

3rd International Colloquium on Smart Grid Metrology
SMAGRIMET 2020, 20-23. 10. 2020, virtual event, Croatia

Instructions for Attendees

General Tips for Audience Participants

Basic Session Structure:

- 10 minutes before the Session: The host will start the designated session.
- 2 minutes before the Session: The host will start the recording.
- 1 minute before the Session: The Session Chair introduces the session.
- Beginning of the Session: The Session Chair will introduce the presenters.
- A live Q&A Session will follow each talk, moderated by the Session Chair:
- Participants will be muted and they will need submit questions during the presentation (aka, before the Q&A Session).
- The Session Chair will select and ask the questions during the Q&A session. We understand that there maybe not time to ask all the questions. The Chair will make sure to ask complementary questions and hopefully according to the time they were first submitted.
- The Chair will have the ability to unmute participants if needed to elaborate on their questions.

Thank you for your kind cooperation.

SMAGRIMET 2020 Organizers

Technical instructions

Requirements that must be met:

- 2 GHz dual-core processor or better (4-core preferable);
- 2 GB of RAM (4 GB or more recommended);
- an operating system such as Windows 8 (Windows 10 recommended), Mac OS 10.13 (the newest version recommended), Linux, Chrome OS. Windows 7 is officially not supported, but it should still work without any issues;
- stable Internet connections (min. upload speed 5 Mb/s), please try to use wired connection or ensure strong wireless signal.

As this conferencing platform is a browser-based platform, it is required to use the latest official versions of Google Chrome, Mozilla Firefox, Safari, Edge (Chromium), Yandex, or Opera.

Before the session:

1. Please login to the portal <https://program.smagrimet.org> with the email address that you used to register to this event and the provided password.
2. Before the conference, presentations and/or presentation videos along with presenter vita may be made available on this portal.
3. If you are joining the Session before the host has started the meeting, please wait in the lobby until the host starts the Session.

During the session:

- You can join the session at least 5 minutes in advance; please take this time to test your microphone once joined so that you can attend the session without disturbance.
- Your microphone will be muted upon entry to the tutorial. The Session Chair has the ability to unmute your phone if needed. In case you would like to ask any questions please read the instructions below.
- You can join the discussion with other attendees by sending messages in the General Chat or Q&A chat.
- You are welcome to use private chat to direct questions to the Sessional Chair.
- You do not need to announce yourself arriving or leaving a Session.

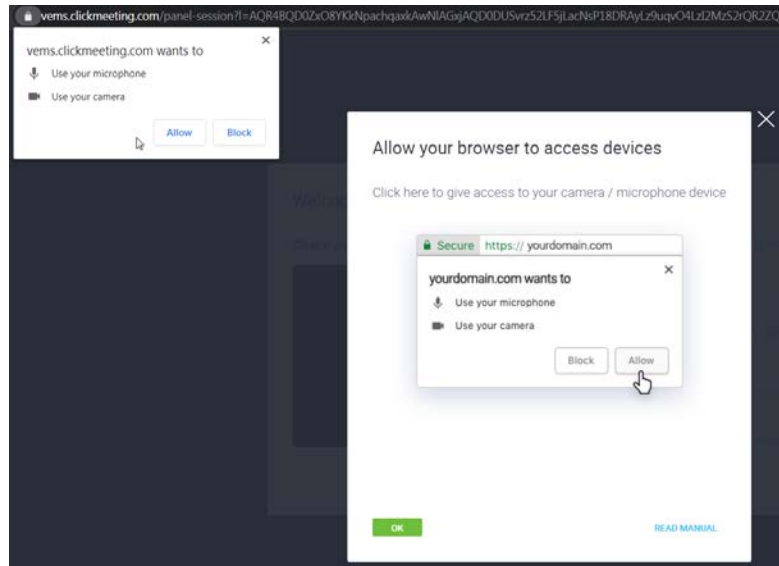
Q&A Session:

- As organizers, we would like to ensure a smooth and productive virtual conference. Following the presentations, there is a short Q&A session.
- We request participants to use Q&A panel on the side-panel on the right of the conference window. If not shown, one can click on the icon to enable the Q&A panel.
- You can post your questions in the Q&A window anytime during the Session.

- At the end of the presentation, the Session Chair will select and ask the presenter to answer some of the questions in sequence they were submitted and within the allotted Q&A period.
- The Session Chair will try to cover as many questions as possible depending on the allotted time. In case some of the questions have not been answered, we will capture the questions and respond back via email.

How to join a session:

1. In the online program you will find the **Join online** button for each of the sessions you are designated Session Chair. Use it to enter the session.
2. Since you are required to use webcam and microphone, please allow your browser to access them.



