Instructions for Virtual SPIG 2022

Few words about using Webex Event

SPIG 2022 will be held in a format which allows participants to choose between virtual and regular (on-site) attendance. The virtual attendance will be enabled by using the online **Webex** platform. Participants registered for the virtual attendance will receive the details how to join by **e-mail**.

Technical requirements:

- Laptop (usually with built-in microphone, camera and speakers) or desktop computer with external microphone, camera and speakers

- For details on system requirements see:

https://help.webex.com/en-us/9ehuwu/Web-App-Supported-Operating-Systems-and-Browsers

https://help.webex.com/en-us/nki3xrq/Webex-Meetings-Suite-System-Requirements

(Note that Linux users may experience some problems with video settings (see details on

https://help.webex.com/en-us/WBX9000032830/Video-Receiving-Issues-on-Firefox-for-Linux)

- Web browser (Firefox or Chrome are preferred options)

- Internet connection (bandwidth requirements for optimal use are: 2.0 Mbps up, 4.0 Mbps down)

- Absence of disturbing subjects (noise etc.)

Joining SPIG2022 Webex Event – Hall A or Hall B

You will receive an e-mail from organizers with links to join the SPIG2022 sessions. There will be different links for **each day** of the conference and for **two rooms** where the sessions take place (**Hall A and Hall B**).

The event can be run within a web browser or in a separate application. We suggest installing the Webex application. This is especially recommended for the speakers in order to successfully share their presentation.

After following the link for the certain session, you will need to enter your First name, Last name and Email address (be sure to enter the same address which you used for registration). Optionally, you will be required to enter the password that will be also provided in the e-mail.

Presenter guidelines

- Please plan your talk in order to be strictly within the planned time. This will ensure that all speakers get the necessary time and allow the full time allotted to Q&A.

- You can share your presentation within the Webex Event platform using the "share content" feature. We strongly recommend to send us your presentation in advance, in the case of problems with sharing that might occur. The presentation should be sent to the e-mail address spig2022@ipb.ac.rs

- Unless you have a poor internet connection, please enable your webcam for the full duration of your presentation. Make sure that the room has adequate light, in order to allow other participants to see your face.

- Try to minimize background noise during the presentation. Speak directly towards the microphone (your microphone will be muted before and after your presentation).