GIS Ostrava 2020: Instructions for authors   (version 12.3.2020 14:00 CET)

We are using the platform: https://myownconference.com/

Its features:

- Up to 2000 attendees can be present at a web conference at a time (our conference limit is 300 attendees)
- support of practically any device (Mac, PC, iPad, iPhone, Android).
- Presentation from PDF, PPT, PPTX, PPTSX, PPSX, ODP, PNG, JPG, movie file
- draw on top of your slides or a dashboard
- share your screen (we do not recommend this option during a standard presentation, only for workshops)
- record the meeting (can be limited only to a record from a web camera and/or a microphone)
- arrange a survey
- chat (might be turned off)

You need for your presentation:

- a microphone, speakers (ideally in one headset).
- Quality internet connection (minimum is 1,2 Mbps, but a higher speed is recommended). You can do an online test here: MyOwnConference test
- A web camera is recommended (but ton required)
- Quite room (eventually tactful co-workers in the same room)
- Try your device before the event at MyOwnConference. You will get an email with an invitation for a conference session approximately 1 hour before its start, then you can try your device. There is no installation needed, everything works in a web browser (only if you wish to share your screen then you need to install a plugin into your web browser, however we do not recommend screen shearing during your presentation).
- **Send us your presentation before the event till March 17, 15:00 CET to michal.kacmarik@vsb.cz.** Bigger files (above 10MB) can be sent via some online repository (google drive, dropbox, etc.)
- If possible, you should attend any of test webinars which we will realize in the beginning of next week before the event itself
- If you use your web camera, please remember, that anybody can see your appearance, an appearance of your room, etc.
- More information about using the platform can be found here: https://myownconference.com/blog/en/index.php/holding_a_webinar_en

Please, be ready on time before the start of any webinar (be present and have your hardware working and tested).

During your session (webinar):

- The session is opened by its chairman, who checks if all presenters are present.
- The chairman introduces programme of the session, informs about any kind of changes and introduces all individual presenters. Then he/she hands over the word to the first presenter.
- The presenter opens his/her presentation (button Documents) and starts his/her oral presentation.
- The presenter can do during the presentation:
    - Switch to a full-screen mode (button below Recording in the upper left corner)
    - Draw on his presentation
    - Draw and write on a dashboard
    - Start/stop recording
    - Share his/her screen (we recommend this option only for workshops)
- The presenter should turn off his/her speakers to avoid interferences with his/her microphone.
- The speaker checks the time devoted to his/her presentation which is 15 minutes (different only for keynotes and workshops). The chairman also checks the time, and may the presenter ask to speed up or finish the presentation.
- After the presentation, the chairman raises and leads the discussion. All other presenters (participants) must not start their own speech without using „Ask to speak" button on their left panel or „Ask a question" button.
- After the end of a discussion (typically 5 minutes) another presentation follows.

These instructions may be modified or more elaborated in the future.