

Guidelines and Instructions for the Online Platform at IH&MMSec 2020

Welcome! IH&MMSec 2020 will be run in a Big Blue Button (BBB) conferencing system that is hosted at University of Magdeburg.

This document provides sign-in information including the audio check, and a brief introduction to some further functions.

1 During the conference ...

- please mute your microphone.
- please turn your camera off, except when you are presenting.

2 Sign in

Make sure your firewall does not block UDP ports.

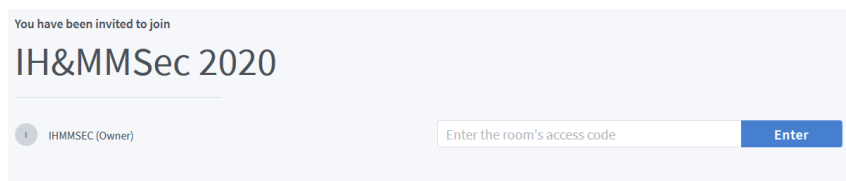
You can use BigBlueButton (BBB) in your browser. Clients that work well are

- Chromium or Chrome (preferred)
- A recent version of Microsoft Edge
- Opera
- Firefox (works quite OK)

Please note that there might be difficulties with Safari.

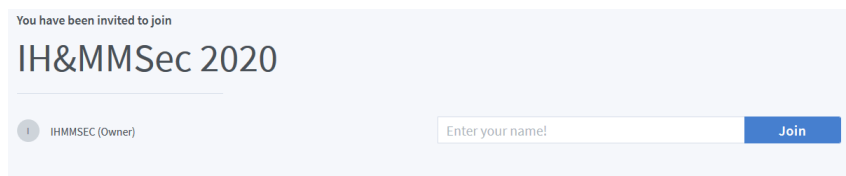
Enter in your browser the web address of the BBB conference room.

The conference room requires you to enter an access code. Please use the access code that has been sent to you via email.



The screenshot shows a light blue interface with the text "You have been invited to join" at the top. Below it, the room name "IH&MMSec 2020" is displayed in a large font. Underneath the room name, there is a small profile icon and the text "IHMMSEC (Owner)". To the right, there is a white input field with the placeholder text "Enter the room's access code" and a blue "Enter" button.

You will then be asked to enter your name. This name will appear in the user list.

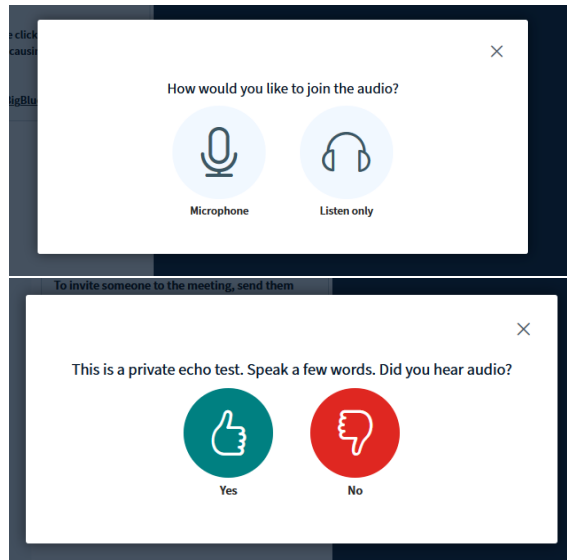


The screenshot shows a light blue interface with the text "You have been invited to join" at the top. Below it, the room name "IH&MMSec 2020" is displayed in a large font. Underneath the room name, there is a small profile icon and the text "IHMMSEC (Owner)". To the right, there is a white input field with the placeholder text "Enter your name!" and a blue "Join" button.

BBB offers the possibility to have multiple rooms in one event. During IH&MMSec, all presentations will be held in the main meeting room. Additionally, we will provide so-called breakout rooms. These can be used for discussions, a brief chat, or anything else. When joining the meeting, you will be asked to join a breakout room. Please choose the default option, Room 1.

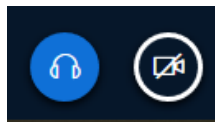


The breakout room will appear in a new tab in your browser. You may be asked to allow pop-ups for this website. If you choose the Microphone option, you will be asked to set the audio settings followed by an audio test before you can join the room. Independent of your choice, you will be muted once you enter the meeting.

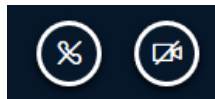


You can leave breakout rooms anytime by closing the respective browser tab. Thus, go to the general meeting room by closing the tab of the breakout room. You will be in the main meeting room as "Listen only". You can change the audio setting by

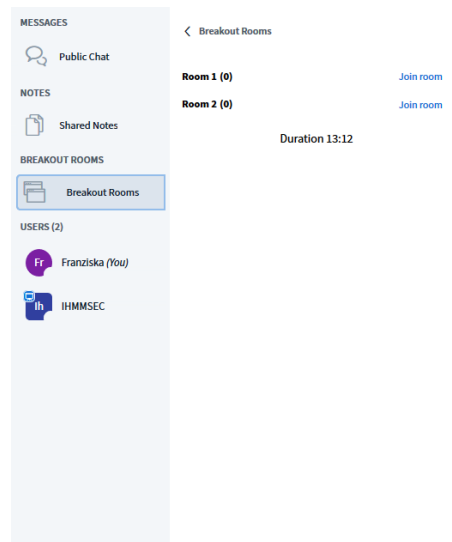
1. Clicking on the left button: Leave audio



