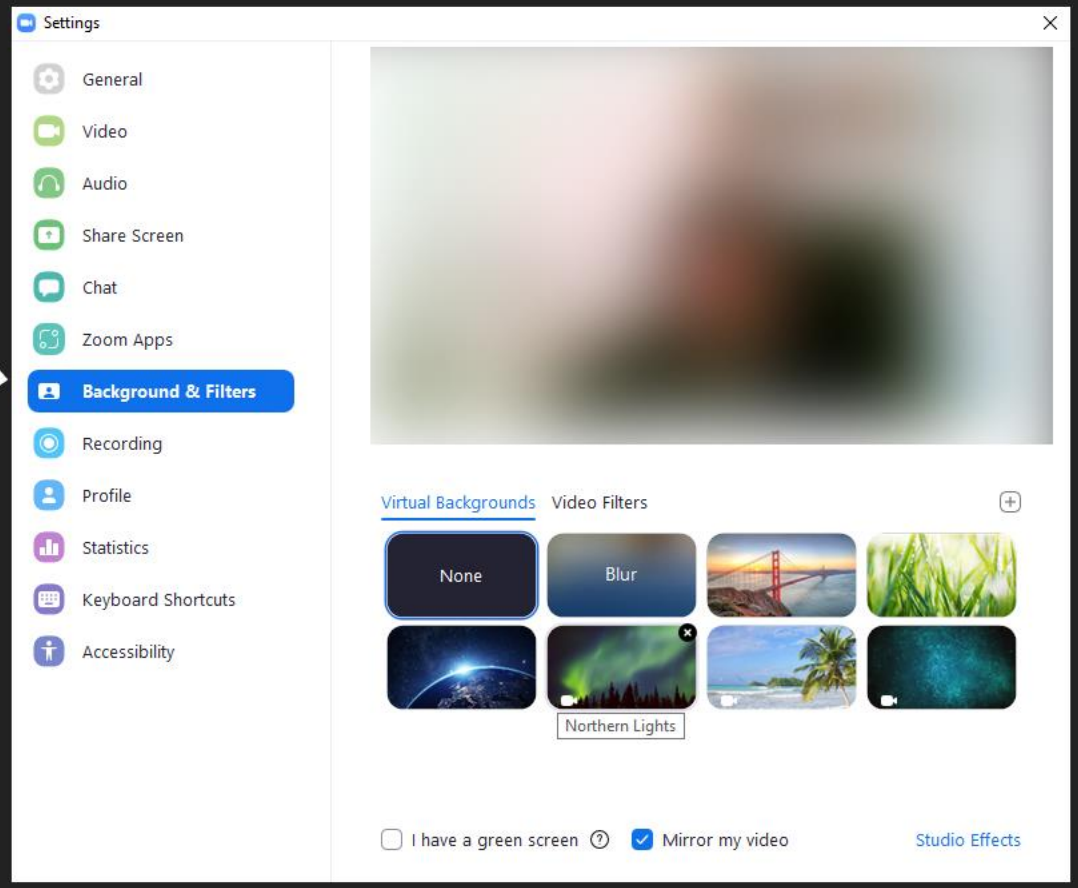

Zoom Meeting
View
Here is a settings of your camera (background)
Select a Camera (Alt+N to switch)
BisonCam, NB Pro
OBS Virtual Camera
Choose Virtual Background...
Choose Video Filter...
Video Settings...
