

## Instructions for speakers at RAGtime 22

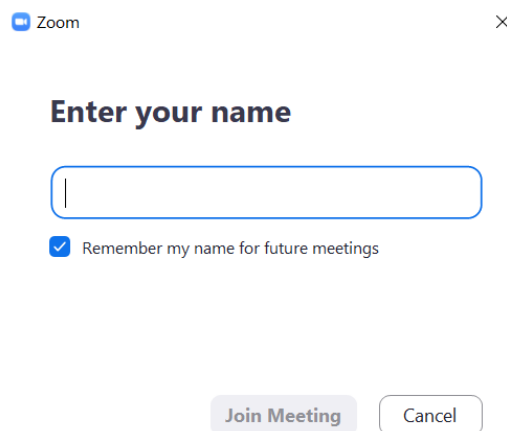
RAGtime conference will be hosted using ZOOM conferencing platform ([www.zoom.us](http://www.zoom.us)). Please pay attention to this brief introduction of ZOOM environment for smooth running of the meeting.

**Join the meeting** through the **link** sent to you by **email**.

If you don't have installed ZOOM client on your computer, you will get the opportunity after clicking the link. It's not necessary to use ZOOM client but it's highly recommended. Zoom client is available for Windows, OSX, Linux, Android and iOS operating system.

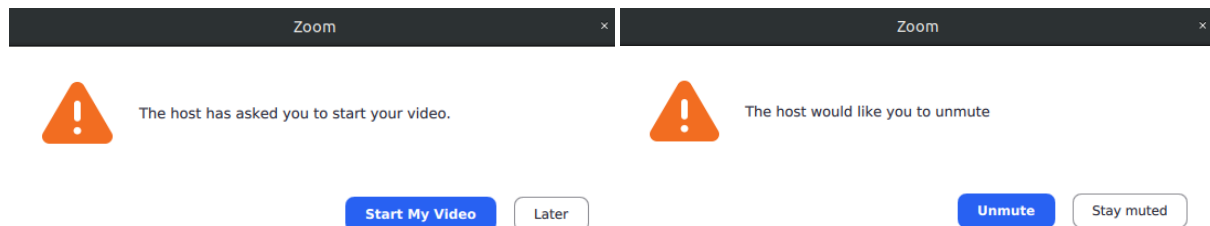
**All speakers** in the section should connect to the meeting **15-20 min before the start of the section**. Moderators will check the function of their microphone and webcam and speakers will try screening their presentation.

If you are new in ZOOM, please fill your **first and last name**.



A screenshot of the Zoom 'Enter your name' dialog box. At the top left is the Zoom logo and at the top right is a close button (X). The main heading is 'Enter your name'. Below it is a text input field with a vertical cursor. Underneath the input field is a checked checkbox with the text 'Remember my name for future meetings'. At the bottom are two buttons: 'Join Meeting' and 'Cancel'.

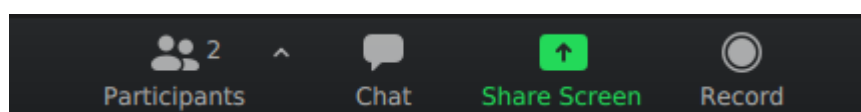
When you join the meeting, you will be automatically muted. When the moderators ask you to turn on the video or sound, a request window will pop out on your screen.



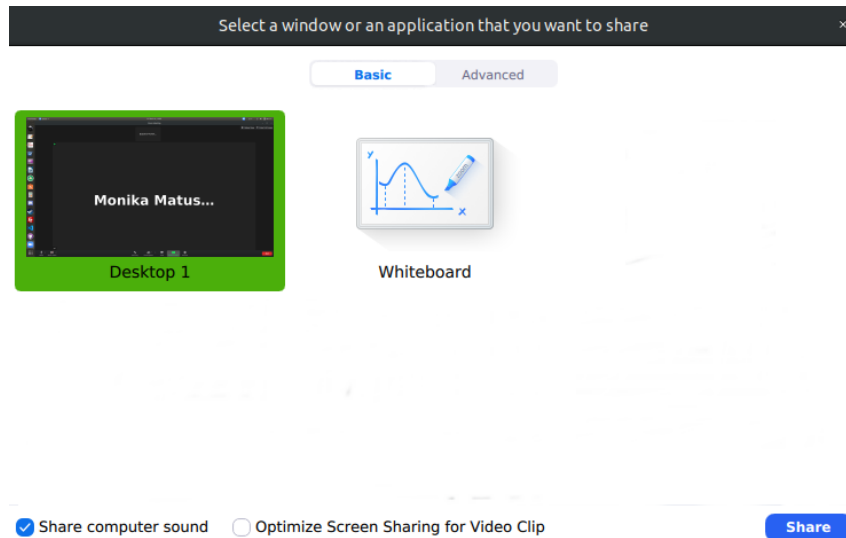
The icons on the bottom left show you if your sound and video is turned off or on.



For screening your presentation use the bottom middle green icon **Share Screen**.



A window will pop out suggesting you select what screen you want to share or application you want to use. In case you want to also share the sound from any video, do not forget to select **Share computer sound** on the bottom left corner of the window.



While sharing the screen you can see on the top of your screen option icons, including red button Stop Share.

During the meeting, all the participants except the speaker will be muted. In the case of questions, you can raise your hand using **Raise hand** button in the window of **Participants**. Once you raise your hand, you can see a little blue hand icon next to your name. Then you will be asked by moderators to turn on your sound.

