GeMiC2020 Web Conference

How-to and Login Data

Software

The GeMiC2020 web conference will be based on Adobe Connect, hosted by the German National Research and Education Network (DFN). In general, joining the conference is possible via browser and Adobe Flash plugin (trouble with Firefox, use Microsoft Edge or Chrome), but we *highly recommend using the dedicated Adobe Connect software*. You will find the software download for your operating system (Windows, Mac, Android, iOS) on the Adobe website:

https://helpx.adobe.com/adobe-connect/get-started.html

In the following, screen shots of the dedicated Adobe Connect software for Windows are shown. For other operating systems or the browser based plugin the procedure is identical.
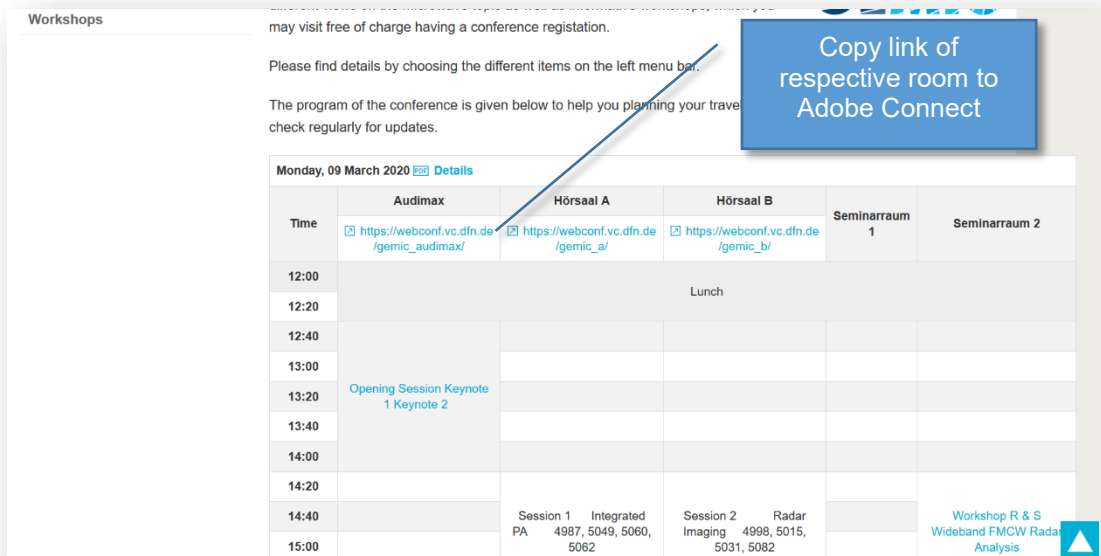
Support

You will find general support on the Adobe website https://helpx.adobe.com/adobe-connect/using/adobe-connect-application-for-desktop.html. If you are not able to solve problems on your own, you may *contact us by phone: +49 355 69 4118 for support*.

Conference Program

You will find the conference program on the GeMiC2020 website https://www.b-tu.de/gemic2020/program. You will see in the session matrix that each session is assigned to a meeting room. For each meeting room ("Audimax", "Hörsaal A" and "Hörsaal B") a dedicated web conference room will be available.

