



Lighting 2020 conference will be held **virtually** by using the **Zoom** platform.

ZOOM INSTRUCTIONS FOR PRESENTERS

Detailed Zoom Guide for Presenters

Initial Zoom setup:

Please install [Zoom Client for Meetings](#) in advance – the last stable version for Windows is 5.2.3 (45120.0906). The Client is also available for macOS, iOS and Android.

For a stable connection to the meeting, please check the [Zoom Meeting and Webinar Best Practices and Resources](#).

How to Join the Session:

1. View the Conference Program and find the session you are interested in. You will be provided with the required credentials before the conference starts.
2. Click on the session link to join the meeting (you could join to a session without signing up to a Zoom account, i.e., as a guest user). Please provide your exact data (name, email), as prompted during the session establishment in order to be recognized and admitted to the virtual conference room.
3. If you are joining the Session before the host has started the meeting, please wait in the “waiting room” until the host starts the Session.

During a Video Playback Session:

The Host/Session Chair will mute your microphone during the entire Session. If you experience temporary poor internet conditions, you can turn off the camera.

If you are a presenter, there are two options for the PowerPoint paper presentation:

1. By sharing your computer screen and presenting your paper in real time. Open Microsoft Power Point and load your presentation file. Go to Zoom application and click on the “Share Screen” button located in your meeting controls. More information is available at the [Zoom Help Center](#).

2. If you are experiencing any technical difficulties, the Host/Session Chair will load and share the video file of your presentation (previously prepared and submitted to the conference organizers by the corresponding author/s/).

How to Ask Questions

Option 1: Chat

You can join the discussion with other attendees by sending messages to “Everyone” or you can chat privately with the Session Chair by selecting their name from the drop down list.

Option 2: Q&A Session

Following the real-time/recorded video presentation there is a scheduled Q&A session.

You can post your questions in the chat window anytime during the Session. If you need to refer to the presentation, please clearly indicate the page number of the slides. If there is no page number available, please note down the relevant content.

You can ask the presenter voice questions by using the “raising a hand” Zoom feature. After you are given a floor by the Session Chair, you can ask your questions to the presenter.

[Sharing Your Screen >>](#)

[Sharing Computer Sound During Screen Sharing >>](#)

Breaks:

We will take breaks. Breaks are built-in to the schedule!

- If you leave Zoom on, make sure that your microphone is muted during the break.

RECORD PRESENTATIONS

Authors are required to prepare and submit to the conference organizers a video file of their presentation in advance.

This could be easily done by the Microsoft Power Point recording feature. Follow the link bellow for getting familiar how to record a presentation.

<https://support.microsoft.com/en-us/office/video-record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33>

Export the video file with HD resolution (720p). Disable camera during presentation recording. The presentation time is approx. 15 min.

Submit your presentation as a Power Point file with embedded audio (an audio icon appears on every slide when narration is available) or as an exported video file by using the link bellow:

<https://www.dropbox.com/request/MdimMxXBo4exC3Nd62JL>

If any questions arise, point them to <mailto:lighting2020@nko.bg>