Patrik Kumsta
Click here
Mute
Start Video
Security
Participants
1
Chat
Share Screen
Record
Reactions
Apps
End

Zoom Meeting

Now chose the background & Filters tab



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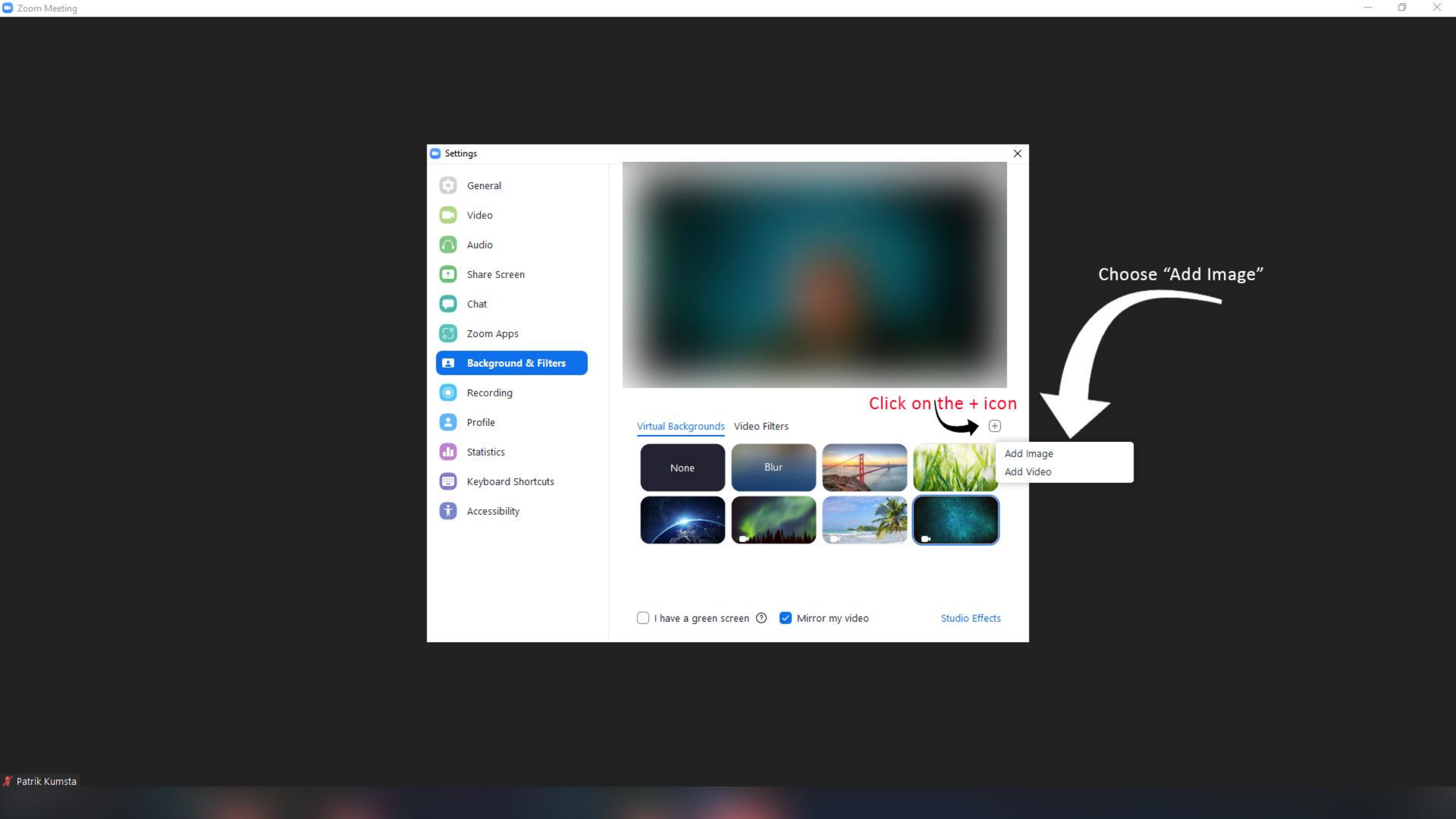
Zoom Meeting
Settings
General
Video
Audio
Share Screen
Chat
Zoom Apps
Background & Filters
Recording
Profile
Statistics
Keyboard Shortcuts
Accessibility
Virtual Backgrounds
Video Filters
None
Blur
Add Image
Add Video
Click on the + icon
Choose “Add Image”
I have a green screen
Mirror my video
