Advices for conference participation as SPEAKER
(Sections and plenary sessions)

1. Stable internet connection and secondary internet connection (i.e. mobile internet in case of main connection troubles).
2. Headset (headphones and microphone) have better quality of mic sound.
3. USB webcam (better quality) or built-in webcam.
4. Notebook or PC with irrelevant programs closed and your presentation opened.
5. Installed Zoom App. Download link: https://zoom.us/download.
6. Windows 7 and better, or macOS.

Speaker recommendations

1. Prepare your talk beforehand. We ask you to follow the timing specified in conference program. Practice your talk if you can, make a preliminary run.
2. Prepare a presentation in pdf or pptx format (using 16:9 aspect ratio). Use large font for better legibility on computer screen.
3. You will have to start presentation demonstration by yourself, using your device.
4. Don't get distracted by chat during your speech. Session chair will voice to you any questions from participants if there will remain enough time for this.
5. Choose a quiet place with neutral background, not across the window.

Conference entering

Enter the conference using your Zoom App with conference ID and password or with connection link from conference site http://turklang.net/.

Use your real first and last name on entering for better recognition of you as conference speaker by technical stuff.

Conference participation

All participants have muted mic and video on conference enter. Please ask for unmute during session only if you want to speak.
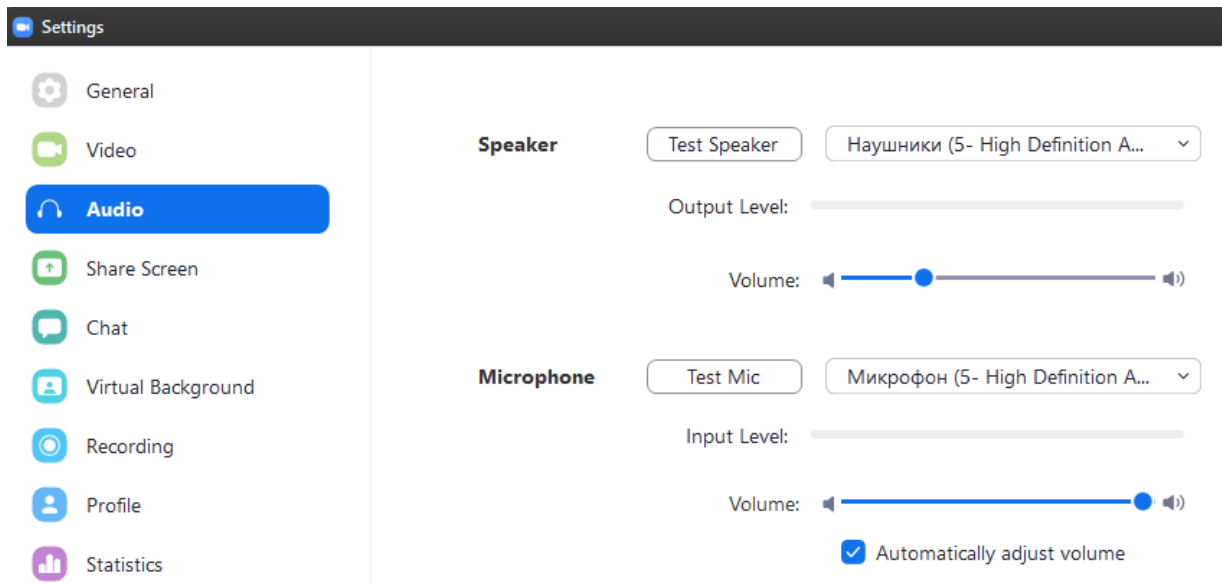You should allow Zoom to have access to mic and webcam if the device asks about it.
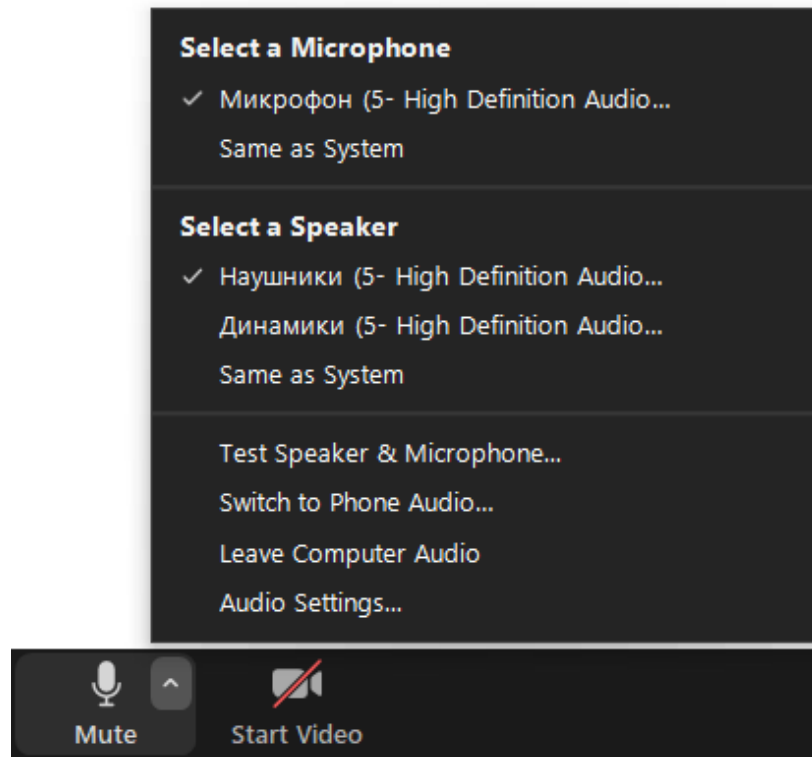
In Zoom App open "Settings".
Here in opened window select "Audio".
Click "Test mic", record your voice and listen yourself. Sometimes it is better to uncheck "Automatically adjust volume" and do it manually.
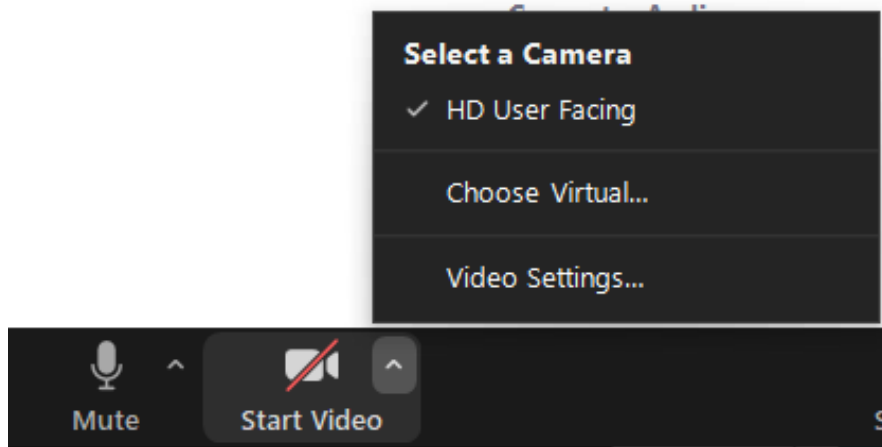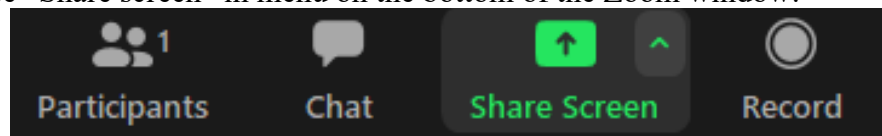Click "Test speaker" and make sure you hear sound.

