Dear Speaker!

Thank you for accepting the invitation of the Organizing Committee of the **16th International symposium on bioinformatics research and applications** (**ISBRA**) which will be held on **December 1-4**, **2020 ONLINE.**

It is of primary importance for us that your talk and the event as a whole run smoothly and effectively. Therefore, we have prepared this guidance with information about the Zoom platform, on which the event will be held, and the procedure during the Symposium.

PROCEDURE

The duration of your talk is indicated in the event program.
A speaker independently launches a presentation from his or her computer and flips through the slides.
Questions to the speaker can be asked by the moderator, other speakers and other participants (by writing in the Q&A Section).

PREPARATION FOR THE EVENT

1. In order to check the correct operation of video, audio and presentation, we plan to hold a test meeting with every speaker. The exact time of the test meeting will be agreed with the speaker in advance.

During the test meeting you will have the opportunity to
- explore the interface of the conference platform,
- train how to share your screen and PowerPoint presentation,
- understand how the conference participants will see you during the presentation,
- understand how to communicate with the participants during the discussion,
- ask all your questions to the organizers.

2. You will join the test session in the same way as you will join the main conference. Please, see the **Join a Meeting** Section.

JOIN A MEETING

1. Prior to the event, you will receive an automatic invitation letter with a link to the online conference room.

2. To join the online conference hall you need to download and run Zoom. You can do it in advance on the Zoom website here https://zoom.us/download or by following the link from the invitation letter. The program will offer you to install the application to your computer. You just have to confirm the installation and open the application.

3. When you click on the link from the invitation letter, you will be directed to the login page.
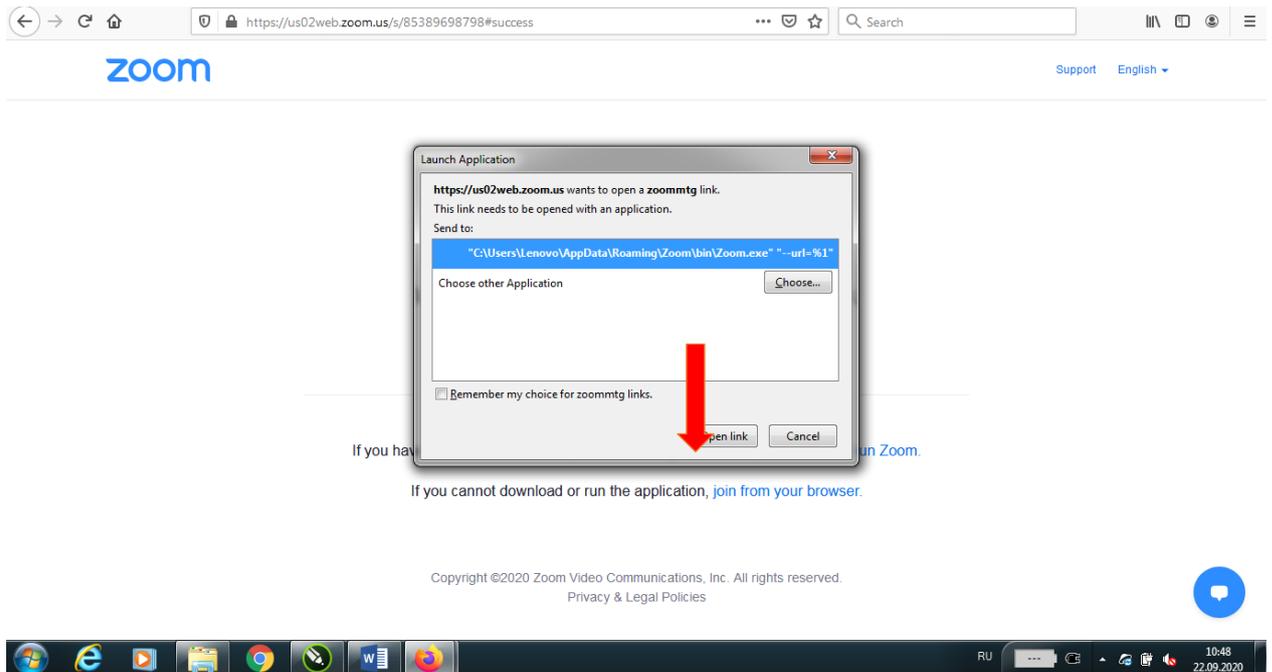
4. Click the button **Open the link** at the bottom of the dialog box.