Studio Effects
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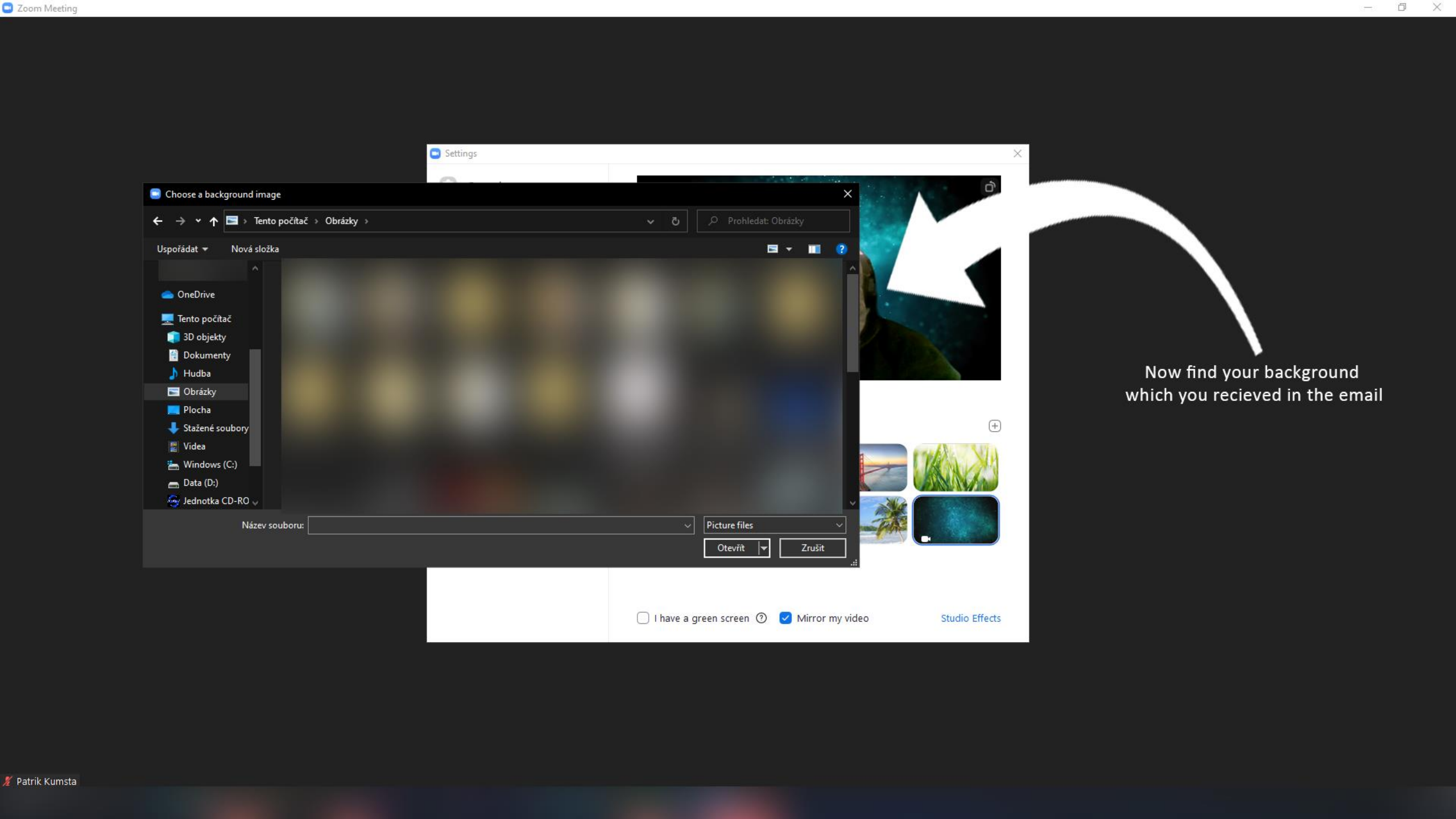
Zoom Meeting
Settings
Choose a background image
Tento počítač › Obrázky ›
Prohledat: Obrázky
Uspořádat
Nová složka
OneDrive
Tento počítač
3D objekty
Dokumenty
Hudba
Obrázky
Plocha
Stažené soubory
Videa
Windows (C:)
Data (D:)
Jednotka CD-RO
Název souboru:
Picture files
Otevřít
Zrušit
I have a green screen
Mirror my video
Studio Effects
Now find your background
which you recieved in the email
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