

Instruction of MS Teams link to the online WVSP2021 and PolVietSym2021

- How to join the online meeting WVSP2021 and PolVietSym2021?
- How to participate actively in the meeting?
- How to share a presentation?

You should open the pdf file of the WVSP-PolVietSym2021 program with MS Teams links by Adobe Acrobat Reader!

1. How to join the online meeting WVSP2021 and PolVietSym2021?

STEP 1: Choose and Click the proper link in the program

NOTES: there are two links:

- 1) **The main link** is for Open session, Session 1 (Science and Culture), 2A, 3A, 4 (Biophysics), 5A, 6A, Special session (The first annual prize “Creative Youth”) and Summary and Closing.
- 2) **The second link** is for the (parallel) session 2B, 3B, 5B and 6B.

The onsite meetings are in the lecture room 110N and 111N. Each link is activated in each lecture room.

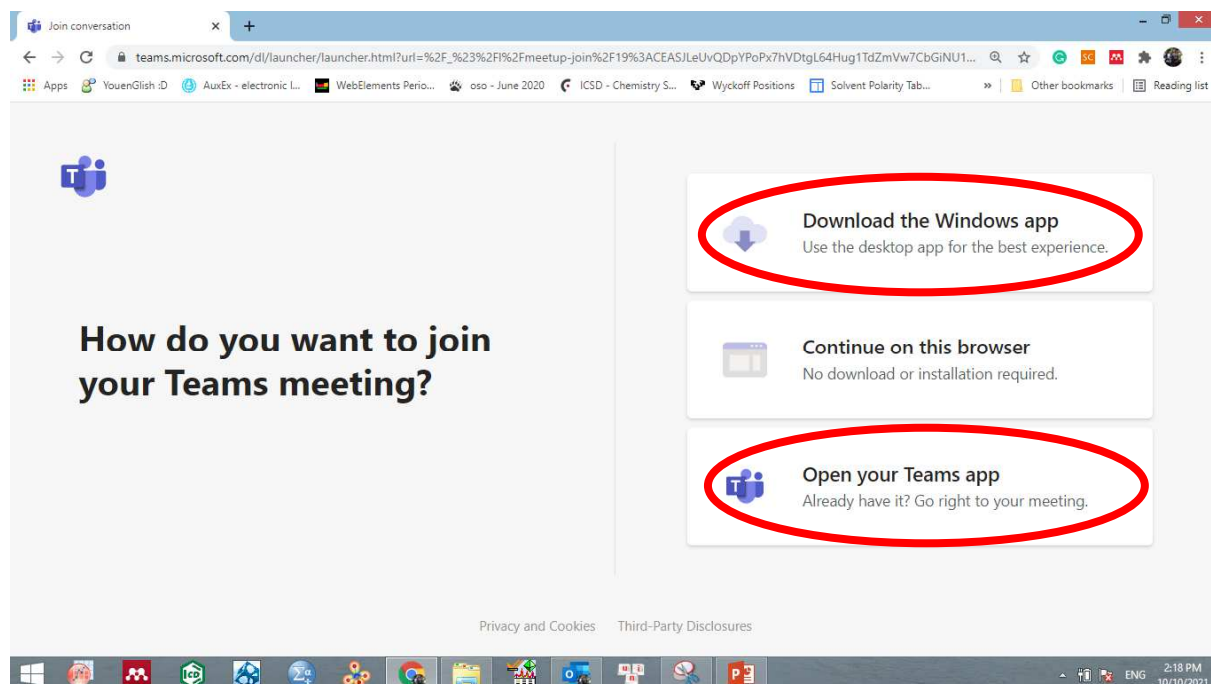
If the link does not work, please copy the entire URL into your browser.

The participant could choose the session or change the session by activating the proper link.

