9ᵗʰ IPM International Conference on Fundamentals of Software Engineering (FSEN 2021)

PARTICIPANT MANUAL

Contents

- In the case of technical difficulties before or during the conference, please contact fsen2021@ipm.ir
- For the best experience, we strongly recommend all presenters to use the Teams desktop app.
- MS Teams does not apply any restriction to users from Iran. Thus, if you are inside Iran, you don't need any proxy to access the MS Teams.
- For the sake of simplicity, we use presenter to indicate both presenters and invited speakers in this document.
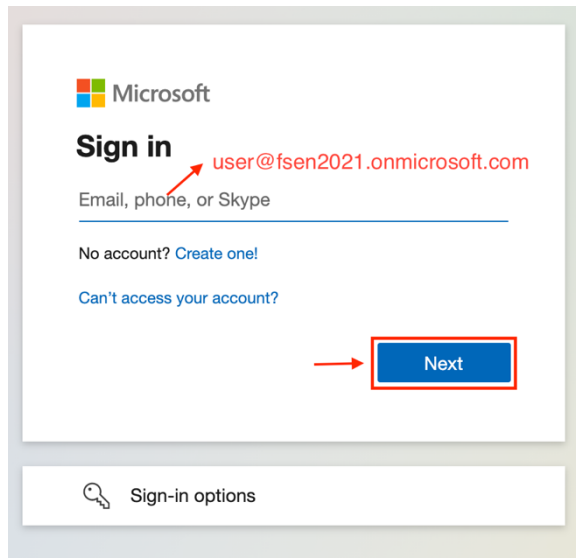
Part 1: Basic Instructions

How to access the venue from a browser?

> You can use the web version of Teams in a Chrome or Edge browser.
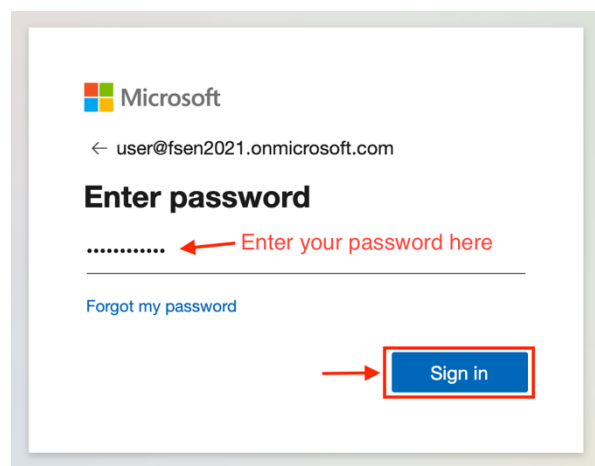> **Teams meetings don't work in Safari, Firefox, or Internet Explorer.**

1. **Access the MS Teams URL:**
   https://teams.microsoft.com

   Enter the USER ID and PASSWORD (case-sensitive) that is sent to you by email.

Note 1: After sign in for the first time, you are asked if you want to **"Stay signed in?"**. For your convenience, it is recommended to select **"Don't show this again"** and click on **"Yes"**.
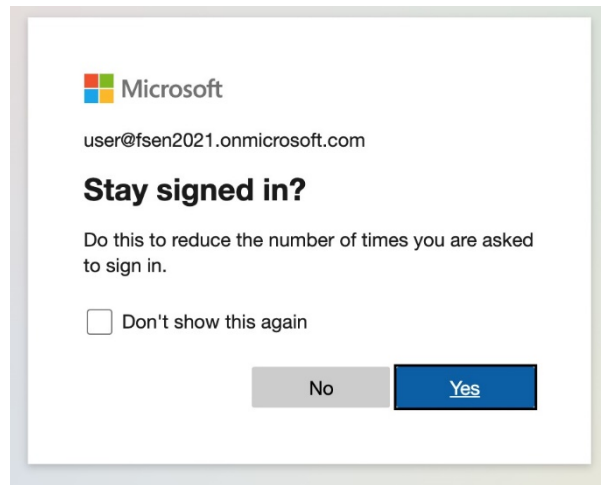
Note 2: After sign in, you may reach a page that wants you to log in through the desktop app similar to the one shown below for Windows. However, if you want to continue on the web version, you can skip it by selecting **"Use the web app instead"** or simply waiting for it to be redirected to the web version.
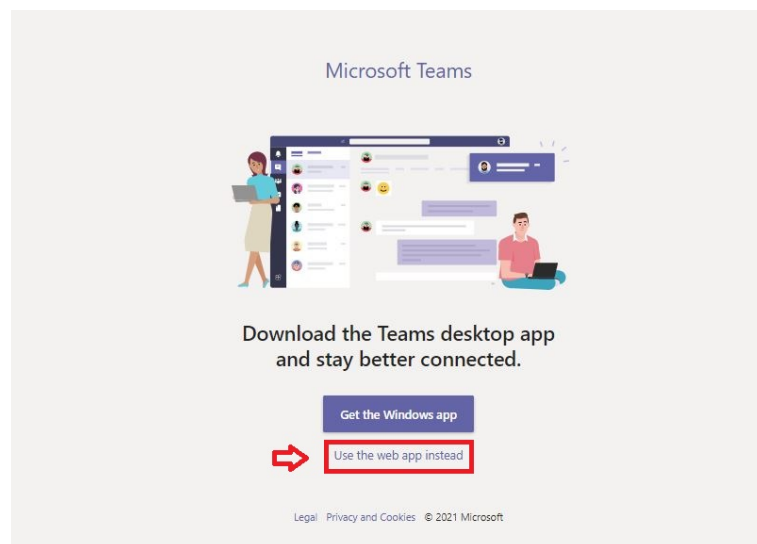
2. **Select the Calendar Icon and Join the Meeting**

