

# ***It's About People 2024***

*In Service of Sustainability and Dignity*

*The 12<sup>th</sup> Annual Conference of Europe's  
Sciences and Arts Leaders and Scholars*



**EUROPEAN ACADEMY  
of Sciences and Arts**



**ALMA MATER  
EUROPAEA**  
ECM

**8 - 13 March 2024**

*Online with an on-site plenary in Maribor, Slovenia*

Dear It's About People 2024 Conference participants,

We are excited to deliver this conference between 8-13 March 2024.

The instructions for the conference presenters at the "It's About People 2024" are described below:

We strongly recommend the following protocol for each panel:

- Update [to the latest version of the Zoom](#) desktop client/mobile application on your device.
- Read [ZOOM Event overview](#) and [essential checkpoints for attending a conference in ZOOM](#)
- Join the rehearsal sessions, to which our technical team will invite you before the event.
- On the day of your presentation, please log in with a unique Speaker access link that you received in your mail (subject: "Event Organizer invited you to be a speaker ...") at least 30 minutes before your schedule (our technical team will assign you in a ZOOM session backstage).
- At the start of your panel, the Chair/Moderator will greet all the participants, introduce the presenters, and announce each presentation just before the presentation. The participants will have the opportunity to ask questions.

We look forward to our discussions and making this conference successful.

Prof. dr. Ludvik Toplak



8 - 13 March 2024

Online with an on-site plenary in Maribor, Slovenia

## Basic information

**Speakers (Panelists)** are full participants in the meeting. They can view and send video, screen share, annotate, etc. Host will give presenters panelist rights before each session.

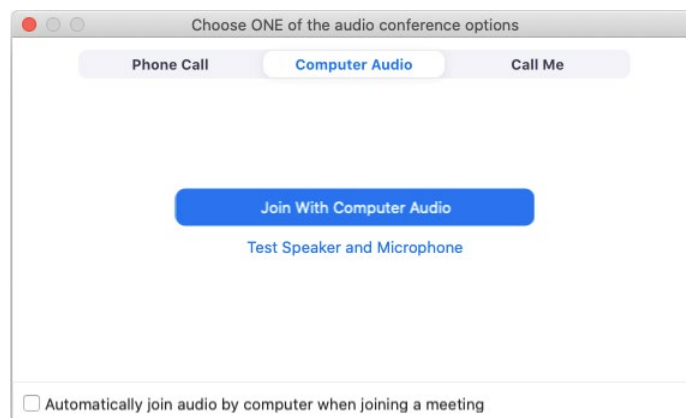
**Attendees** are view-only participants who can be unmuted if the host chooses. Their view of the webinar is controlled by the host. They can interact with the host and the panelists through the Q&A and the chat.

Attendees should also have their cameras and microphones turned off during presentations to avoid unnecessary interference or background noise.

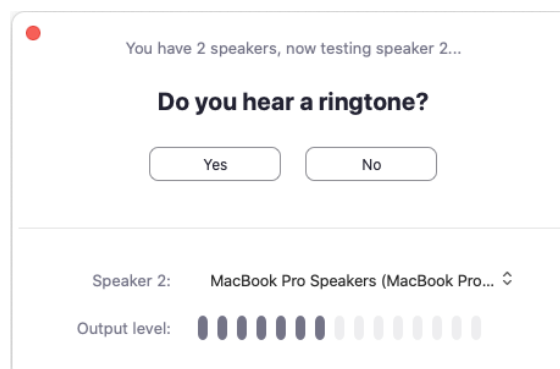
### Testing Speakers and Audio Before Joining a Meeting

If you haven't enabled the setting to [automatically join by computer audio](#), you can test your speaker and microphone before joining a meeting:

**Step 1:** After joining a meeting, click **Test Speaker and Microphone**.



**Step 2:** The meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click **No** to switch speakers until you hear the ringtone. Click **Yes** to continue to the microphone test.