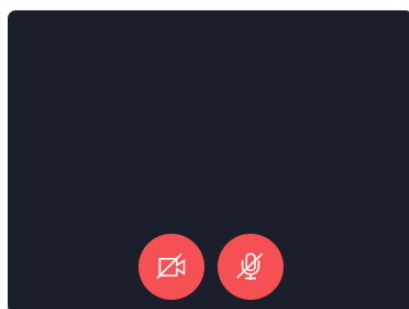
3. (THIS STEP IS OPTIONAL FOR ATTENDEES AND CAN BE SKIPPED BY SELECTING **JOIN THE EVENT**)

In the following step it is needed to select video devices you can use if you wish. If there are multiple devices (more than one camera, more than one microphone or speaker output), none of them will be pre-selected.

In that case please select them manually from the drop-down menu **Video devices**, **Audio devices**.

Welcome to the event room!

Check your audio and video devices



Video devices [REFRESH](#)

Click here to select the video device

Audio devices [REFRESH](#)

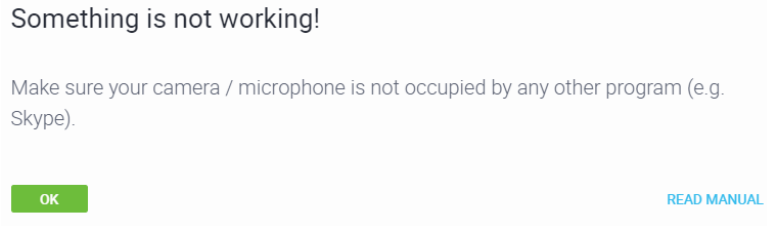
Click here to select the audio device

[SEE OUR AUDIO VIDEO MANUAL](#)

[APPLY SETTINGS AND START YOUR STREAM](#)

[JOIN THE EVENT](#)

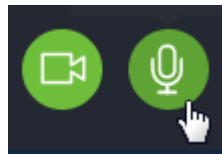
If at this point you receive following error:



please check have you selected the appropriate audio and/or video device.

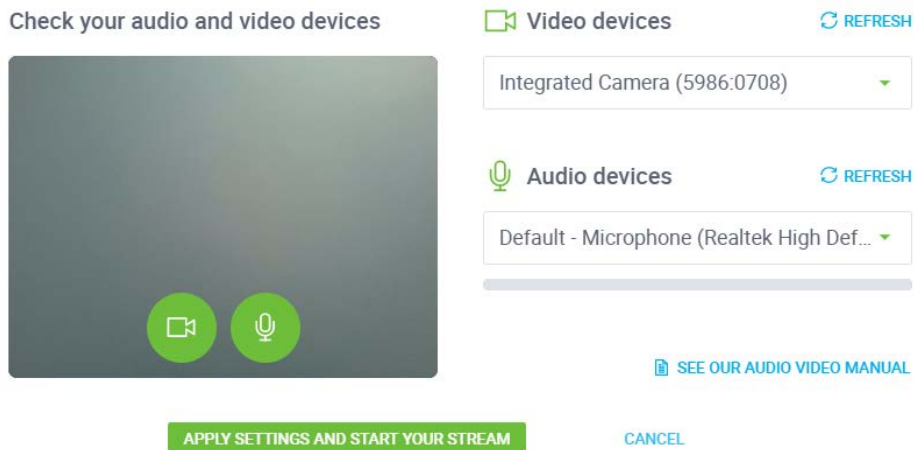
If yes, this message should be ignored and please continue to the next step where an audio/video test is made.

4. For the test purpose please turn on the camera and the microphone using two red buttons that will become green if everything works ok.



At this point it is advisable to check camera view and microphone audio levels.

