GENERAL INFORMATION

This document has been prepared for providing brief information on virtual presentation platform and general tips.

- MS Teams is the virtual event platform that will host IEEE GPECOM2021 conference.

- As an author of oral presentation, you are required to prepare a 15-minute presentation of your paper, and to be ready for 5-minute Q&A.

- On the following pages you can find a simple set of guidelines as well as a link to a third party software that you are welcome to use to give your presentation.

- We are here to support you – if you need help or have questions please email us at secretary@gpecom.org

Meeting Controls in Microsoft Teams

The meeting control task bar appears when you hover your mouse over the meeting, as seen in Fig. 1. Presenters have control of who can speak or share video, but participants have final control over what they share.
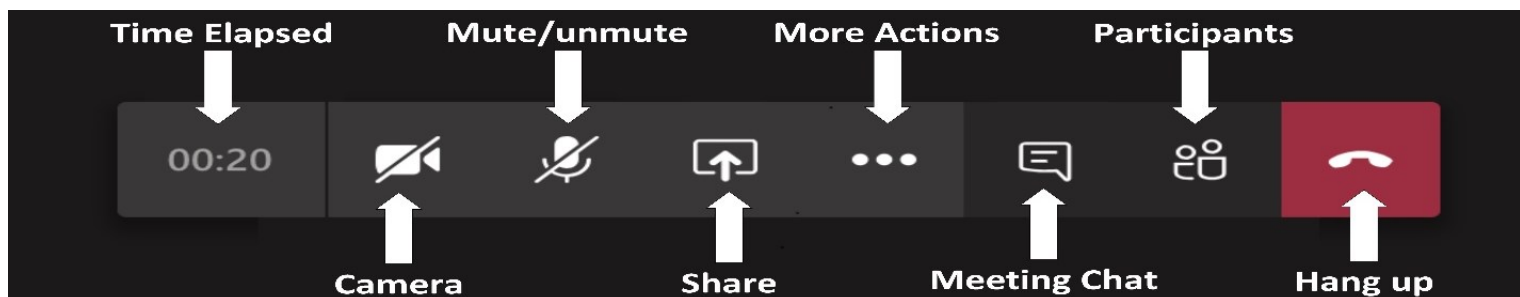

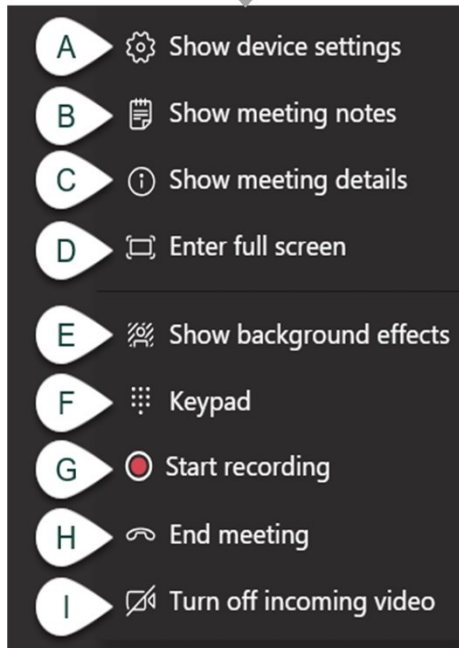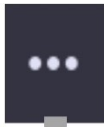**Fig. 1.** Meeting control task bar

Use the next icon to turn your camera on or off.

Clicking the microphone icon will mute or unmute your mic.

To share content, such as your desktop, a window, or a presentation, click the Share button. Like the camera and microphone, the ability to share is controlled by the presenters.

This shows additional options available in the meeting. Use the elipse (...) to open the "More actions" menu. The items on the menu will differ, depending if you are a presenter or attendee.

A. Show Device Settings: This allows you to review and adjust your video source, audio source, etc.

B. Show Meeting Notes: This opens a notes area where you can take notes for the meeting to review later.

C. Show Meeting Details: This opens an area to the right displaying the date/time of the scheduled meeting, any dial in conference numbers, ability to call a phone, and ability to copy a link to send to someone to join the meeting.