To join a specific session as attendee or speaker, do the following

- Go to the GeMiC2020 program website https://www.b-tu.de/gemic2020/program

- Look up the room of your session; you will find the link to the respective web conference room posted directly below the name of the room for the session in the header of the matrix.
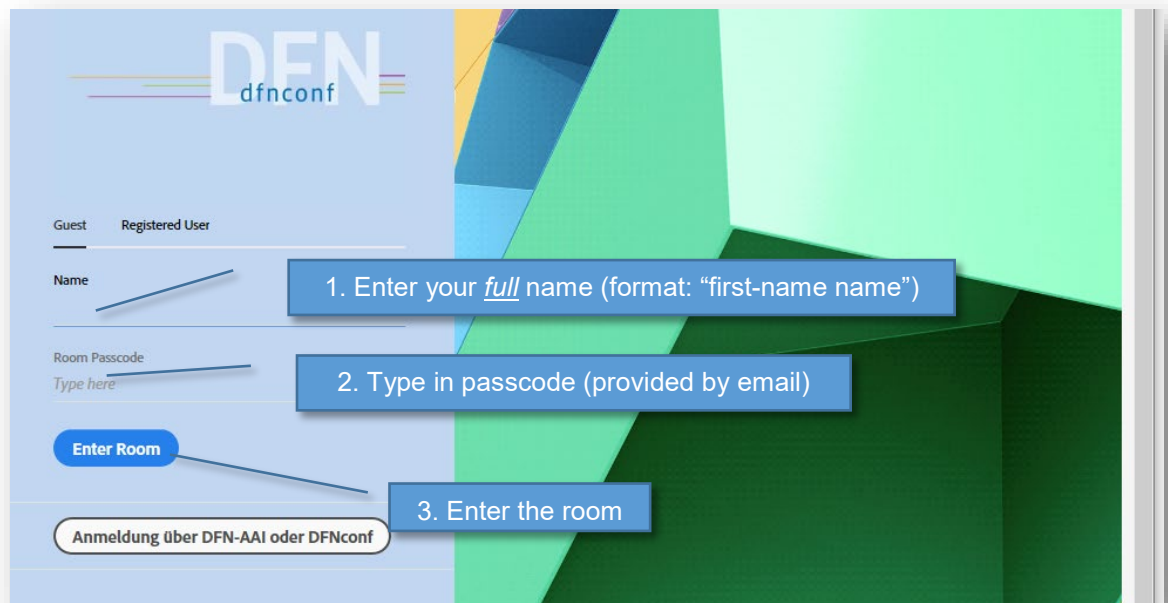
The direct links to the rooms are:

- Audimax: https://webconf.vc.dfn.de/gemic_audimax/
- Hoersaal A: https://webconf.vc.dfn.de/gemic_a/
- Hoersaal B https://webconf.vc.dfn.de/gemic_b/

Join by Adobe Connect

- Copy the link of the respective conference room from the program website to the Adobe Connect software
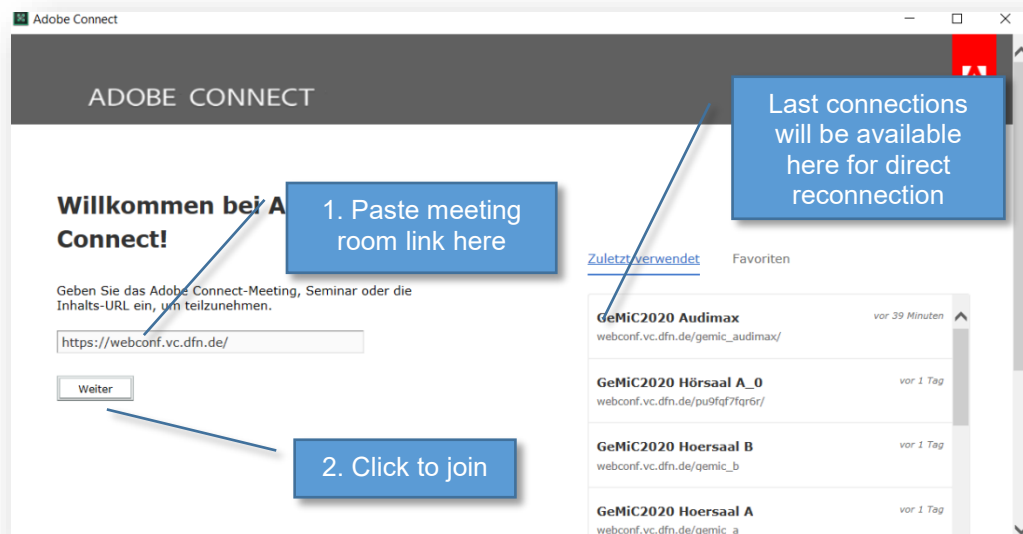
- Click the "connect" ("weiter") button.

- Choose "Guest" and type in *your full name*. Please follow the format "*first-name name*". This will help us to identify speakers (for manually applying "presenter" status) and find the respective name in alphabetic order.

- Type in the Passcode (provided to you by email). Observe upper and lower case letters!

- Click on "Enter Room": You are now in the conference room. *Please configure your software any time you join a room* following the description in the next section!

