Contents

1. Introduction

Dear participants, the following information will provide you with technical support to connect and use the functions of **BigBlueButton** (from now on BBB) that is the platform we will use for our event this year.

On BBB there is our virtual lecture hall "Richter". No account is required for use, you can access the room using the following link and password:

Richter: https://moodle.univie.ac.at/mod/bigbluebuttonbn/guestlink.php?gid=Iqz5WltNgrJ2, Password: 330805

2. Checklist for presenters

☐   Before the talk: Be made presenter by your chair.

☐   Upload the presentation and check that it is working.

☐   If applicable, have a list from which you can copy and paste URLs to videos you wish to share during your talk.

☐   Communicate to your audience whether you are accepting questions during the talk and if so, how you would like those to be communicated.

☐   If your chair has not done so, ask participants to stay muted unless they are explicitly asked to unmute themselves.

☐   During the talk: Check in with your audience regularly.

☐   If you have technical problems, communicate those to your chair, you can use the private chat function for this if necessary.

☐   If applicable, monitor the user menu and/or the chat to see if there are any questions.

☐   After the talk: Allow participants to pose questions.

☐   Allow the chair to give their final instructions before leaving the room.

3. Technical instructions

3.1 Self identification

When you enter the room, you will be asked to give yourself a name. If you are a presenter please use the name you used to hand in your abstract, so the moderator can easily identify you.

If you are in the audience and not presenting, please identify yourself with a surname and the name of the city of your affiliation (e.g. Musterfrau_Vienna, Mustermann_Hamburg, Donno_Manchester, Queséyo_Granada).

3.2. Entering the room

Please make sure to enter the room 5 – 10 minutes before the talk is due, to allow the set up and to avoid technical problems and delays on the schedule.
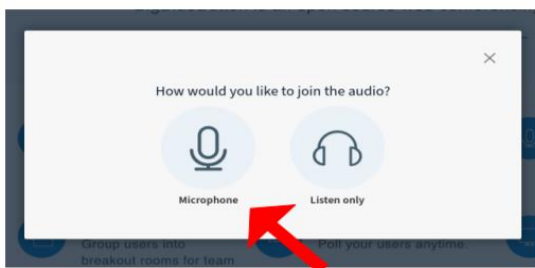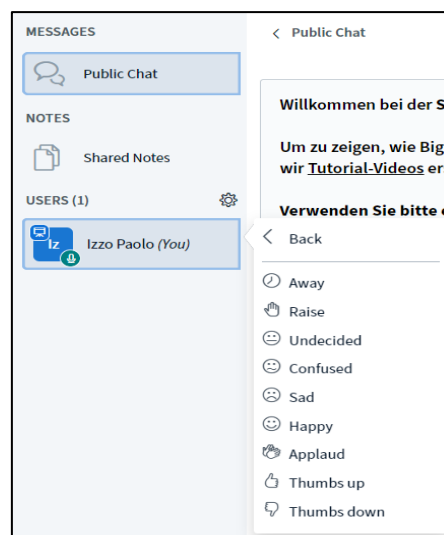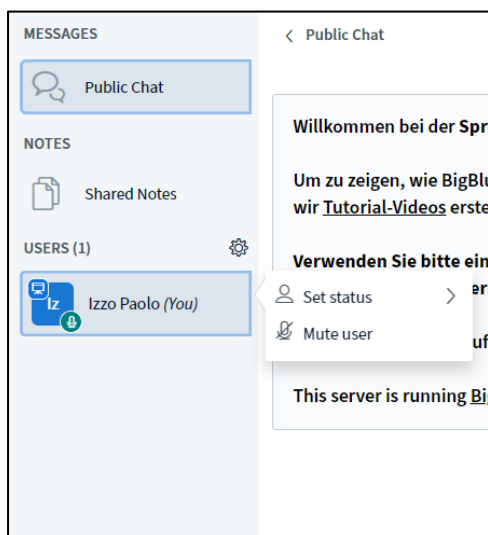

