

Technical background for speakers and other participants

We are very pleased with your interest in participating in the Brno Theatralia Conference 2020/2021. The conference takes place between 1st and 3rd of June, from 2 PM until 9 PM (the OFF program and coffee break included).

At this point, we would like to explain to you some technical information. Keep everything running, it's necessary to follow these instructions and recommendations.

Thank you for your understanding.

FaceBook: <https://www.facebook.com/BTC2021avantgarda>

WEB: btc.phil.muni.cz

E-mail: theatralia.conference@phil.muni.cz

SPEAKERS

(active participants with presentation)

The conference takes place online, held with the help of Ms Teams, the official system used by Masaryk University.

REGISTRATION

Please, keep in mind that every speaker has to be registered. Otherwise, you will not receive links to Ms Teams.

If you have any problems with registration, please contact "BTC 2021" e-mail immediately: theatralia.conference@phil.muni.cz

MS TEAMS

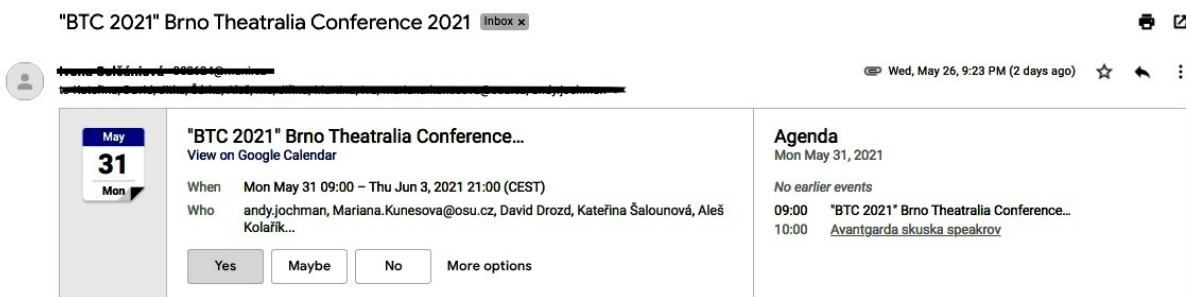
Ms Teams is a collaboration app that helps us stay organized and have conversations – „all in one place“. Ms Teams allows us to see and hear each other, share presentations, pictures, videos and feelings.

How to get to the online conference “hall”?

1 – CONFIRM YOUR E-MAIL

“BTC 2021” is a private event and speakers has to be invited. Please, check your e-mail for your invitation and make sure you confirm by clicking **YES**. Your link to the Ms Teams conference “hall” will be activated.

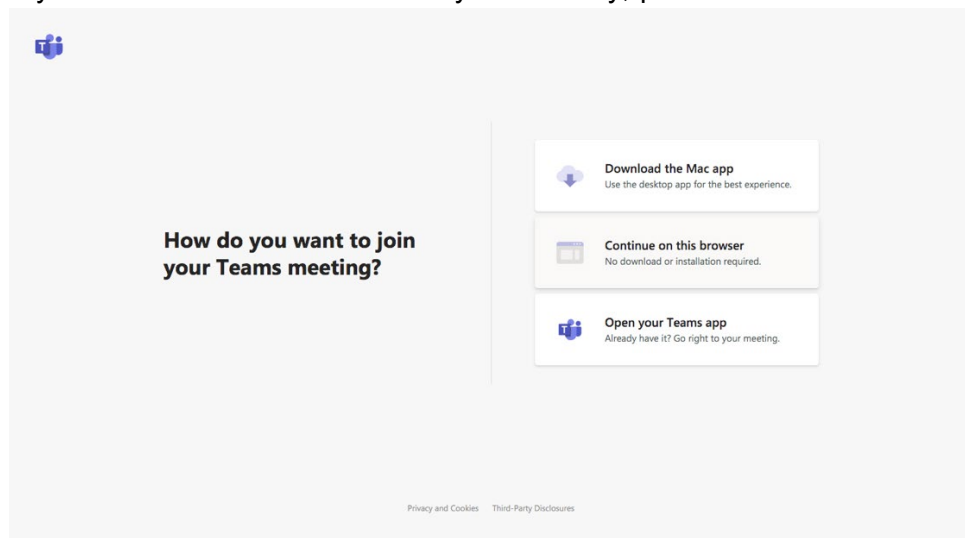
E-mail inbox:



1 – CLICK ON THE LINK to the Ms Teams conference hall (sent to your e-mail)

We will contact you with an active link for “BTC2021”, shortly after your confirmation. The link will be active during the conference and technical trial. The link does not change during the conference.

