TECHNICAL INSTRUCTIONS FOR
IADA 2020 / DISCOURSE, DIALOGICITY & DIALOGUE

The conference will be held with the application of **Zoom**. If you have not worked with this software yet, it can be downloaded from: https://zoom.us/download#client_4meeting (see also ZOOM HELP below). To use Zoom you will need to create Zoom user's account: it is vital that you use your first name and surname as the User Name.

How to enter the conference

To participate in the conference please go to our website: https://iada2020-ddd.ils.uw.edu.pl and follow these steps:

1) To enter conference sessions click on ENTER THE CONFERENCE directly in the site's navigation menu (alternatively: CONFERENCE PROGRAMME ➔ ENTER THE CONFERENCE).

2) You will be redirected to a webpage where the conference password must be introduced:

   PASSWORD: **Iada2020**

   The conference password is the only authorization tool needed for participation. No meeting invitations, links or Meeting IDs are necessary.

3) After introducing the password, you will see the conference programme divided into three parallel sessions. Each session has been assigned to one of the three rooms – the session of your choice can be accessed by clicking on either the **Room** where it is held, or the name of the session. In both cases the Zoom application, which you have installed on your computer, will open automatically and you will find yourself in the selected room / session. **For reasons linked with security and connection stability, we recommend using Internet connections via the ethernet cable, NOT via WiFi.**

4) Please note that the **TIME SLOTS in the program** refer to the **UTC standard**. The dynamic measurement of time by UTC can be checked live at www.time.is. Please verify this website for the corresponding time at your location.

During sessions

1) Use your first name and surname as your Zoom User Name. This will enable everyone to identify other conference participants. The User Name can be changed in your Zoom account or directly in the application interface through the **RENAME** option.
   A participant logging in with a fictitious User Name may not be positively verified, and not admitted by the administrator as a result.

2) When you enter a Room / session, your microphone will be automatically turned off so that the speakers will not be distracted by background noise. Please **UNMUTE** only if you would like to take the floor during discussion time.

3) **AUTHORS of specific papers** are asked to **enter the relevant Room** where their presentation is scheduled at least **10 minutes before the session starts**. This is vital for the session chair to switch on some necessary settings.

4) **HANDOUTS / PPT FILES:** Those speakers who wish to provide participants attending their talk with additional materials, e.g. handout, ppt presentation, etc., can do this by sending the file through the **CHAT shortly before the session opening, after entering the specific Room (see point 3 above)**. To do this, open the **CHAT** window and click on **FILE** (next to the typing space) to upload the file, and then SEND it to all attendees of the session.

Discussion time

1) If you would like to ask a question after the presentation, please use the **CHAT** option (the icon in the middle of the bottom toolbar) to let the chair know that you wish to take the floor.

2) Short questions can be typed in the **CHAT** box. They will be read out aloud by the chair, following the order in which they were sent.

3) If you have a longer question, please write in the **CHAT** box **only** the word **"QUESTION"**. This will be a signal for the chair to give you the floor during the discussion time.

4) For the clarity of the question order, we kindly ask you **to avoid** using the Zoom option **RAISE HAND**:

5) After the presentations and lectures, we also encourage you to show appreciation for speakers' contributions by using the **HAND-CLAPPING** option, available in "Reactions" (bottom toolbar).
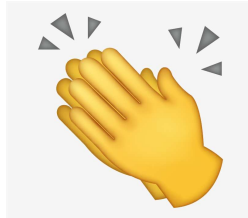
ZOOM HELP

If you do not know the Zoom application or would like to find out more about its functionalities, you can use the links with information on how to get started:

https://support.zoom.us/hc/en-us/articles/204772869-Zoom-Rooms-User-Guide

https://biz30.timedoctor.com/how-to-use-zoom/

https://www.digitaltrends.com/computing/how-to-use-zoom/

Video tutorials for beginners:

https://www.youtube.com/watch?v=QOUwumKCW7M

https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

Kind regards,

IADA 2020 Conference Committee