Select: Microphone, to enter the room with the option of using your microphone.
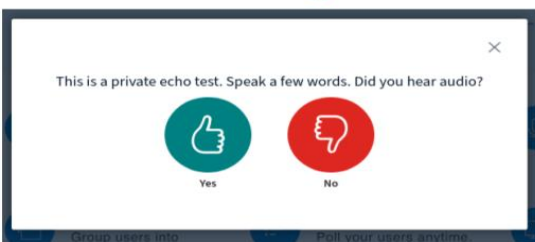
Test whether you can hear yourself and click Yes, once it works.

3.3. User options

Clicking on your own name allows you to (un-)mute yourself and to set a status. The status can be used for interaction. If you are not presenting please keep your microphone on mute!

• Raise hand – Participants can use this to indicate that they would like to ask a question

2

• Thumbs up/down – Participants can use these to communicate (dis-)agreement.

3.4. Interaction with other users
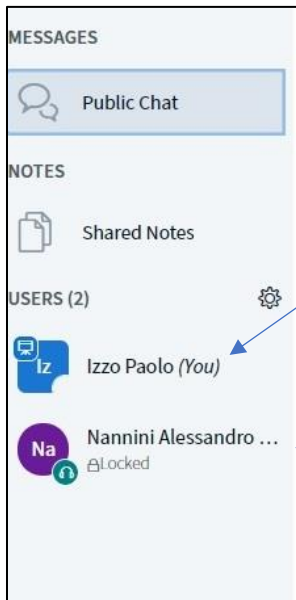
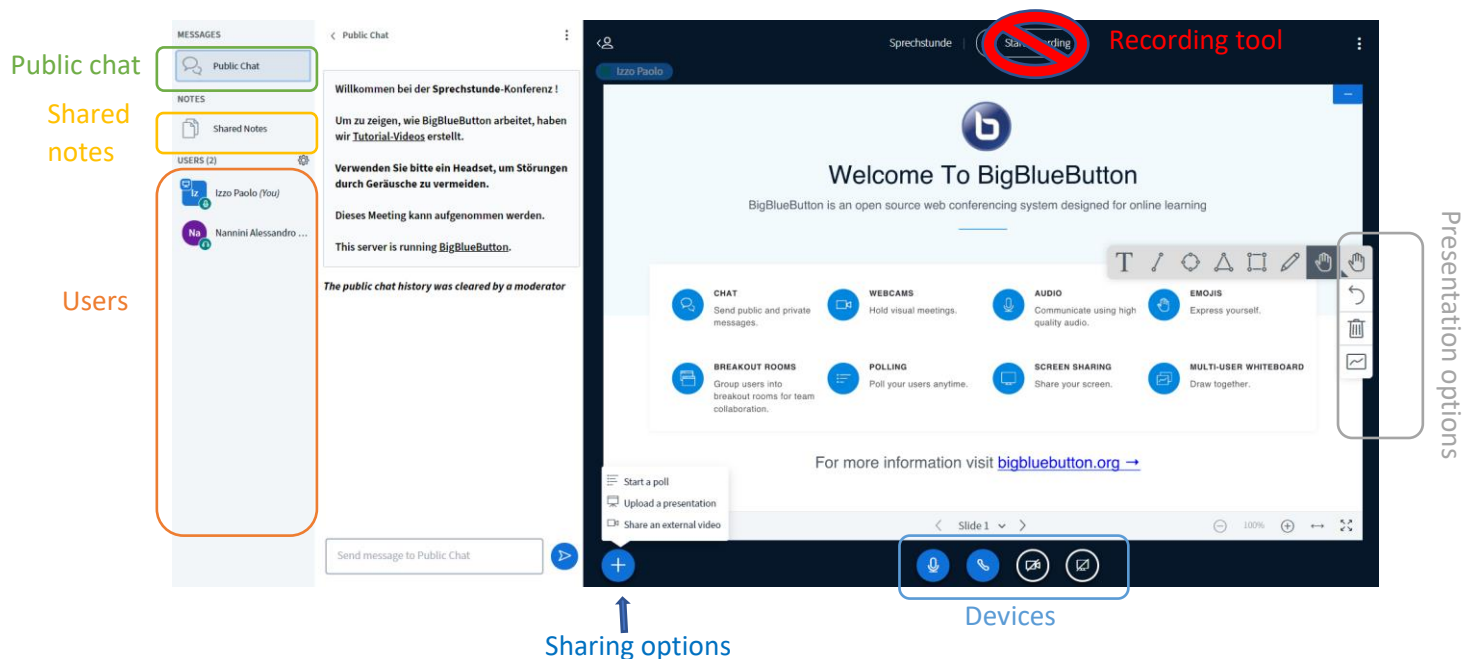Your profile is indicated with a "(you)" next to your name.