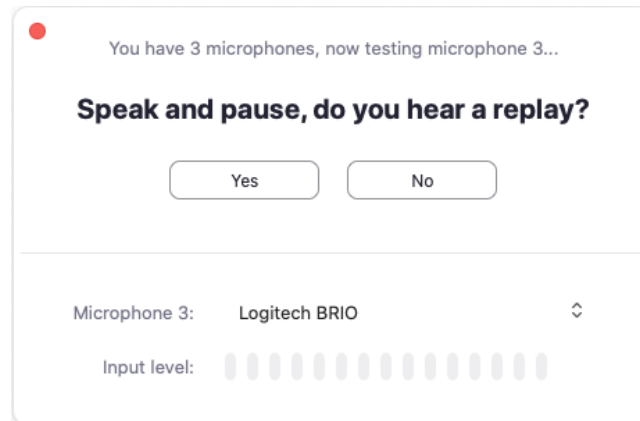


**Step 3:** If you don't hear an audio replay, use the drop-down menu or click **No** to switch microphones until you hear the reply. Click **Yes** when you hear the replay.

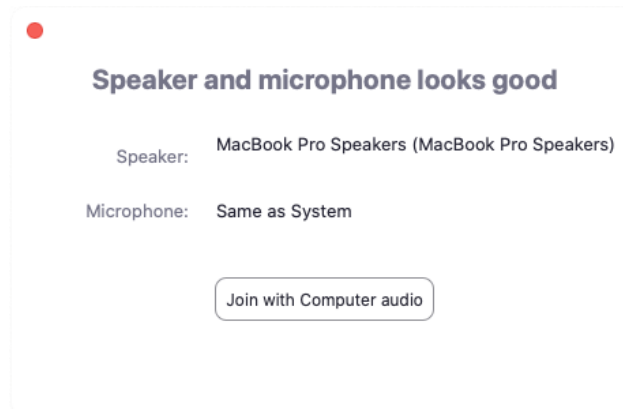


8 - 13 March 2024

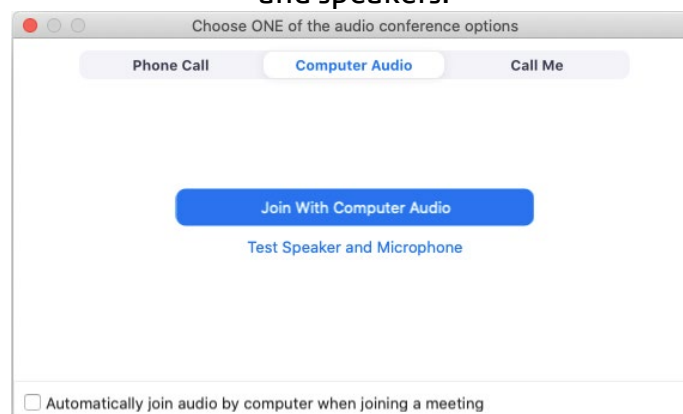
Online with an on-site plenary in Maribor, Slovenia



**Step 4:** Click **Join with Computer audio** to exit the speaker and microphone test.



**Step 5:** Click **Join with Computer Audio** to join the meeting with the selected microphone and speakers.



# It's About People 2024

In Service of Sustainability and Dignity

The 12<sup>th</sup> Annual Conference of Europe's  
Sciences and Arts Leaders and Scholars



EUROPEAN ACADEMY  
of Sciences and Arts



ALMA MATER  
EUROPAEA  
ECM

8 - 13 March 2024

Online with an on-site plenary in Maribor, Slovenia

## How to change your name on Zoom

All Participants in the conference should use their full name and affiliation (exc. John Best, Alma Mater Europaea) during the conference. Set your name and surname when registering for the conference. If you want to change your full during the conference:

**Step 1:** When in a meeting, click on **Participants** at the bottom of your screen in the calling bar.

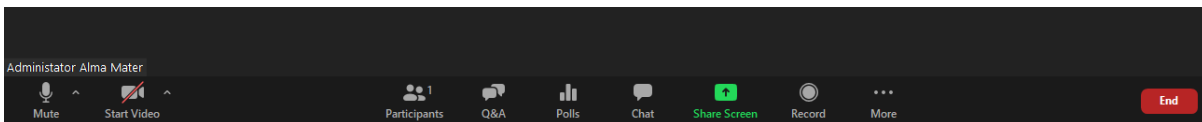
**Step 2:** Hover the mouse pointer above your name until you see the option to select **More**.