STEP 2: The link opens in your default browser

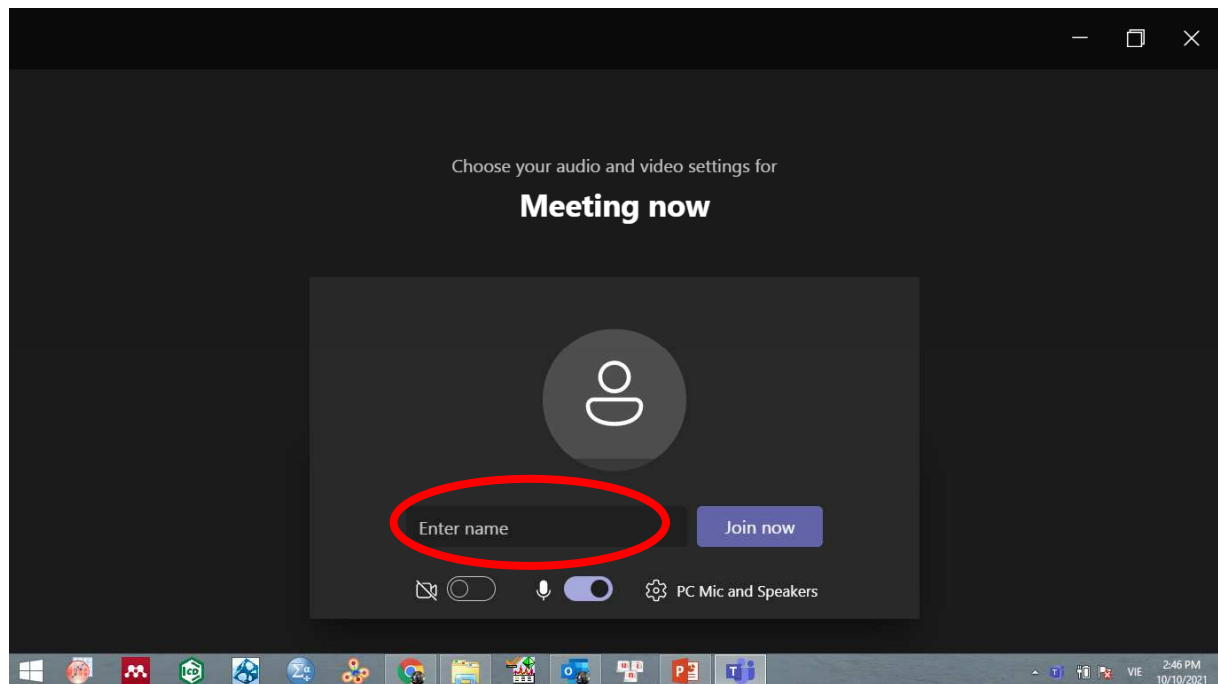
(assuming that it supports the Microsoft Teams software).

NOTE: We suppose that you know how to install the MS Teams in your computer. For more information regarding your device please refer to the Microsoft Teams website.



STEP 3: Enter your name

When your application is ready, the below screen will appear.