D. Enter Full Screen: This removes the tabs to the left for chat, teams, etc. as well as the window making the meeting take up your entire screen.
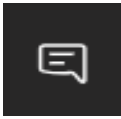
E. Show Background Effects: This allows you to add a blur or a virtual background to your video on the meeting. You can select from the options listed

F. Keypad: Allows you to dial numbers when necessary for entering conference rooms, etc.

G. Start Recording: This allows you to start and stop recording of the meeting.

H. End Meeting: This will end the meeting for all participants.

I. Turn Off Incoming Video: This will force all participants to enter the meeting with their video turned off.

A — Show device settings
B — Show meeting notes
C — Show meeting details
D — Enter full screen
E — Show background effects
F — Keypad
G — Start recording
H — End meeting
I — Turn off incoming video

This will show the text chat for meeting participants.

This shows a list of everyone who is currently in the meeting.

This ends the meeting for you personally. This does not end the meeting for everyone.

Notes:

Lighting

Camera is optional. However, if you are going to use it, please make sure that your light source should be in front of you.

Watch out for a daylight window streaming in light, or an overhead fixture that may be behind you.

The best light source in presentation is indirect natural light so if it is possible, connect by facing a window for camera. General rules for artificial light sources:

• You do not want the light in the camera frame.
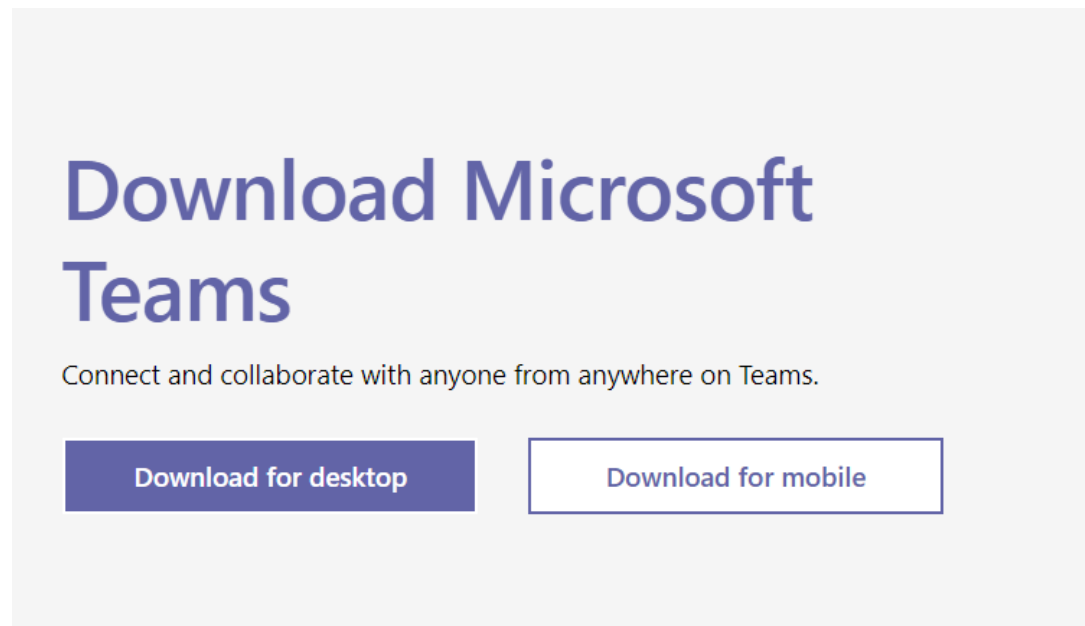• The light should not be too close to your face.

Audio

Having a dedicated microphone will make you better.

If possible, please do NOT use the built-in Laptop Microphone.

- The web browser edition of MS Teams may not operate properly in terms of sharing content and connectivity. Therefore, we highly recommend to download Desktop version of Microsoft Teams.
- To do so, go through the https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app link, and set up the downloaded software.
-

Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams.

Download for desktop   Download for mobile

TIPS AND ADDITIONAL INFORMATION

- It is not mandatory to have your camera switched on for your presentation or participation.

- There will be Channel Moderators assisting to Session Chairs. The technical managements such as shifting with attendee and presenter modes, muting/unmuting or requesting control will be done by moderators.

- It is requested that only Session Chair and Presenters are unmuted during the presentation. Please pay attention to microphone settings, and make sure that you have muted except your question or speaking times.

- You can queue for questions after presentation by using "Raise your hand" button.

- The presentation files should be located on your computer or hard drives. It is not necessary to send it to Chair or Moderators. The presentation files are controlled by Presenters.

- The audio and video may be recorded in the session upon your preference in IEEE COPYRIGHT AND CONSENT FORM. If you have indicated that you DO NOT wish to have video/audio recordings made of your conference presentation under terms and conditions set forth in "Consent and Release.", your presentation will be excluded during the recording of session.

- Thank you for your attention.