2. Clicking on the left button: Join audio and choose "Microphone"

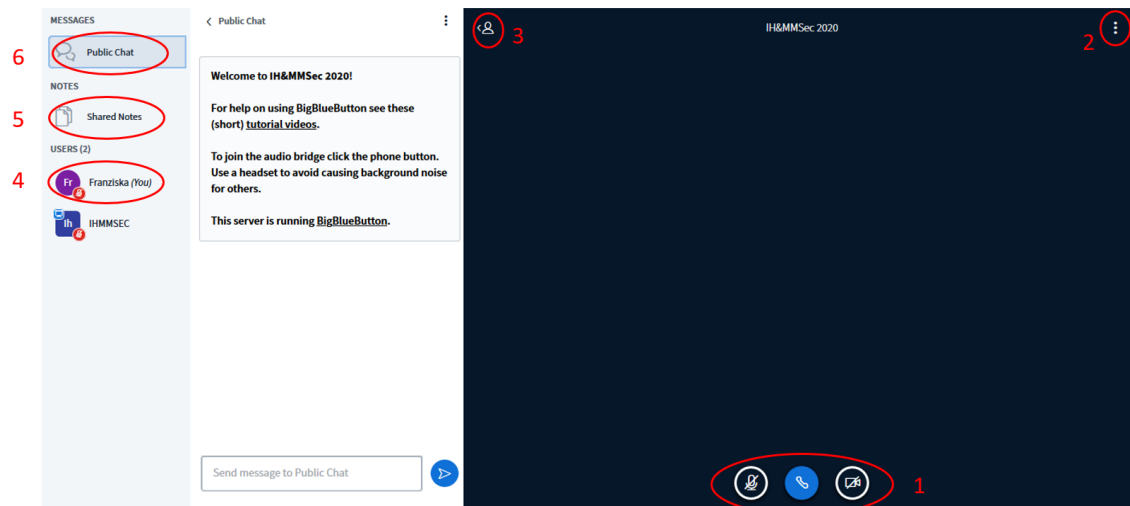


The breakout rooms will be open throughout the whole conference and you have the possibility to rejoin.

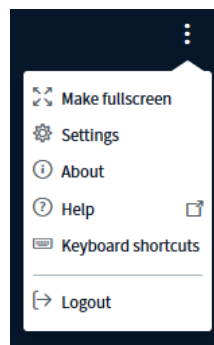


3 General overview

Once you have entered the meeting, you will see the following interface.



1. Audio and video settings:
From left to right: Mute/Unmute; Leave audio, Share webcam
If you entered the meeting with “Listen only“ this looks slightly different.
2. General settings that allow you to change the Application Language

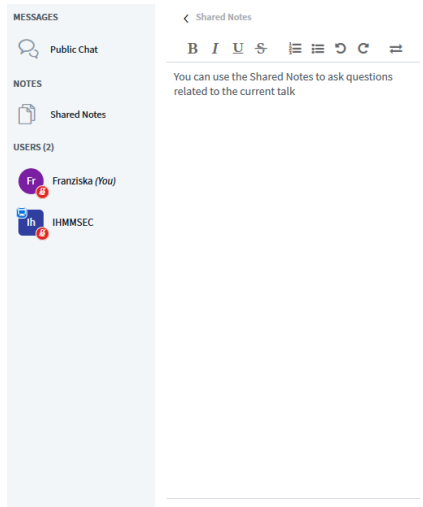


3. Hide the user list

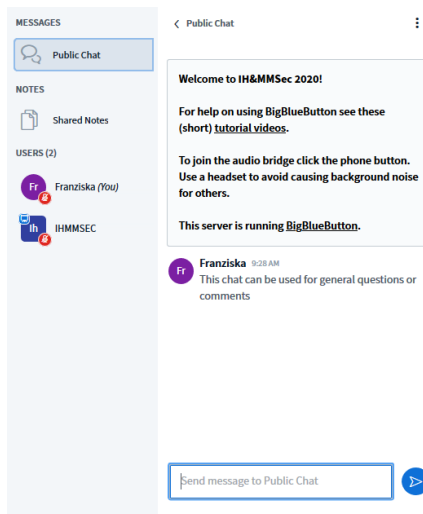
4. This is you. By left clicking on your name you can set a status and unmute yourself



5. Shared Notes will show the questions related to the current presentation



6. Public Chat



4 Miscellaneous

4.1 Start a private chat

In order to start a private chat left-click on the person you want to talk to and select "Start a private chat"



4.2 Ask questions

You can ask questions by

- sending a private message to the user "000_Q_and_A". This user will be in the user's list below the moderators.
- sending a message to the public chat
- using the Slack channel related to the current Session

4.3 One-on-one conversation

You can use empty breakout rooms or Slack for one-on-one conversations, if necessary.

5 Authors

If you present your work you will be assigned the role of the presenter in BBB.



You can change the slides using the left/right arrows on your keyboard. Additionally, you have the opportunity to draw on your slides. The legend on the right hand side has the following options from top to bottom:

- Tools allow you to use a pencil or add text on top of your slides. Using the pencil, you will have the additional options of color and thickness of the pencil
- Undo annotation
- Clear all annotations on this slide
- Turn multi-user whiteboard on/off. This allows other users to draw on your slides.