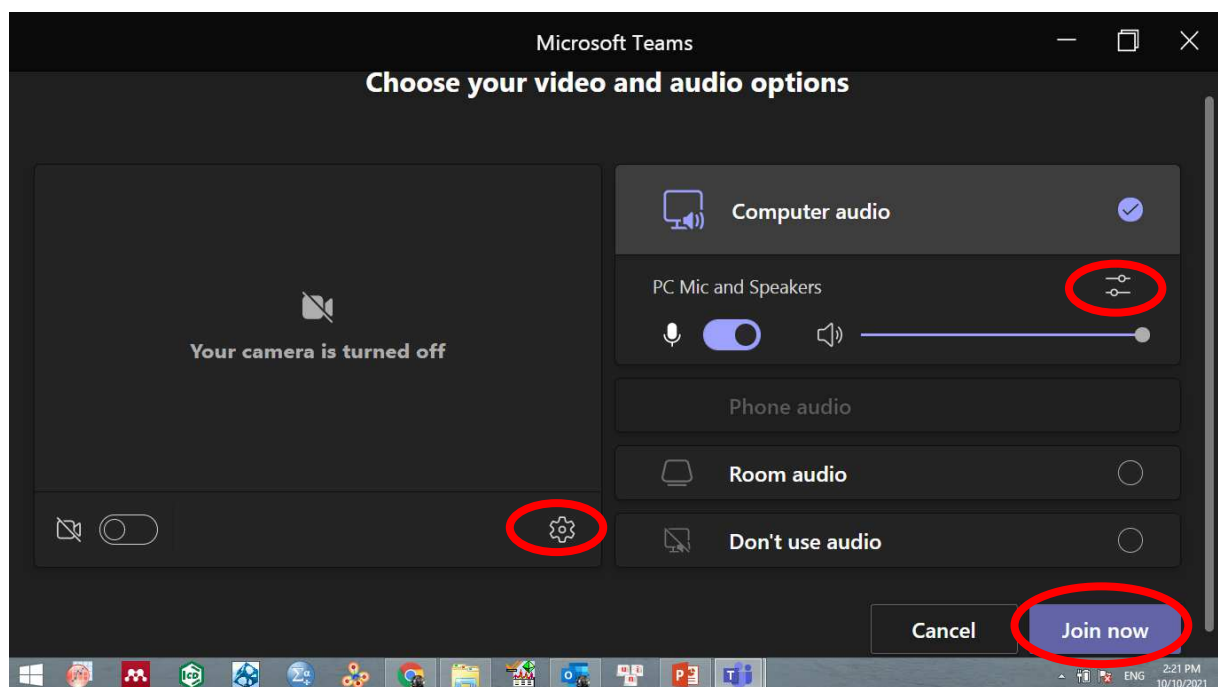


NOTE: When logging in as a guest (without any Microsoft account), please use your full credentials (i.e. your first name and last name) in order to allow the others to recognize you.

STEP 4: Click “Join now” option

You can choose your camera and microphone turned ON or OFF.

NOTE: For better performance of your device and network connection, please close ALL unnecessary applications/windows before turning on MS Teams window.

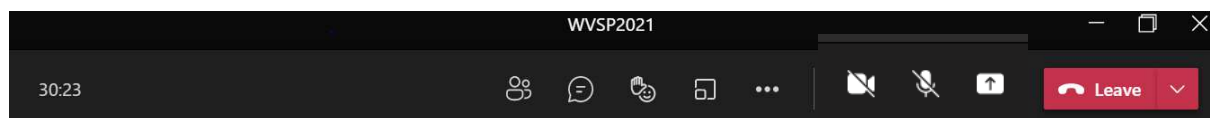


2. How to participate actively in the meeting?

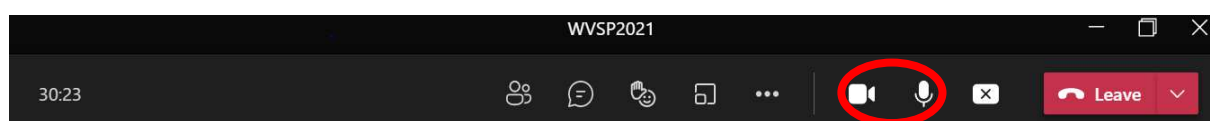
If your camera and microphone (hardware) are properly installed and ready, you will see two white icons to control them.

STEP 1: mute your microphone and switch off your camera during the lectures

NOTE: For better performance of the network, only microphone and camera of the presenter is switched on, those of participants should be switched off.

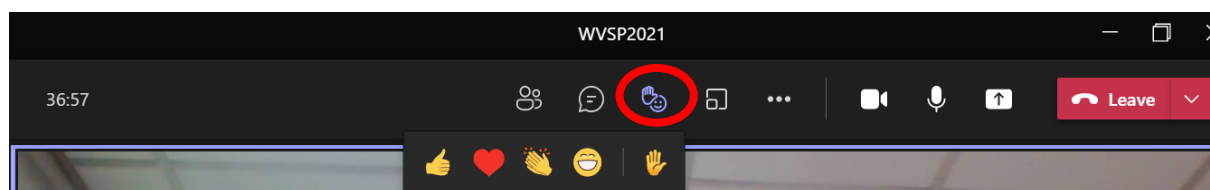


STEP 2: switch on your microphone (and camera if you like) during discussion and breaks, when you want to participate actively in the meeting.

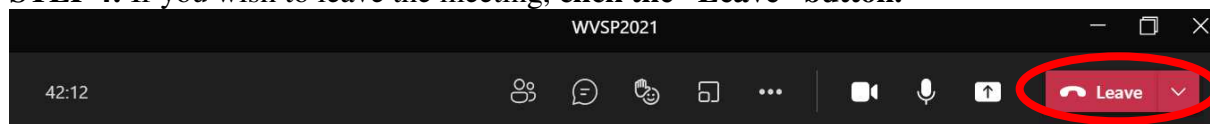


STEP 3: If you would like to ask a question or make a comment during the sessions, please attract chairperson's attention by clicking the "Raise hand" icon.

NOTE: remember to click it again after that.



STEP 4: If you wish to leave the meeting, click the "Leave" button.



3. How to share a presentation?

It is for plenary lectures, invited and oral talks. It is NOT for e-poster presentation.

The e-poster will be included in the common e-poster presentations shown by the Organising committee (in order to avoid any delay and any possible technical difficulty related to the internet connection).