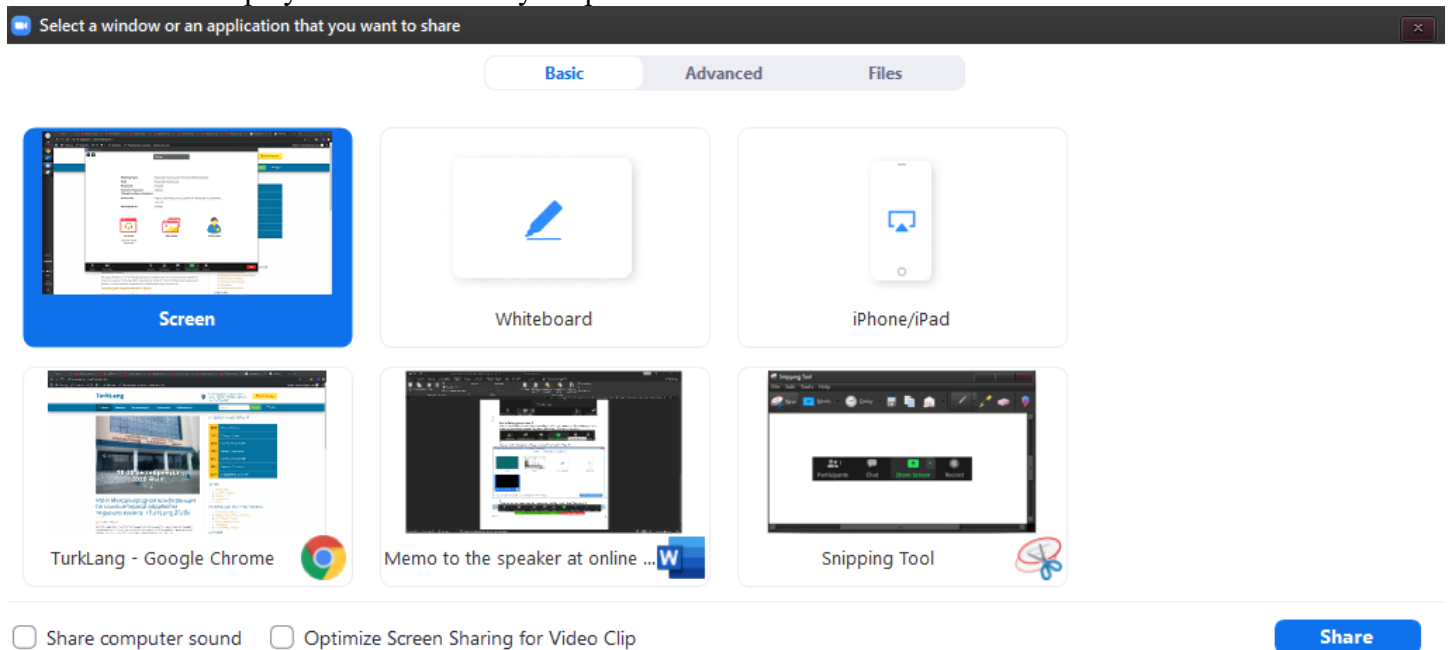**Sound control and settings:**

Video control and settings:

Screen sharing (presentation):
Open your presentation beforehand and minimize it to background. At the beginning of your speech choose "Share screen" in menu on the bottom of the Zoom window:

Choose display or window with your presentation and click "Share":

At the end of your speech stop demonstration by clicking on red button "Stop share":