After entering the Teams, First Select the Calendar icon at the left bar of the top page of website and then join the scheduled meeting which you are invited to by clicking the join button.
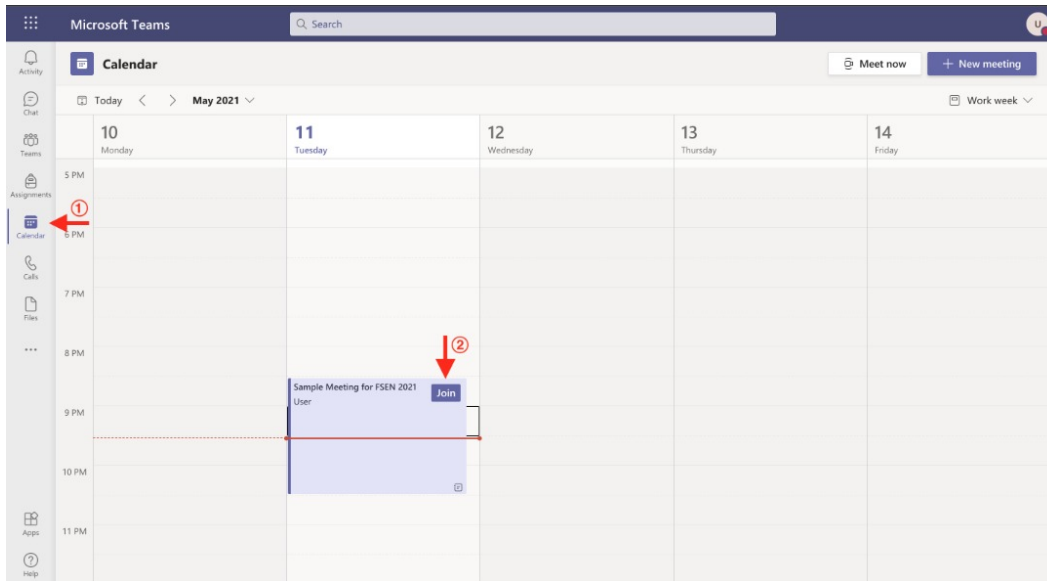
How to Access the Venue from the Desktop App?

1. Download and Install the Desktop Application
Download the free desktop application for Teams from the following link and install it before the meeting is going to be held:
https://www.microsoft.com/en-us/microsoft-teams/download-app
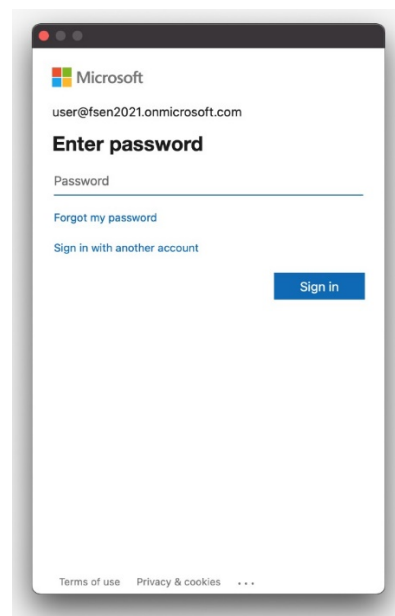
The above link automatically detects the OS and suggests the correct application for your system. However, in the case you need help for installation, see the detailed guideline here:
https://docs.microsoft.com/en-us/microsoftteams/get-clients