**Step 3:** Once you see it, click on it and select **Rename**.

**Step 4:** Enter your desired name in the text field and click on **OK** to confirm your selection.

## Sharing your screen

During presentations, the presenter will turn on sharing your screen so that other conference attendees will also see the presentation. There is a **Share Screen** button on the Zoom toolbar.



While in a meeting, you can share the following content:

- Entire desktop or phone screen
- A specific application
- A portion of your screen
- Whiteboard
- Audio from your speaker
- Video from secondary camera
- iPhone/iPad screen

### Note:

- The host can prevent participants from accessing screen share.
- For Free/Basic accounts, screen sharing is set to Only Host by default.



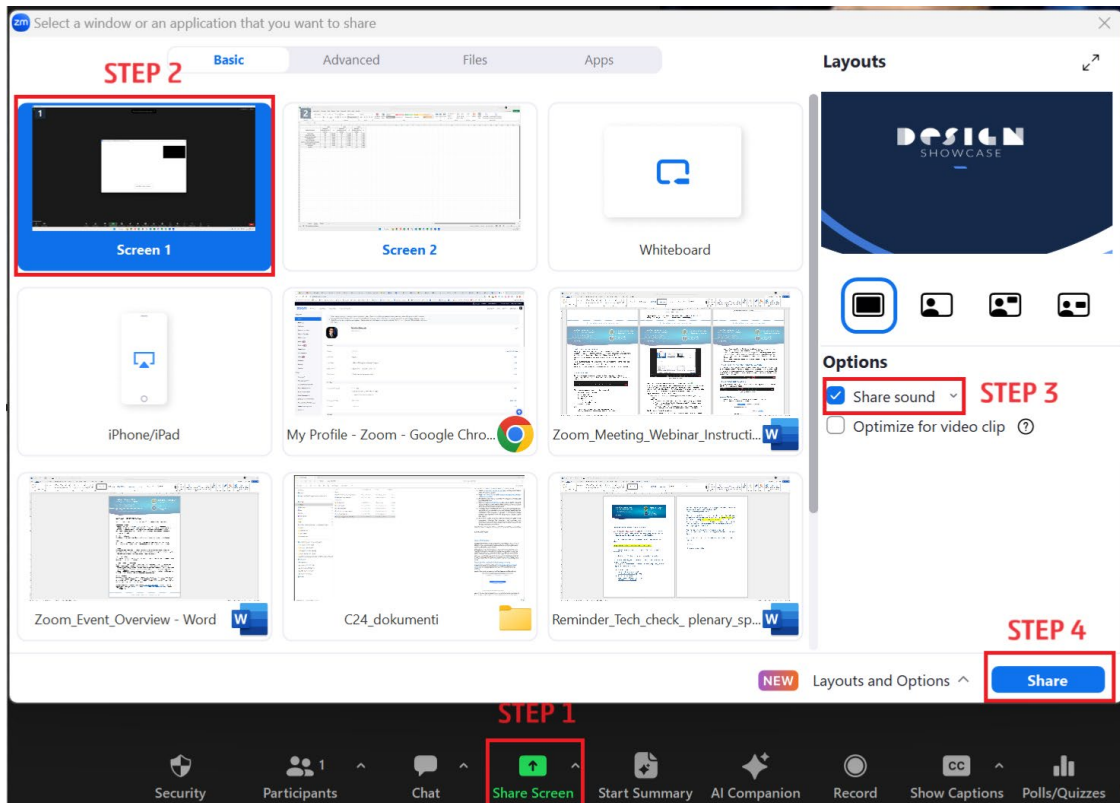


Figure 1: Screen share options

**Step 1:** Click the Share Screen button located in your meeting controls. 

**Note on using the Zoom Client and Zoom Rooms with macOS:** Due to increased security and permissions with Mac OS 10.14 Mojave and 10.15 Catalina, you will be prompted to authorize the Zoom Desktop Client and Zoom Rooms to use the microphone, camera, and on Mac OS 10.15 Catalina, screen recording. Read more on the following [LINK](#).