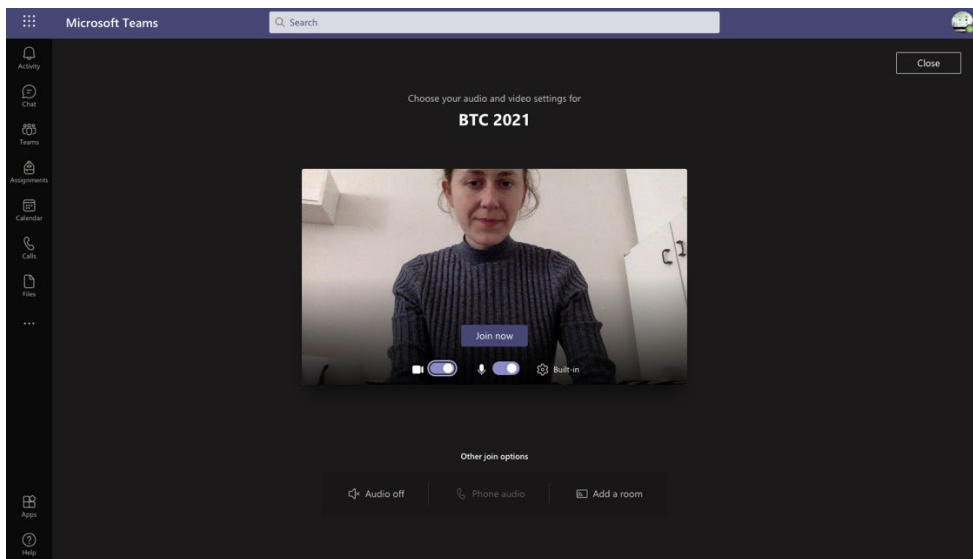
If you are not a member of Masaryk University, please **“CONTINUE ON THIS BROWSER”**.



2 - JOIN THE MEETING

After clicking the link, you will be automatically redirected to our online conference “hall”. **There is no need to install the MS Teams system.** Simply “JOIN” with your camera and microphone on, and we let you in. **Please be patient, sometimes it takes a few minutes.**

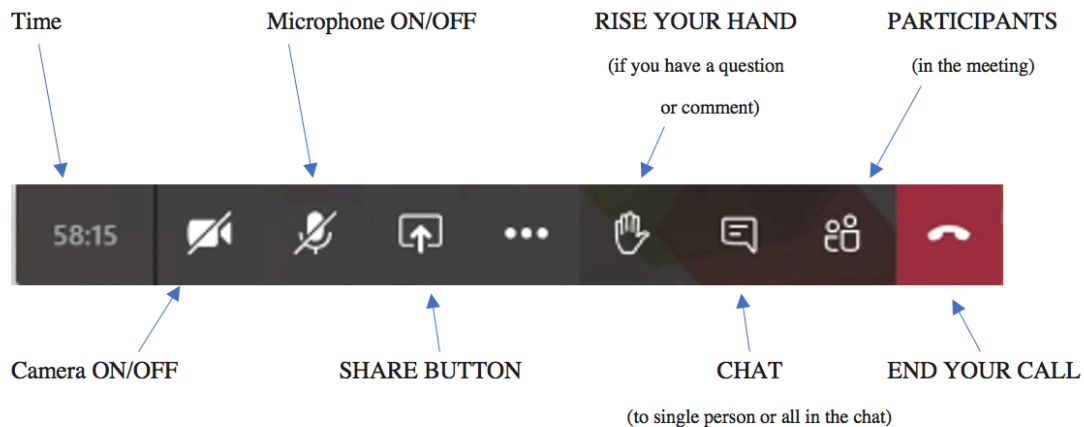
Join now:



3 – USING THE CONTROLS BUTTONS:

After joining the meeting, you will see the control panel at your MS Teams. You can manage your camera, microphone, chat, act... simple, by clicking the controls.