5. You will enter a virtual conference room with the organizers and your colleagues.

AUDIO AND VIDEO

1. Please note that to avoid background noise all participants are automatically muted as they join the meeting. Video is also disabled upon entry. It gives you the opportunity to prepare and turn on the camera when you are ready.

2. You can enable audio and video on the bottom panel.
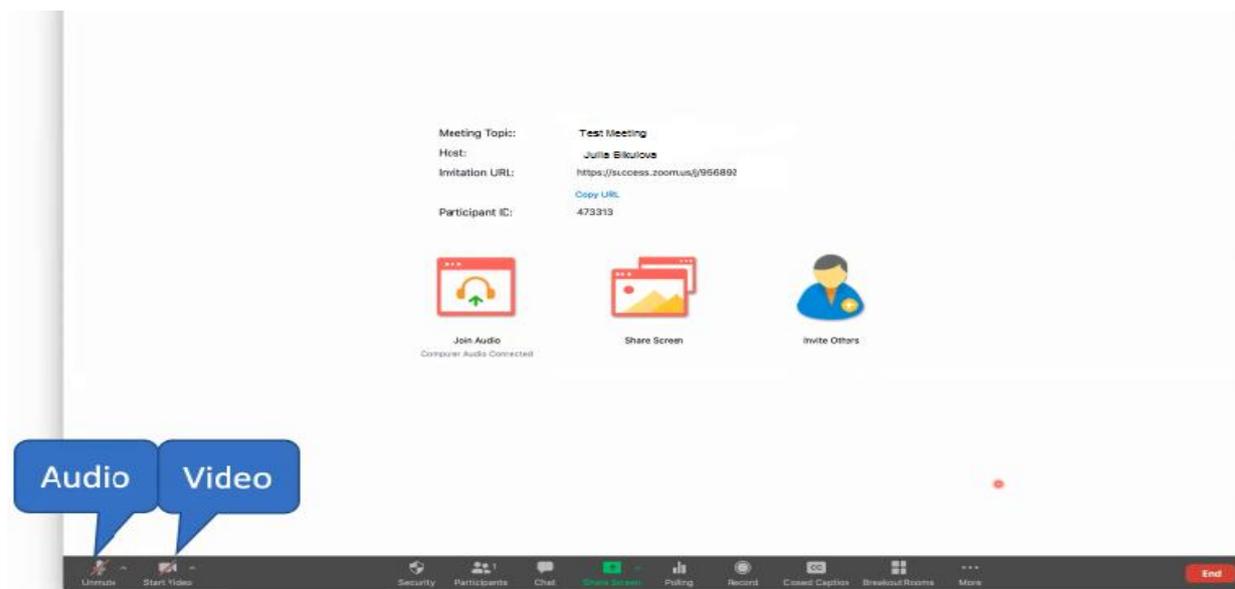
3. We **strongly recommend that you mute your sound when other speakers deliver their presentations**. You can turn it on at any time to ask a question after the presentation or talk during a break.

4. Unmute microphone during your colleagues' presentations can be a source of background noise. The moderator has the right to temporarily turn off audio of any participant.

MAIN TOOLS

1. The main tools that you can use to work and communicate during the event are located on the bottom panel.


2. In addition to turning on / off audio and video on the left side, you can see button **Participants** with a list of conference participants, button **Chat** - possibility to write a message to one or all participants, as well as to the organizers.