**Step 2:** Select one of these screen share options:

- **Basic:** Share your entire desktop, specific application window, whiteboard, or iPhone/iPad screen.
- **Advanced:**
  - **Portion of Screen:** Share a portion of your screen represented by a green border.
  - **Music or Computer Sound Only:** Only share your computer's audio (your selected speaker in your audio settings).
  - **Content from 2nd Camera:** Share a secondary camera connected to your computer; for example, a document camera or the integrated camera on your laptop.

**Step 3:** (Optional) Enable these features:



8 - 13 March 2024

Online with an on-site plenary in Maribor, Slovenia

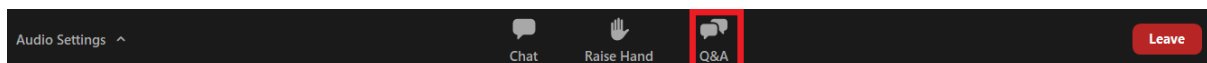
- Check **Share Computer Sound**: If you check this option, any sound played by your computer will be shared in the meeting.
- Check **Optimize for full screen video clip**: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.

#### Step 4: Click Share.

- Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click **Exit Full Screen** in the top-right corner or press the **Esc** key.
- To disable automatic full screen when viewing a shared screen, disable this option in your desktop client settings: **Enter full screen automatically when a participant shares screen**.
- If you selected **Portion of Screen**, customize the screen portion by dragging or resizing the green border.
- If you selected **Content from 2nd Camera**, click **Switch Camera** in the top-left corner to switch the shared camera.

## The Question & Answer (Q&A) feature for webinars

The Question & Answer (Q&A) feature for webinars allows attendees to ask questions during the webinar and for the panelists, co-hosts and host to answer their questions. At the end of each set of presentations, the moderator will address the questions and allow the panelists to answer them. Attendees will then also be given the right to turn on their microphone for possible further discussion.



## Managing Q&A during a webinar

During the videoconference, Attendees will have the opportunity to ask questions via the Q&A (Questions and Answers) feature.

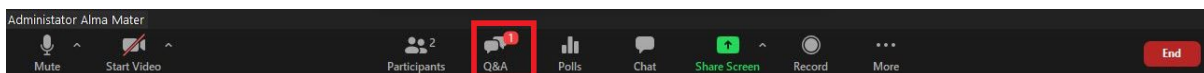


Figure 2: Questions/Answers Feature

## Answering Q&A Questions

1. As the host, co-host, or panelist, click Q&A in the webinar controls (Figure 3).
2. Find the question you would like to answer.



8 - 13 March 2024

Online with an on-site plenary in Maribor, Slovenia

Open (2)   Answered (1)   Dismissed

**Anonymous Attendee** 11:26 AM  
How can I schedule a meeting?  
Answer live   Type answer

**Lisa Robins** 11:29 AM  
Where can I download Zoom?  
Answer live   Type answer

- Click **"Answer Live"** to answer the question out loud during the webinar.
- Click **"Type Answer"** to type out your answer for the attendee.  
Type your answer and click Send.  
(Optional): Check Answer Privately before clicking send, if you would like to answer to the attendee only.

## Dismissing Questions


1. As the host, co-host, or panelist, click Q&A in the webinar controls.
2. Hover over the question that you would like to dismiss and click Dismiss.

**Lisa Robins** 11:31 AM

Thanks for the help!



## Reopening dismissed questions

1. As the host, co-host, or panelist, click **Q&A** in the webinar controls. 
2. Click the Dismissed tab.
3. Find the question you would like to reopen and click Reopen Question.

**Lisa Robins** 11:31 AM

Thanks for the help!