CONTROLS:



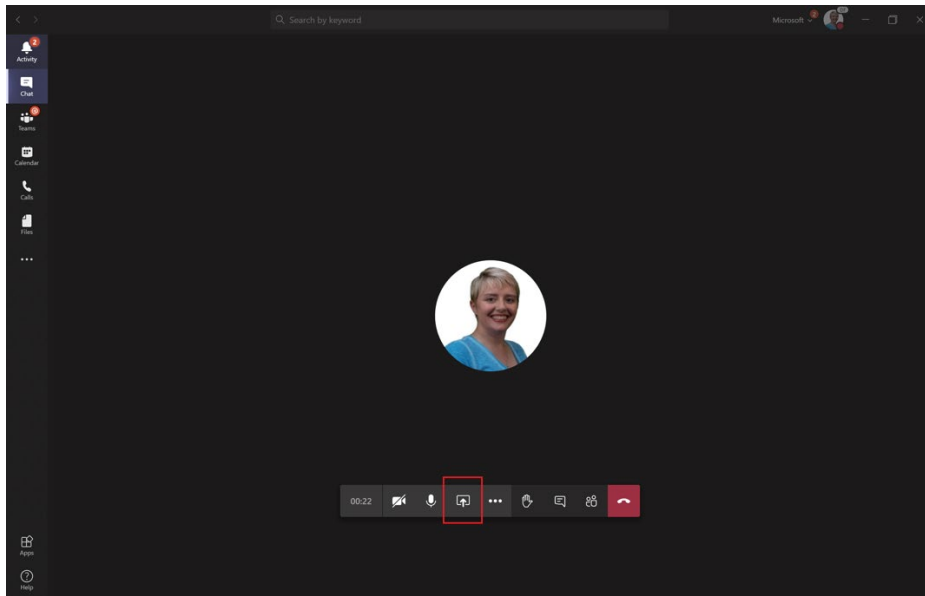
4 – SHARING THE PRESENTATION

A nice guide how to share the presentation can be seen in this video: https://www.youtube.com/watch?v=vFQLank7Gi4&ab_channel=KevinStratvert

Don't worry if this guide is too complicate.

To share your screen in a meeting, select **Share content**  in your meeting controls. Then, choose to present your entire screen (desktop1), or a window, a PowerPoint file, or a whiteboard.



Sharing:



Our technical staff is available during the conference, prepare to solve any technical problems.

HOW TO BEHAVE IN MS TEAMS

Every block of conference has one moderator and several technical staff who help with smooth running of the meetings. The moderator opens and closes the discussion panels and organize the conference's course.

Feel free to comment and ask your colleagues by using **CHAT** button  (if you prefer write form of communication without camera and microphone off) or **RISE YOUR HAND** button  (if you prefer to speak, it's up to you if you will use the camera).

The moderator will call you out in the order in which you rise hand or write into the chat.

RECOMMENDATION FOR YOU (LAST BUT **IMPORTANT**)

- we recommend you use the headphones with microphone (for a better quality of the call/to avoid possible noise),
- feel free to have your camera and microphone on during the discussion,
- during a colleague's speech we recommend having the camera and microphone off (for a better quality of the call/to avoid possible noise).

OTHER REGISTERED PARTICIPANTS

(without presentation)

The conference for registered participants holds a place at „BTC2021 YouTube Channel“. Presentations and discussions are LIVE STREAMED, available during the advised time. For more information about speakers and timetable of the conference please see the conference program.

Please keep in mind that every participant has to be registered. Otherwise, you will not get links to our YouTube Channel.

Due to technical reasons it's not possible to send you the confirmation e-mail. Every day of the conference has one single link. Do not forget to save three links from the end of the registration form.

The link for the form:

https://forms.office.com/pages/responsepage.aspx?id=10-QEdvw3EyW9zkL1V_O6BVQKTyB_EIFvExKeK94hLJUN0Q3RIICQUNDNUpTOVQ4TjNTT1RGRFIOTS4u

Links for YouTube Channel are available during the conference. Please, feel free to ask. The official YouTube chat will be available for your comments and questions.

Don't worry, your questions won't get lost. The communication is led by our technical staff, which moves questions and comments to the recipients.

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