2. Sign in to the Application
After the installation completed, run the application and enter the USER ID and PASSWORD.
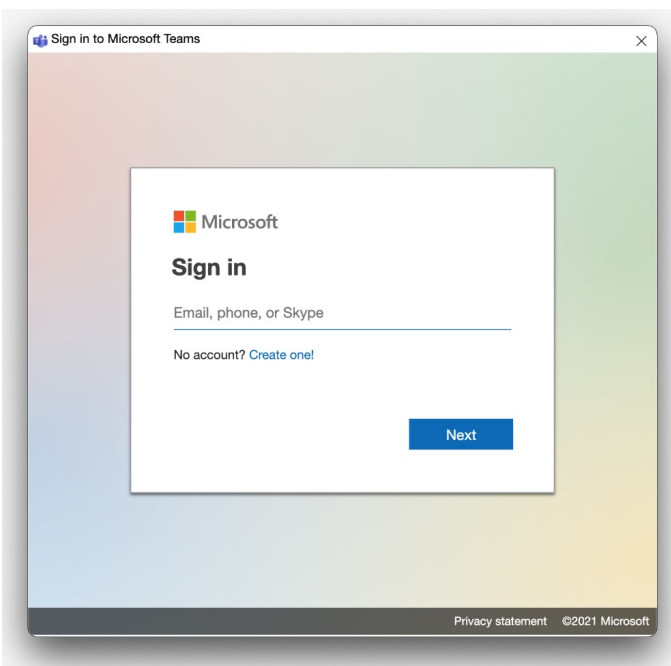
3. Select the Calendar Icon and Join the Meeting

After entering the Teams, First Select the Calendar icon at the left bar of the top page of website and then join the scheduled meeting which you are invited to by clicking the join button.

After clicking the join button

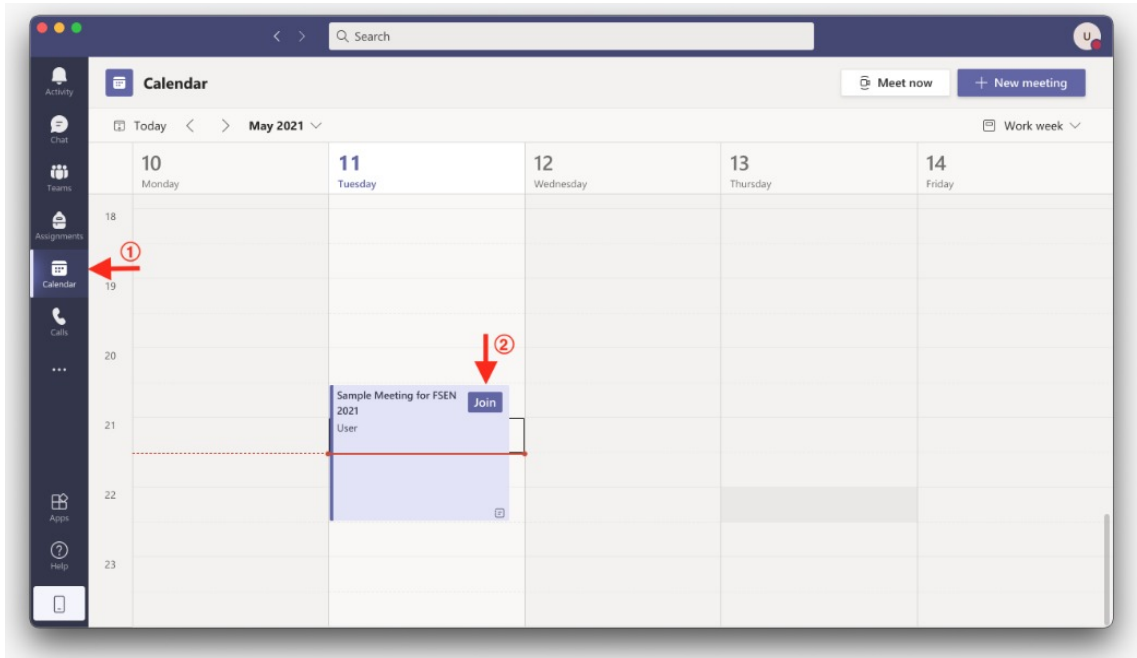In the process of joining a meeting, i.e., when you click the join button in the calendar, the system requires you to set up your camera and microphone. **In this regard, please mute your microphone, turn your camera off and click "Join Now".**

- **Microphone (Unmute/Mute)**

- **Camera (On/Off)**
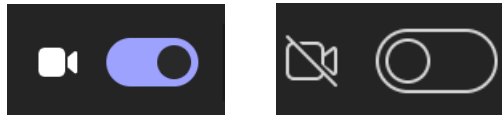
- **Join now**

Note: If you are using a desktop app, the following settings may appear for setting up the camera and microphone, please set your camera and microphone icon to be off and click the "Join now" button.