3. The main presenter's tool is the **Share Screen** button.

SHARE POWERPOINT PRESENTATION

1. After the conference moderator announces your presentation, please click on the green **Share Screen** button.
2. The program will prompt you to select one of the tabs open on your computer.
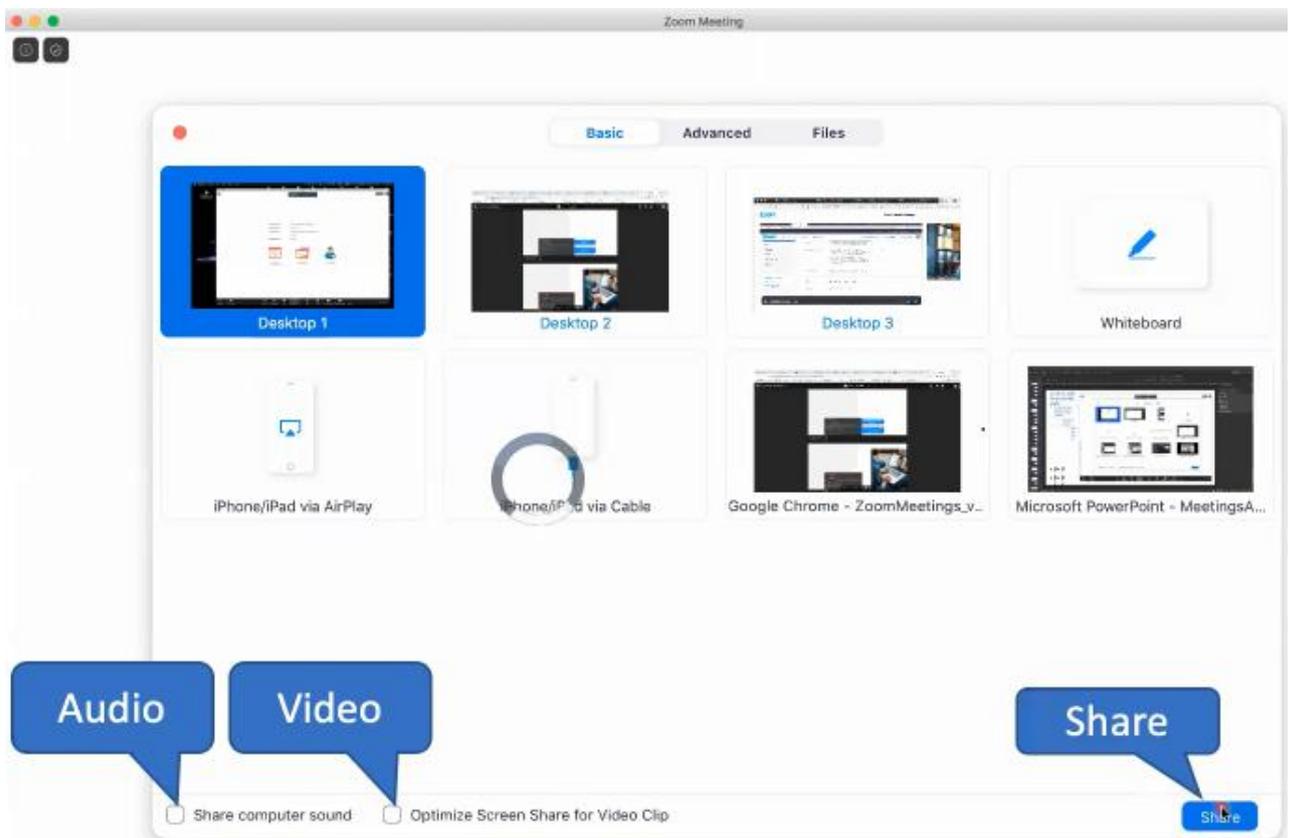
3. Choose the PowerPoint Presentation (we recommend opening your presentation on the computer in advance) and click **Share** in the lower right corner. If your presentation contains sound effects, video, or you plan to show separate video files, please tick the box in the lower left corner — **Share computer sound**.

4. The PowerPoint tab will open with your presentation. From this moment on, the tab and all manipulations in the program will be visible to all conference participants.

5. Now start PowerPoint Slide Show.

6. During your presentation, you will see yourself and other speakers in small windows on the right side of the screen. At your discretion, you can move the video windows, minimize them completely, leave one window with you or see all speakers during the presentation.

GENERAL RECOMMENDATIONS FOR ONLINE CONFERENCE PRESENTATIONS

Room for your presentation:

1. You need as much light in the room as possible when participating in the online conference.
2. Choose a simple background to focus the participants' attention.
3. It is not recommended to use the "virtual background" function in Zoom.
4. Make sure that there are no extraneous noise in the room (people talking, TV, radio, other sources of noise).

Presentation and interaction with participants:

1. Delivering a talk online is not much different from delivering a talk at the conference in person, however, lack of visual contact with the audience can cause some discomfort.
2. At the same time, within the framework of the online event, the speaker and the audience are in more comfortable and "informal" conditions. We recommend that you treat your presentation as a regular presentation and communicate with the audience in the same way, as you would do it in the traditional format.
3. Participants can ask questions in the FAQ section.

In order to ensure that the speaker is not interrupted by the participants' questions, section moderators review the incoming questions, choose the most interesting and relevant ones and read them to the speaker.

We are ready to answer in detail all your questions in more detail during the test session.

For any questions, please contact the Technical Secretariat:
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