Configuring the Adobe Connect Session

If you open Adobe Connect for the first time, you may use the Audio Setup Wizard to configure your system. Follow the dialog on the next windows.
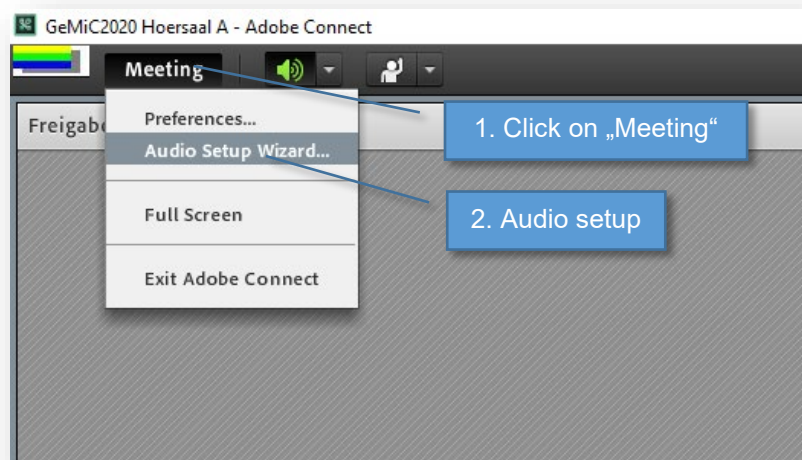
Please not that you have to repeat the following steps any time you join a room!
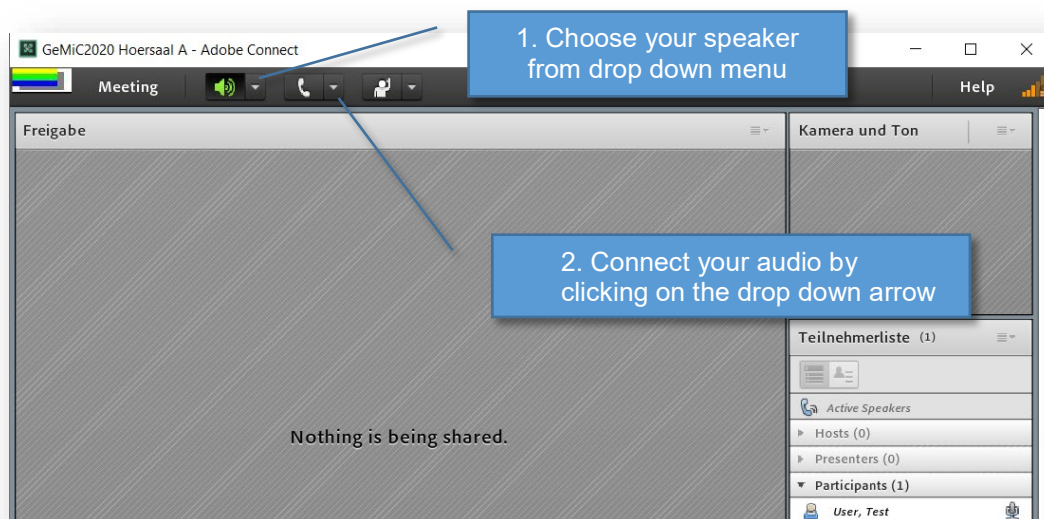

- Choose your speaker by clicking on drop down arrow for the loudspeaker symbol, choose "Select speaker" and the respective device
- Click on phone symbol, choose "Connect Audio"

- Choose your audio connection method in the new window (see below) or even "Listen only" (if you will not present) and press "Done". Sorry, for dial-in via phone only German local numbers are available.

- *If you chose „using Microphone (Computer)", please press on the drop down arrow of the microphone symbol, again, and check under "select microphone" if the correct device is chosen!*

- *Please always mute your phone/microphone when you are not about to talk!*
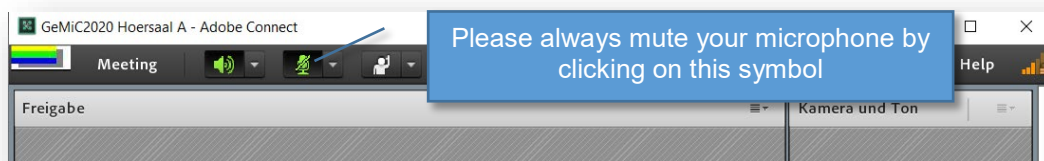
- Note: From time to time you will hear an announcement "your call will be disconnected", but this is not true and a buck in the software.