Part 2: Instructions for Participants

1. When you enter the meeting, you will see the below operation bar (the exact order of icons may vary depending on your device and version):
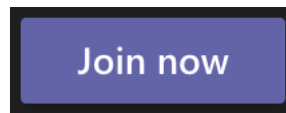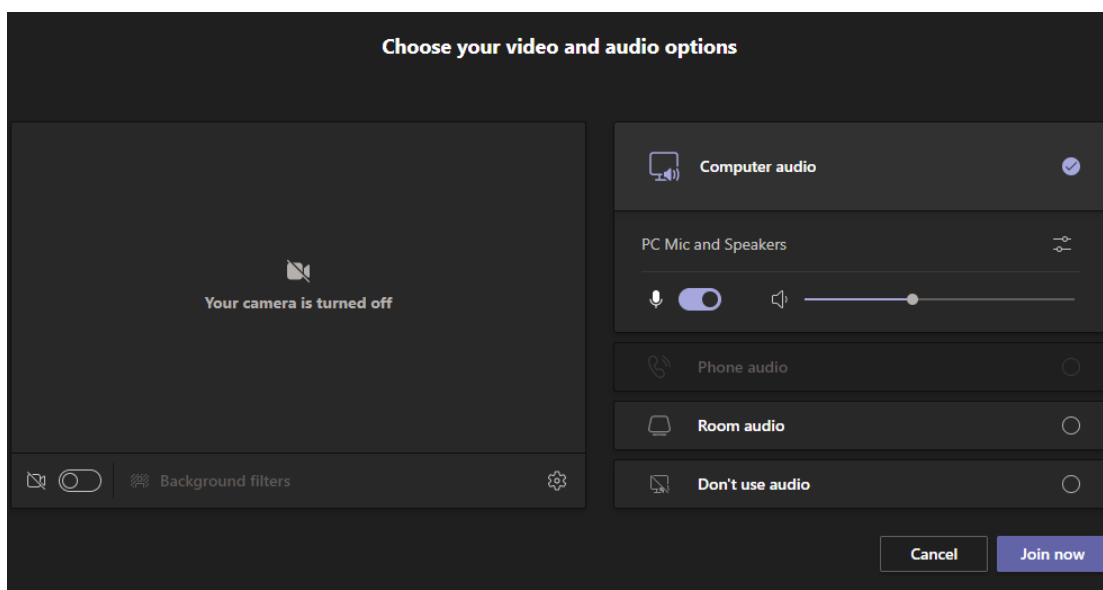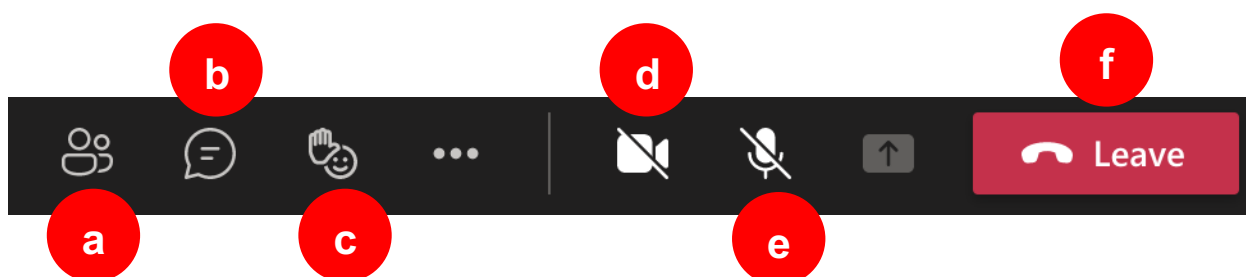

a. **Participants List:** shows/hides the list of participants.

b. **Conversation:** shows/hides the conversation. The conversation is public to everyone and is used for progress management by the moderator. **As a rule, participants are advised not to use it unless stated explicitly by the session chair or the moderator.**

c. **"Raise Hand":** At the end of a presentation, when the session chair announces the time for Q&A, you can raise your hand if you have a question by clicking on this icon and selecting "Raise hand". While you are raising your hand, the raise hand emoji will be displayed beside your name in the participants list. Please remember to put your hand down by selecting this icon again when your question is answered.

d. **Camera Off/On Button:** You can turn your camera on and off using this button. **Please note that the camera should be off during the conference as a general policy.**

e. **Mute/Unmute Button:** You can mute and unmute using this button. **Please note that during the conference, except for the presenter, the moderator will mute all participants. Participants will be allowed to unmute themselves for Q&A by raising their hand.**

f. **Leave Meeting:** You can leave the conference at any time by selecting this button.