All other users are listed below your name.

By clicking on another user's name, you can start a private chat with another user. This chat is only visible to the participants involved.

There will be always at least one organizer as a moderator, who can make you a presenter or share his/her moderation with a participant.

3.5. Inside the room

BBB offers several tools during the online events. In this section the most important features will be explained.

Public chat

Shared notes

Users

Recording tool

Presentation options

Sharing options

Devices

Recording tool: this is in our event strictly prohibited for privacy reasons.

Public chat: Any messages sent in the public chat will be visible to all participants of a session. At the start of the session, some default information about Big Blue Button and the invitation code for the room will be visible here.

Shared notes: This will open a simple text editor in which all participants, including viewers, can write and read what others have written.

Users: You can see all users that are currently present in your room here. The user with the rounded rectangle shape is the session host. As a speaker, you should be the presenter (marked by the little blue symbol on the user icon). Only one person can be presenter at a time.

Sharing options: Presenters can make use of three sharing options: polls, uploading a presentation, and sharing an external video. They can also share their screen. These options are no longer available to the host, once they have made someone else the presenter.

- o Polls – You can use this to send polls to your participants, such as "Can you all hear me?" With the options yes and no.

- o Uploading a presentation – Here, you can upload a file from your computer. This file can be a PDF or come from a standard presentation programme. We recommend exporting your presentation to PDF to avoid any issues of moving elements around while Big Blue Button interprets your file. You can choose whether participants should be able to download your presentation or not.

- o Sharing an external video – You can directly share an external video here. Most standard hosts, such as Youtube, Vimeo etc. are supported. Make sure to have the exact URL available before your presentation if you are planning to do this.
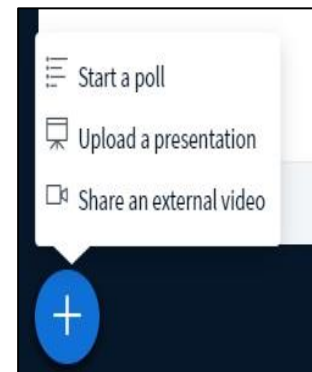
Devices: You can use these to switch on and off your microphone (left), audio (middle), and camera (right). The camera will be blocked until that function is unlocked for you by the chair. The fourth tool on the right allows the presenter to share a second screen with the audience.

Presentation options: Presenters can choose to use their presentation as a whiteboard.

- o They can use the text-mode to add text to their presentation, draw lines, circles, squares and triangles, and they can select the pen for free drawing. Each of those options comes with a range of options regarding color and size. By default, the hand-mode is selected, which functions as a mouse/laser-pointer, which is visible to the viewers when hovering over the presentation.

- The <u>backwards arching</u> arrow goes back one step at a time. It can therefore be used to delete the last item that was drawn on the whiteboard.

- The <u>paper bin</u> deletes all annotations, including those on previous pages of the presentation.

- The <u>whiteboard-symbol</u> allows sharing of the whiteboard itself. This gives all viewers the right to write/draw on the whiteboard at the same time as well.