Make Presentation via Adobe Connect

Please make sure to join the web meeting 15 minutes before the start of the session! We will check together with you the sharing of your slides and configure your login with "presenter" status.

As presenter, you will get a camera symbol in the top menu, where you may select your camera.
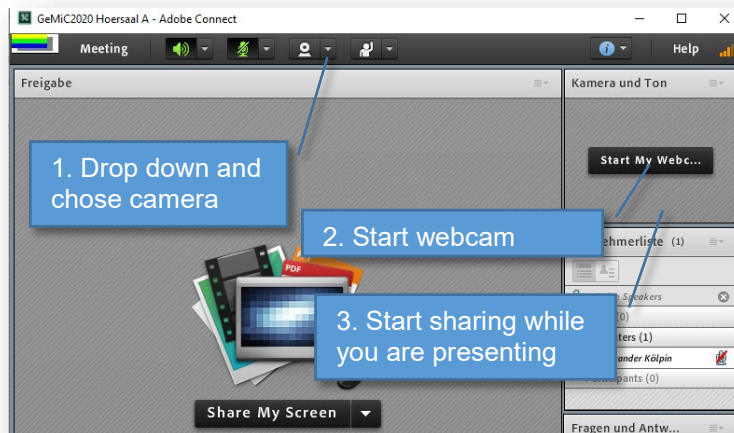
- When you want to start you presentation, *unmute your microphone*, open the presentation on your computer and click "Share My Screen".
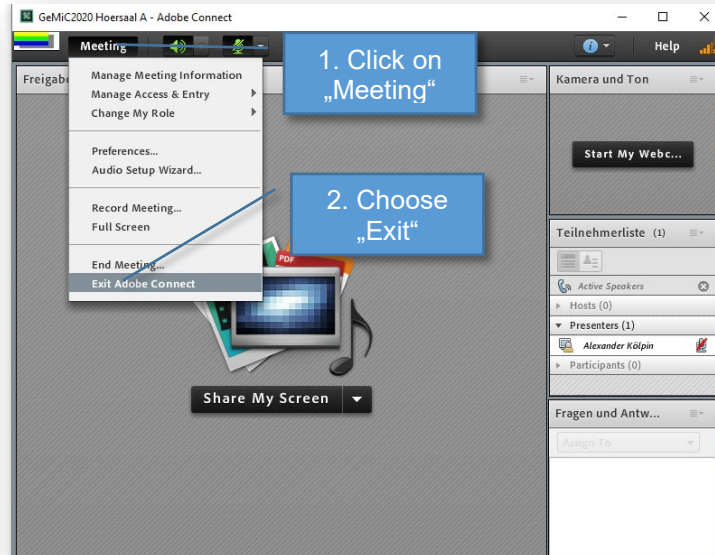

- Your screen is shared and you will see the control bar of Adobe connect; give your presentation
- To stop the sharing click on the display symbol in the control bar and an "Stop Sharing"
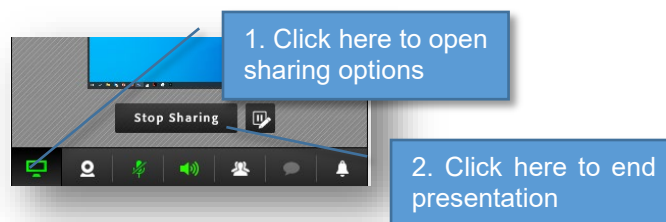
- *Don't forget to mute your microphone after the Questions and Answer session*!

Leave the Session

For leaving the session click on "Meeting" in the header menu and chose "Exit Adobe Connect"

Join by Phone

If you have trouble using Adobe connect, you may also join the respective conference room by phone, only. *Please mute your phone as long as you don't want to speak!*

If you are a presenter and you only call in by phone, please inform your session chair before the start of your session. He or she will be able to hear you in the room. Please state your name and the paper you will be presenting and check, if your presentation slides are available in the presentation computer. Your chair will switch your slides on your request during presentation.

The call in numbers (sorry, only German local numbers available) are:

- Audimax: +49 30 200 97992596 (please mute your phone!)
- Hoersaal A: +49 30 200 97992552 (please mute your phone!)
- Hoersaal B: +49 30 200 97992553 (please mute your phone!)