Part 3: Instructions for Presentations

1. The role of the person who intends to present a paper/poster or give an invited talk is set as "presenter" by the moderator at the related session time.

2. Upon taking the "presenter" role, the presenter should unmute for presenting. Also, it is strongly recommended that the presenter turns on the camera during his/her presentation.

3. By taking the "presenter" role, the presenter can share content and unmute. Please note than the desktop app offers a wider range of sharing options compared to the web version.

4. **Sharing the Content**: For sharing the content, the presenter should use the button shown in the below figure. This button is activated only for the "presenter" role.
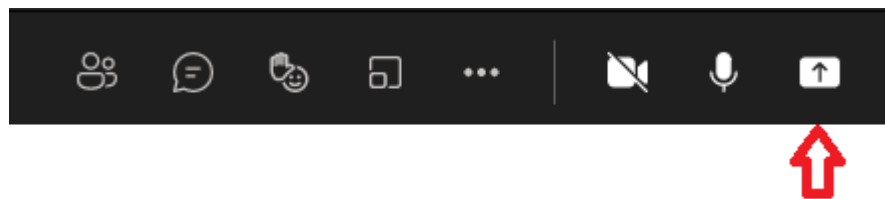
When the share button is activated, the presenter has three options to share:

- **The Whole Screen:** can be used to share any application on the presenter's screen.
- **Single Open Window**: can be used to share a specific application among the opened application windows on the presenter's screen. The presenter should make sure the application is open and not minimized.
- **Browse files** can be used to upload a PowerPoint file for presentation.

The window which appears after clicking the share button is generally similar to the one shown below.
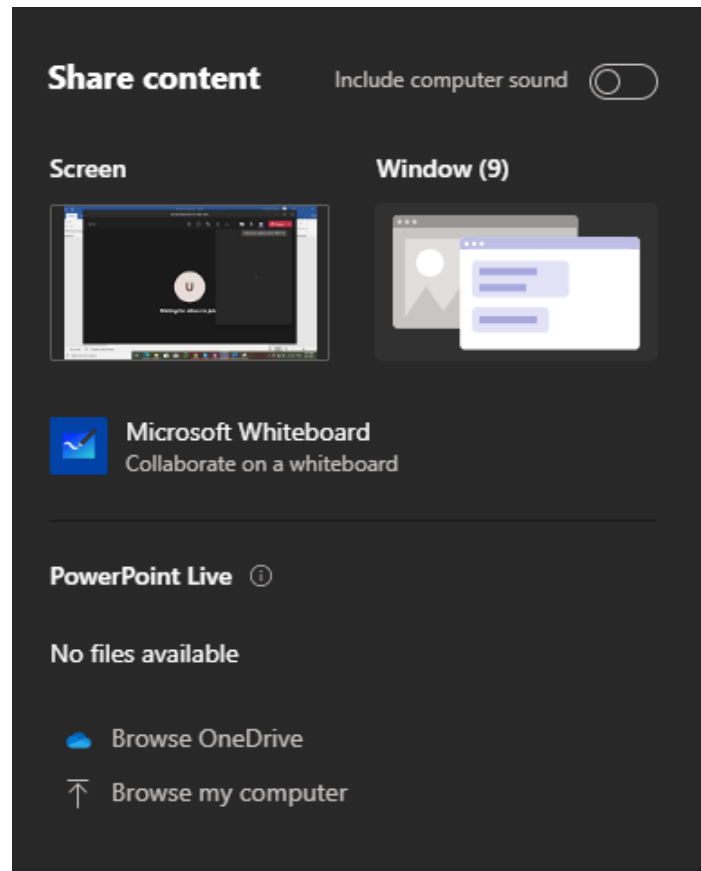
- We **strongly recommend** presenters to use the desktop app and use the 2nd option above to share the window of a specific application. The presenter should first open the presentation file which is either of pdf or ppt format, put it in full screen mode and then share the application window.

- If the presenter is forced to use the web version on **Mac**, the 2nd option may not be available and he/she is better to use the 1st option.

- For a detailed guideline on how to share content in a meeting, please see HERE. Also, the discussion in this link is very helpful if this is your first time using MS Teams desktop app on a **Mac**.

5. **Stop Share:** When the presentation is over, the presenter should wait for the Q&A time and then stop sharing the content by clicking on the button he/she previously used for sharing content, according to the figure below.