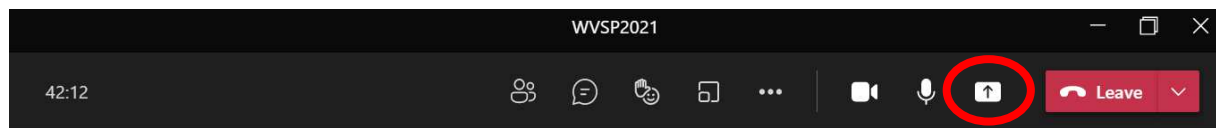
STEP 1: Join the online meeting WVSP2021 and/or PolVietSym2021

NOTES: There are two links. You should choose and activate the proper link!!!

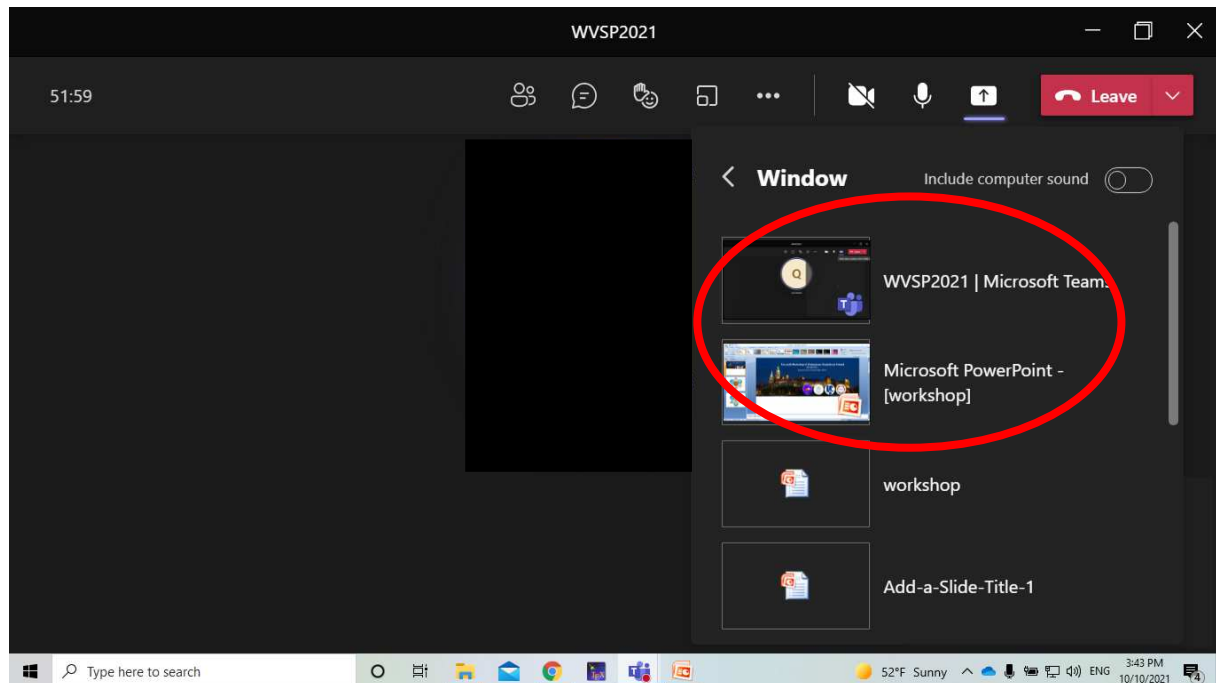
STEP 2: Open your presentation file (e.g. PPT, PPTX or PDF) and go back to the MS Teams meeting window

TIP: use ALT+TAB keys

STEP 3: If you are a speaker, the organizer will allow you to share the screen. If so, the "Share content" icon will become white (the arrow on the right hand side of the camera and microphone icon). Click it...



