



INTERNATIONAL CONFERENCE
SOLIDARITY IN CULTURE:
HERITAGE PROTECTION UNDER
CONDITIONS OF CRISIS

Virtual international conference

“Solidarity in culture: Heritage protection under conditions of crisis”

18 - 20 March 2021, Zagreb, Croatia

Instructions

how to attend as a LECTURER through the ZOOM Virtual Platform

Instructions for holding online lectures

Instructions for speakers/panelists in online lectures:

- we recommend a room / office without external noise and interference
- recommended internet connection speed 20 / 20 (download / upload)
- we recommend the use of a personal computer (desktop computer, laptop)
- we recommend **using** a computer with an integrated webcam and microphone
- the online platform ZOOM will be used for lectures
- for use via a personal computer, you need to download the application –
<https://zoom.us/download>
- **we kindly ask you to join at least 30 minutes before the start of you lecture**
- your camera and sound will be turned off automatically – we will send **a** request to turn on
the camera before **your lecture begins**
- the camera must be at eye level with the speaker
- the **speaker's** face must be in the middle of the frame
- the entire head of the speaker must be visible within the frame
- please avoid bright light sources to be directly behind **the** camera
- please don't use virtual background within ZOOM application

Example of the ZOOM invitation mail:



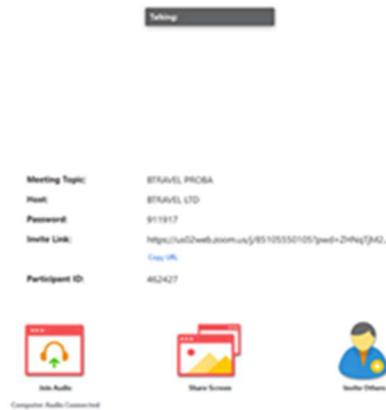
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- will be send in the week before Conference

Instructions on raising the presentation / Share Screen /:

- run your PowerPoint presentation on a personal computer / laptop
- open the ZOOM application via the link you received in the ZOOM invitation email
- after opening the ZOOM application, the following will appear on the screen:

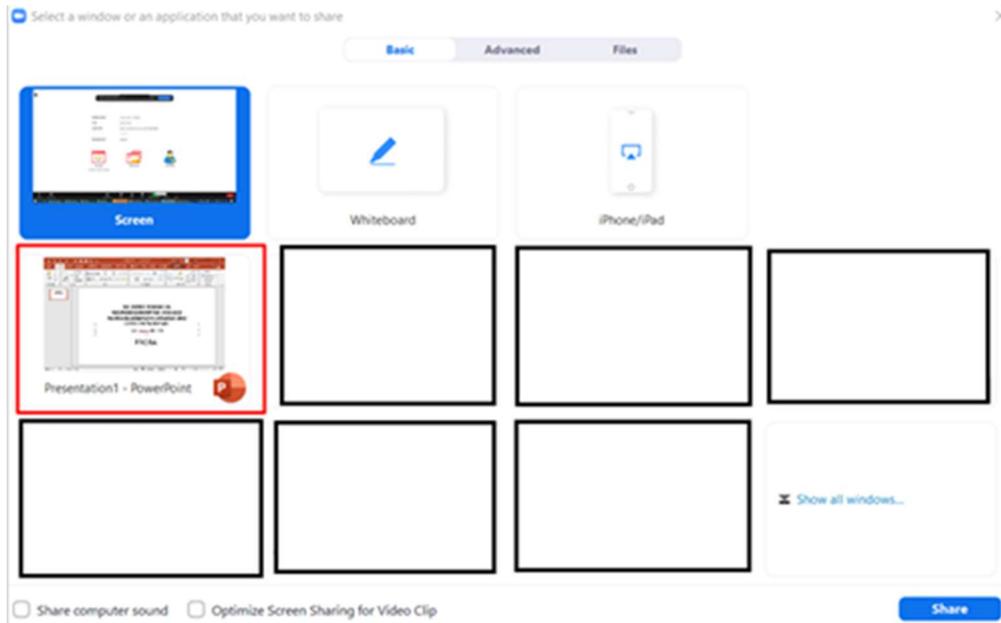
Click on the provided share screen icon to select your presentation



After clicking on the share screen icon, a screen will appear with a selection of windows / applications you want to share:



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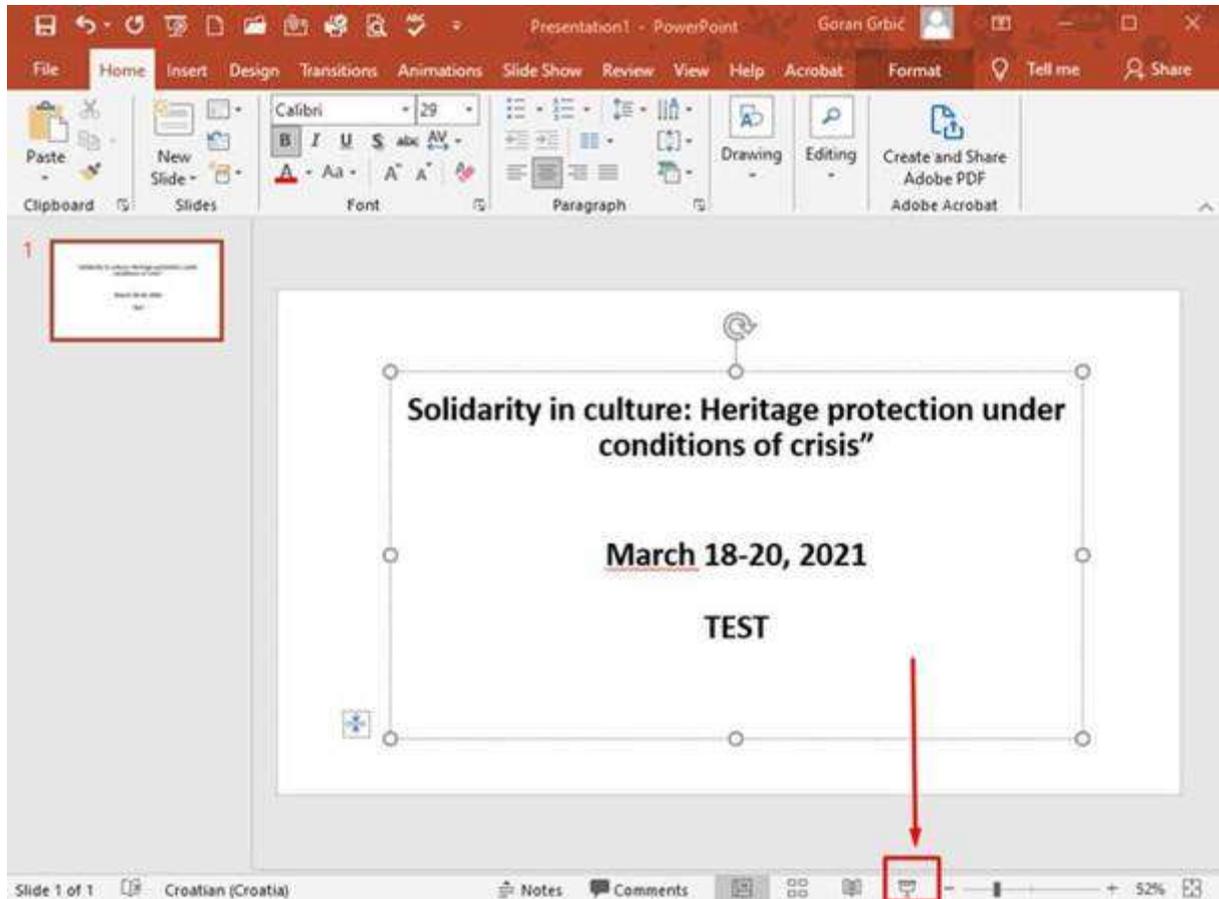


Select the window where your PowerPoint presentation is located and click the share button in the lower right corner of the screen.

After splitting the screen, press the F5 key or click on the highlighted icon to switch the presentation to full screen.



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When you hover your mouse cursor over the top or bottom of the screen, a toolbar will open. Please turn on your camera and microphone by pressing the appropriate buttons.

Use the arrow (on the keyboard) to the right to start changing slides. At the end of the lecture, please turn off the microphone and camera, but stay connected to the Zoom platform for a discussion at the end of the **session**.

For technical assistance please contact the convention agency:

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