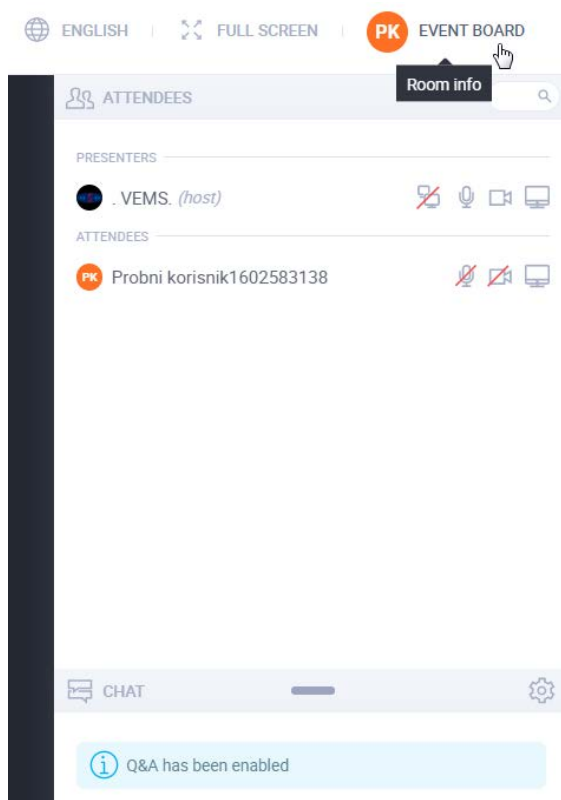
AV tester



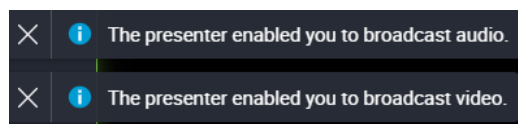
If everything seems fine, press button **JOIN THE EVENT**

You will now enter the session room.

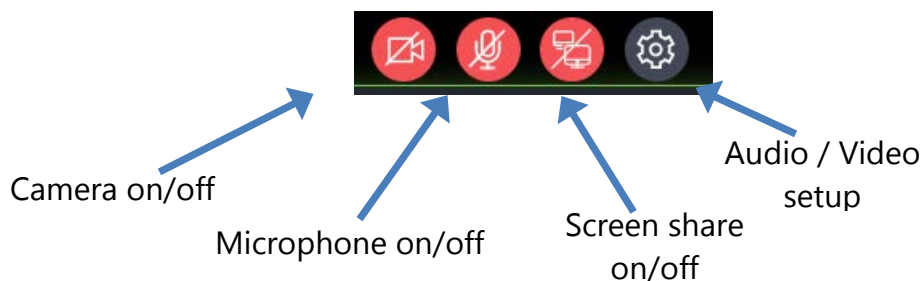
5. On the right side there is a list of attendees.



6. The chair has the permission enable or disable each of the attendee rights to turn on the video and audio if needed. In this way an attendee can be seen and heard. This is shown by one of the following pop-up messages at the top left part of the screen:

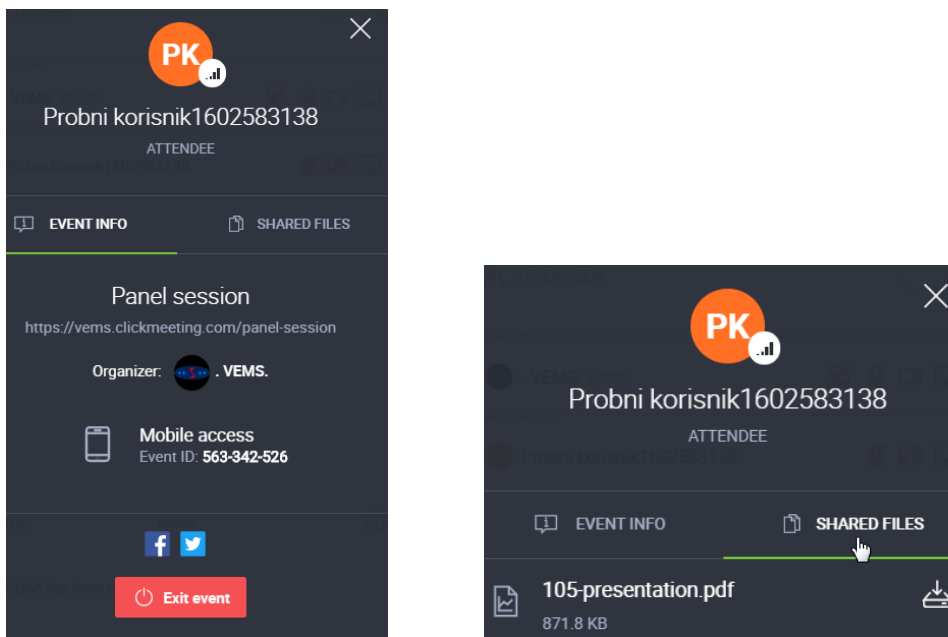


7. If granted permission for entering live discussion, in the session room there will be shown audio and video controls used to control own microphone and camera.

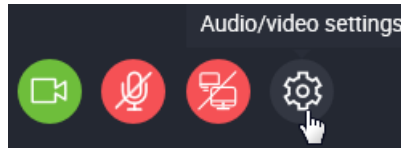


When needed, it is possible to turn camera and microphone on and off. Please take notice you are responsible to unmute yourself after chair has granted you the possibility to use camera and microphone.

8. EVENT BOARD menu gives you possibility to exit from the session or to view shared files.



(INFORMATION) In a case of problems with audio or video, please check the settings (use the audio/video settings button)



Here it is possible to (re-)select audio and video hardware or run the AV Tester (if needed).