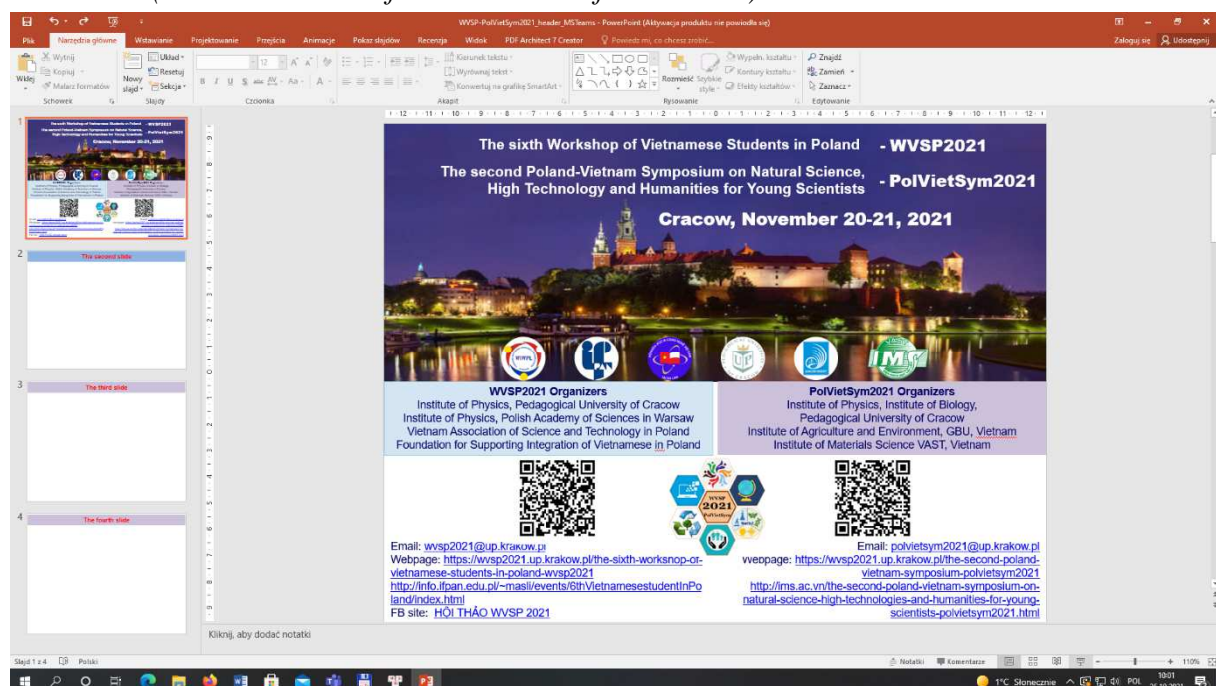
STEP 4: ...and choose a proper window on your computer.



STEP 5: If you see a red frame surrounding your presentation, enter the presentation mode (F5) in Power Point or full screen mode in other apps.

NOTE: Please consider the difference between Power Point window in the edit mode and in the presenter mode (see below).

Edit mode (one sees the list of slides on the left-hand side)



Presentation mode (only one slide is shown in the screen)

The sixth Workshop of Vietnamese Students in Poland - **WVSP2021**
The second Poland-Vietnam Symposium on Natural Science, High Technology and Humanities for Young Scientists - **PoVietSym2021**
Cracow, November 20-21, 2021

WVSP2021 Organizers
Institute of Physics, Pedagogical University of Cracow
Institute of Physics, Polish Academy of Sciences in Warsaw
Vietnam Association of Science and Technology in Poland
Foundation for Supporting Integration of Vietnamese in Poland

PoVietSym2021 Organizers
Institute of Physics, Institute of Biology,
Pedagogical University of Cracow
Institute of Agriculture and Environment, GBU, Vietnam
Institute of Materials Science VAST, Vietnam

QR code for WVSP2021 registration

QR code for PoVietSym2021 registration

Email: wvsp2021@up.krakow.pl
Webpage: <https://wvsp2021.up.krakow.pl/the-sixth-workshop-of-vietnamese-students-in-poland-wvsp2021>
<http://info.ifpan.edu.pl/~masli/events/6thVietnamesestudentInPoland/index.html>
FB site: [HOI THAO WVSP 2021](https://www.facebook.com/HOI-THAO-WVSP-2021)

Email: polvietsym2021@up.krakow.pl
Webpage: <https://wvsp2021.up.krakow.pl/the-second-poland-vietnam-symposium-polvietsym2021>
<http://ims.ac.vn/the-second-poland-vietnam-symposium-on-natural-science-high-technologies-and-humanities-for-young-scientists-polvietsym2021.html>

TIP: In showing the Power Point presentation by MSTEams, it is possible to use a “laser” pointer instead of an arrow by clicking the right button of your mouse to choose that tool).

STEP 6: After you finish your presentation, **press the button ESC to exit the presentation mode.**

STEP 7: Then **stop sharing the screen** using the same button as mentioned in STEP 3.

Please remember to “Stop sharing the screen”, after that your presentation is finished. Otherwise, the next speaker would not be able to share his/her screen.