8 - 13 March 2024

Online with an on-site plenary in Maribor, Slovenia

## Raising your Hand in a Webinar

The raise hand feature in webinar allows attendees to raise their hand to indicate that they need something from the host or panelists. As a host, it may be helpful to inform your participants how you would like to use this feature at the start of the webinar. For example, many webinar hosts use this feature to know if an attendee has a question and would like to be unmuted to speak.

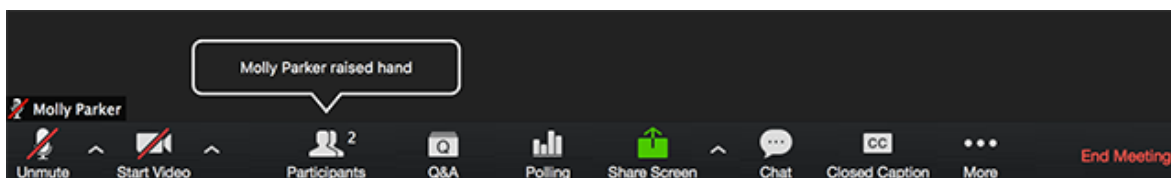
- Click **Raise Hand** in the Webinar Controls.   
The host will be notified that you've raised your hand.
- Click **Lower Hand** to lower it if needed. 

### Note:

- Windows: You can also use the **Alt+Y** keyboard shortcut to raise or lower your hand.
- Mac: You can also use the **Option+Y** keyboard shortcut to raise or lower your hand.

## Managing Raised Hands as a Host or Panelist

As the host or a panelist, you will be notified when an attendee raises their hand.



You can see who has their hands raised at any time by viewing the participants list:

**Step 1:** Click Participants in the meeting controls.

**Step 2:** Click the Attendees tab.



# It's About People 2024

In Service of Sustainability and Dignity

The 12<sup>th</sup> Annual Conference of Europe's  
Sciences and Arts Leaders and Scholars

8 - 13 March 2024

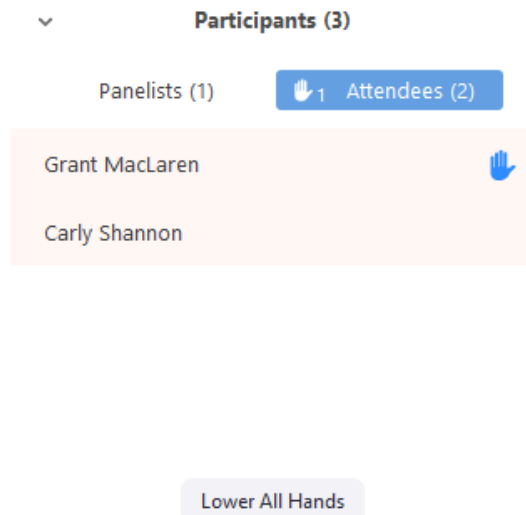
Online with an on-site plenary in Maribor, Slovenia



EUROPEAN ACADEMY  
of Sciences and Arts



ALMA MATER  
EUROPAEA  
E C M



**Note:** Participants are displayed in the following order.

1. Participants allowed to talk.
2. Participants with their hand raised. Participants that raised their hand first are displayed at the top.
3. Participants without their hand raised.

**Step 3:** Hover over a participant with their hand raised for these options:

- **Allow to talk:** Allow the participant to talk and unmute their mic. The participant will receive a prompt to confirm if they want to unmute or stay muted. If you already allowed a participant to talk but they decided to stay muted, click **Unmute** to prompt them to unmute their mic.
- **Disable talking:** If you allowed a participant to talk, this will revoke the participant's ability to talk. The participant will stay muted.
- **Lower Hand:** Lower the participant's hand. Their position in the participants will move down after the participants with their hand raised.

**Step 4:** Click **Lower All Hands** at the bottom of the participants list to lower all raised hands.

For more information about Zoom Webinar visit [Zoom Support Center](#).

If you have additional questions, please visit the [ZOOM EVENTS help center](#). If you need IT remote support, please install/run [AnyDesk](#) application and send your ID to [support@almamater.si](mailto:support@almamater.si) or call +386 59 335 079.