



## INSTRUCTIONS FOR PARTICIPANTS IN ONLINE EVENTS

### KEY ROLES FOR ONLINE EVENTS:

#### *Participants:*

- Moderators set out procedures for presentations and guide the discussion;
- Participants presenting a report present results of academic research;
- Participants without a report listen to presenters.

### PLATFORM FOR ONLINE EVENTS:

#### [Microsoft Teams](#)

### TECHNICAL REQUIREMENTS:

1. So that the platform can operate without interruption, it is best to install the application. When working with MS Teams in a browser, any browser can be used (Google Chrome, Safari, etc.), with the exception of Internet Explorer.
2. Minimal technical requirements for connection: Internet with at least 5-10 Mbit/s, a webcam and microphone.
3. Make sure your device is 100% powered for working on the platform. If you are using a smartphone or tablet, we recommend using a portable battery.
4. Your device should be no older than 2016 with an updated operating system (the latest possible version).

### GENERAL ORGANIZATIONAL ISSUES:

1. At the XXII April Conference, two versions of sections are taking place: **open** (with the posting of abstracts and links to YouTube broadcasts) and **restricted-access** (with the option to view abstracts and presentations of reports, as well as join online events held via MS Teams).
2. The open version of the section programme can be found at: <https://conf.hse.ru/en/2021/program>. To view the version with restricted access, you must type a code, which you will receive after registering in your [personal account](#). The access code will be updated in your personal account the day before every week of the conference. Special guests to the April Conference can receive their code in an e-mail from the Organizing Committee ([interconf@hse.ru](mailto:interconf@hse.ru)).
3. Conference participants are invited to use the April Conference app (**Апрельская конференция**), which can be downloaded at GooglePlay or AppStore. Using the app can help you to navigate the Conference Programme, customize your individual schedule and learn about the HSE University, honorary and invited papers, as well as the various

associated events.

4. During the Conference days, broadcasts of various events will be held on the [YouTube channel](#): HSE University papers, papers and presentations by honorary and invited speakers, as well as special roundtable discussions. Upon the conclusion of the Conference, recordings of most of the events will be posted and made available. We recommend that participants sign up for the channel to follow updates.

#### FOR THE MODERATOR

1. If necessary, one day prior to the start of the event, conduct testing with the event secretary.
2. Obtain the link to the event from the secretary. Sign in **30 minutes** prior to the start of the event.
3. Make some opening remarks to start the event. Provide information about the session's schedule and ground rules to all participants (i.e., the time limit allotted for each presentation and Q&A). Inform participants about the rules for processing personal data. State the following:  
*“Greetings, participants. We are recording our meeting, which will be later posted online. If you have any objection to this, please turn off the video. Unfortunately, the recording cannot be halted. Thank you for your understanding.”*
4. Monitor the time flow of the entire event.
5. Direct the course of the discussion.
6. Read questions posed via the chat. Be alert to the “raised hands” in the participant list – give them the floor in sequence of their questions.
7. Make concluding remarks – recount the results and close the event.

#### FOR PARTICIPANTS WITH A REPORT

1. Obtain instructions and the link to the event from the secretary.
2. Send all necessary materials to the event secretary – abstract for papers, theses, and presentations.
3. Join the event **30 minutes** prior to its start.
4. Check if the presentation slides are in working order by testing the Screen Sharing feature.
5. Follow the moderator's instructions regarding your time to present.
6. If there is an interruption or problems with showing slides for your presentation, request that the secretary transition between the slides for you at their end by sharing their screen (to do this, make sure the secretary has the presentation before the start of the event).

#### FOR PARTICIPANTS WITHOUT A REPORT

1. Join the restricted-access version of the section programme. Find an interesting event and join by following its link **15 minutes** prior to its start.
2. If your microphone appears to be accidentally turned on, immediately turn it off so as not to interfere with presenters.
3. If the event format permits, you may pose a question: a) verbally, by raising your hand; or b) submitting it via the chat media. If you are given the option to pose a question verbally, please turn off your microphone right after asking it.