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# XXVII Conference of Lightweight Structures in Civil Engineering

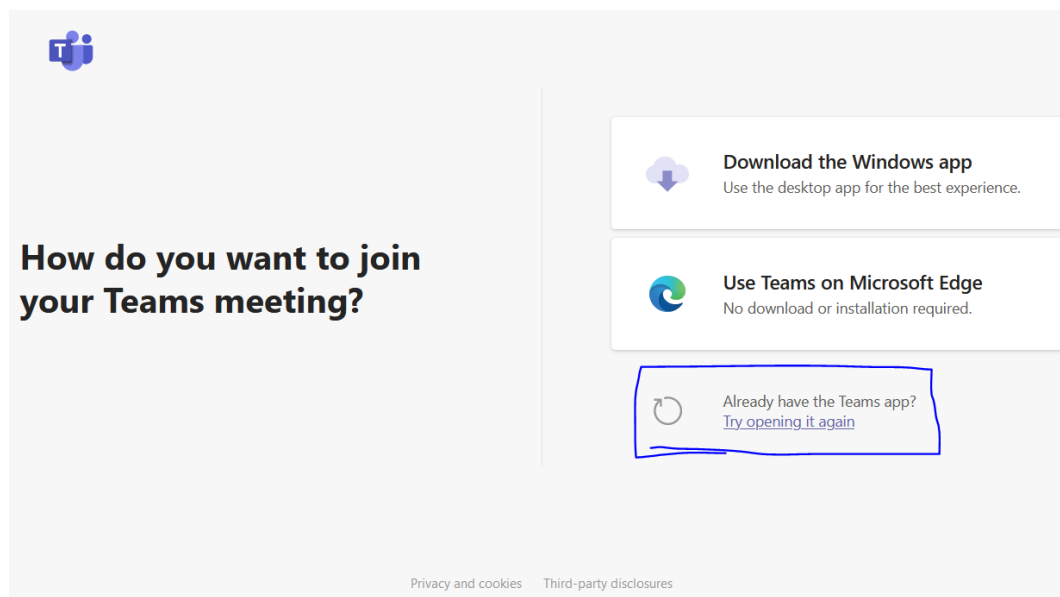
(Lodz 2nd - 3rd of December 2021)

## TEAMS – INSTRUCTION

### 1. VARIANT „I”

#### Participation in the event via a MS TEAMS application:

- please download the MS TEAMS application via the link below:  
<https://www.microsoft.com/en-us/microsoft-teams/download-app>
- join the meeting with an invitation sent by e-mail or via the link which is available on the LSCE website:  
<https://www.lsce.pl/en>
- to join the conference, click on the link sent by e-mail, alternatively, click on the link on the LSCE website,
- after clicking on the link, the MS TEAMS application should start automatically, otherwise, click the ‘TRY OPENING IT AGAIN’ button:

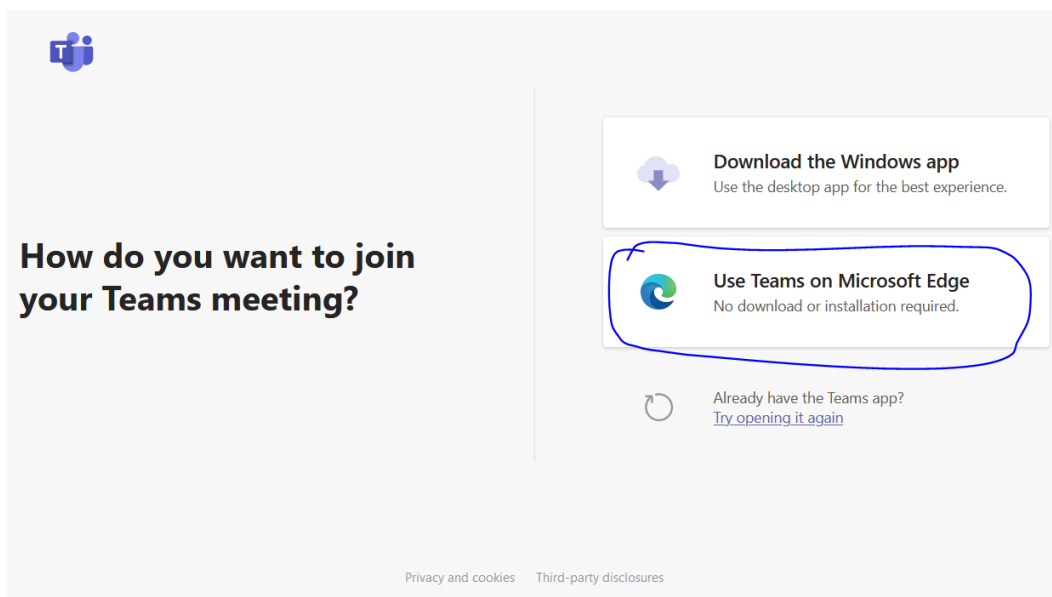


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## 2. VARIANT „II”

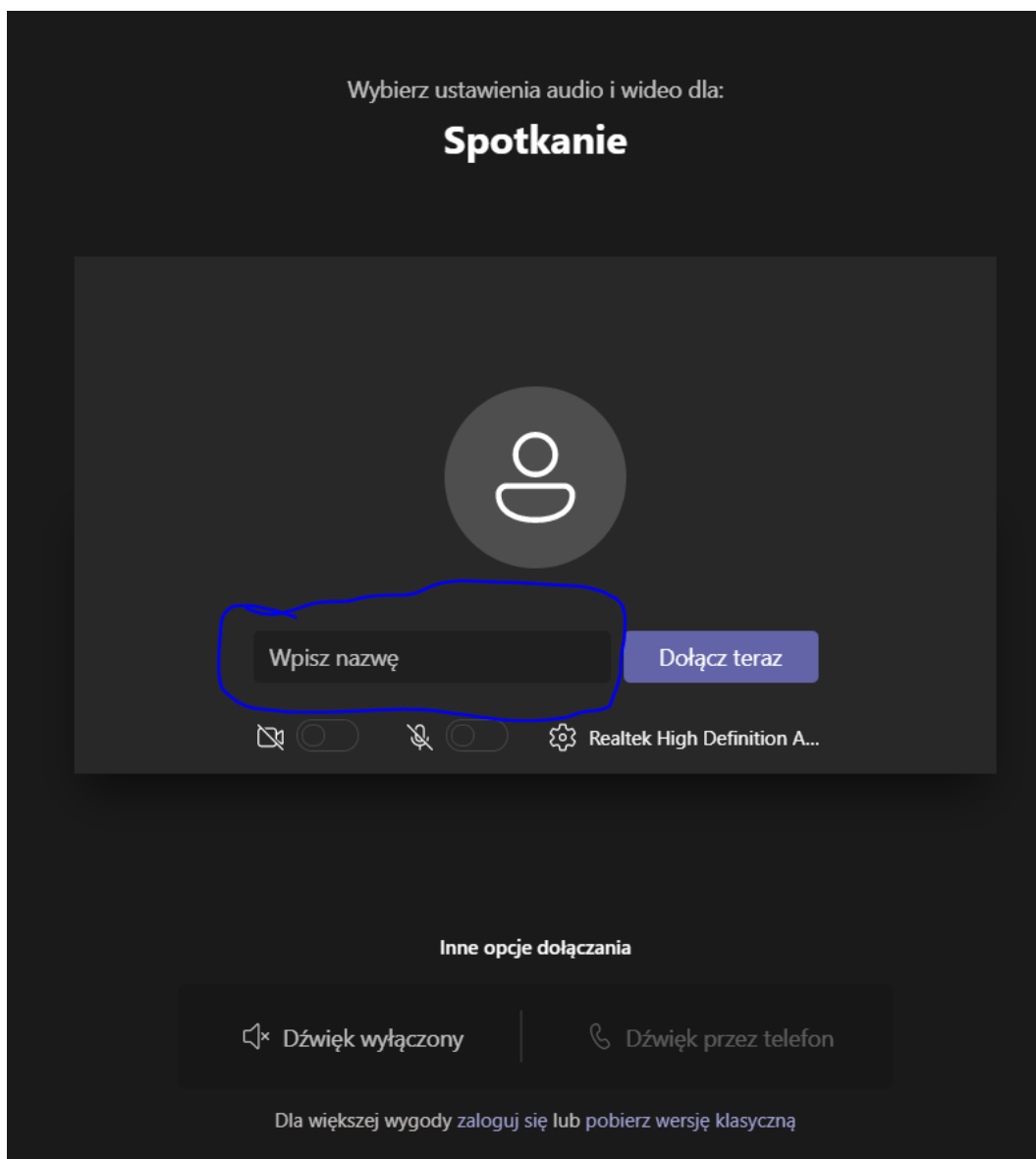
### Participation in the event via a WEB BROWSER:

- please download the GOOGLE CHROME application via the link below:  
[https://www.google.pl/chrome/?brand=YTUH&gclid=EAIaIQobChMI9uU76W99AIVTBV7Ch1ongqsEAAYASAAEgKgI\\_D\\_BwE&gclsrc=aw.ds](https://www.google.pl/chrome/?brand=YTUH&gclid=EAIaIQobChMI9uU76W99AIVTBV7Ch1ongqsEAAYASAAEgKgI_D_BwE&gclsrc=aw.ds)
- alternatively, you can use the MICROSOFT EDGE web browser,
- join the meeting with an invitation sent by e-mail or via the link which is available on the LSCE website:  
<https://www.lsce.pl/en>
- to join the conference, click on the link sent by e-mail, alternatively, click on the link on the LSCE website,
- after clicking on the link, click on the button on the launched website ‘USE TEAMS ON GOOGLE CHROME / MICROSOFT EDGE’:



- allow the web browser to access to Your microphone and webcam,

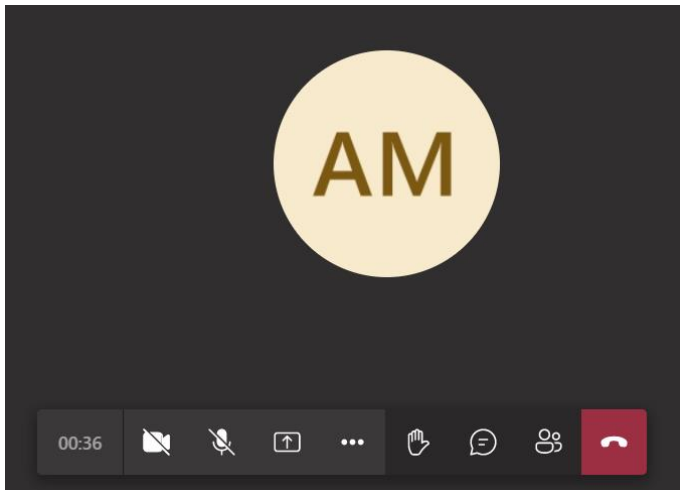
- 
- enter Your name and surname in the appropriate place, before You join to the meeting:



**PLEASE MAKE SURE THAT YOU WERE LET IN THE EVENT,  
OTHERWISE, PLEASE TRY AGAIN CLICK ON THE LINK AND  
JOIN TO THE MEETING AGAIN.**

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### 3. THE USEFUL FUNCTIONALITIES OF MS TEAMS:



#### FROM LEFT:

- **connection timer** – no comment,
- **turn on / turn off the camera** – allows You to turn on / off the image from the camera,
- **turn on / turn off the microphone** – allows You to turn on / off the voice from the microphone,
- **screen sharing** – allows You to share Your screen / program,
- **‘...’** – more options,
- **‘hand’** – reports the desire to speak on the chat,
- **switch chat panel** – shows or hides the chat panel on the right side,
- **switch callers panel** – shows or hides the users panel on the right side,
- **disconnect** – button of ending participation in the event.

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## 4. GUIDELINES FOR PARTICIPANTS IN REMOTE FORM:

### 4.1. While listening to other presentations:

- please make sure that the camera button is ON (see point 3),
- please make sure that the microphone button is OFF (see point 3),
- If You want to ask a question, please make sure that Your microphone button is ON (see point 3),
- please control the information appearing in the chat, they may be useful, remember to turn on the chat window (see point 3).

### 4.2. When giving Your own presentation:

- please make sure that the camera button is ON (see point 3),
  - please make sure that the microphone button is ON (see point 3),
  - please make sure that your computer screen is SHARED (see point 3),
- REMEMBER !!!**
- Share the screen (DESKTOP), not the program window !!!**
- please control the time of your speech,
  - please control the information appearing in the chat, they may be useful, remember to turn on the chat window (see point 3).