



SMUS
BOTSWANA

**The " 1st International and Interdisciplinary
Conference on Spatial Methods for
Urban Sustainability "**

SMUS Conference Botswana

**SMUS BOTSWANA
TECHNICAL GUIDELINES
FOR ZOOM MEETING
APPLICATION**



**THE GLOBAL CENTER OF SPATIAL METHODS FOR URBAN SUSTAINABILITY
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1.0 Introduction to zoom

SMUS Conference Botswana will be hosted online through **zoom application**. Please note that you are required to be connected to the internet throughout the conference to be able to participate in all the conference events and proceedings (speeches and parallel sessions). The zoom application can be accessed or downloaded at <https://zoom.us/download>.

Once you have the application installed in your computer or gadget and you are ready to launch the application from your preferred web browser, simply click on the provided links for the meetings/ webinars and enter the meeting/ webinar ID and passcode to join the meeting. These details (webinar/ meeting links, meeting ID and passcode) will be sent in advance through e-mail, and you can also find them on the SMUS website. Please take note to use the meeting/webinar link, meeting/webinar ID's and passcodes as they appear in the invitation.



2.0 Technical requirements for participating in a zoom meeting

2.1 Zoom requirements

To use the zoom video conferencing application, you will need the following:

- ❖ A laptop computer, desktop computer, smartphone, or tablet, internet connection, speakers, a microphone, and a webcam either built-in or attached to your computer or mobile device.
- ❖ As for your internet connection either a broadband wired or wireless network (3G or 4G/LTE) and a minimum internet speed of 1.5 Mbps is recommended.
- ❖ For your audio you will need speakers and/or a microphone they can be either built-in, USB plug-in, or wireless Bluetooth.
- ❖ A webcam or HD webcam, both built-in and USB plug-in are sufficient, or: An HD cam or HD camcorder with a video-capture card.

2.2 Supported operating systems

Zoom supports all the following listed operating systems if your computer or gadget is not running either of them consider an upgrade:

- ❖ MacOS X with macOS 10.9 or later, Windows 10 Windows 8 or 8.1, Windows 7, Ubuntu 12.04 or higher, Mint 17.1 or higher, Red Hat Enterprise Linux 6.4 or higher, Oracle Linux 6.4 or higher, CentOS 6.4 or higher, Fedora 21 or higher, OpenSUSE 13.2 or higher, ArchLinux (64-bit only)

Note: Devices running Windows 10 must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.

2.3 Supported tablet and mobile devices

- ❖ All mobile phones and gadgets developed by Apple.inc (iOS) and Android devices, Blackberry devices, Surface PRO 2 or higher, running Windows 8.1 or higher support the Zoom application.
- ❖ **Note:** Tablet PCs running Windows 10 must run Windows 10 Home, Professional, or Enterprise. S Mode is not supported lastly take note that tablet PCs only support the desktop client.

2.4 Supported web browsers

In terms of running zoom from the browser, take note that zoom runs perfectly on most up to date browsers including the following:

- ❖ Windows: Internet Explorer version 11 or later versions, Edge version 12 or later versions, Firefox version 27 or later versions, Chrome V30 or later. Please note that Some features in the web client are not supported on Internet Explorer.
- ❖ macOS: Safari 7 or later versions, Firefox version 27 or later versions, Chrome V30 or later versions.



- ❖ Linux: Firefox version 27 or later versions, Chrome V30 or later versions.

2.5 Processor and ram requirements

	<i>Minimum</i>	<i>Maximum</i>
<i>Processor</i>	Single-core 1Ghz or higher	Dual-core 2Ghz or higher (Intel i3/i5/i7 or AMD equivalent)
<i>RAM</i>	N/A	4 GB

Note: Dual and single-core laptops have a reduced frame rate when screen sharing (around 5 frames per second). For optimum screen-sharing performance on laptops, we recommend a quad-core processor or higher. Linux requires a processor or graphics card that can support OpenGL 2.0 or higher.

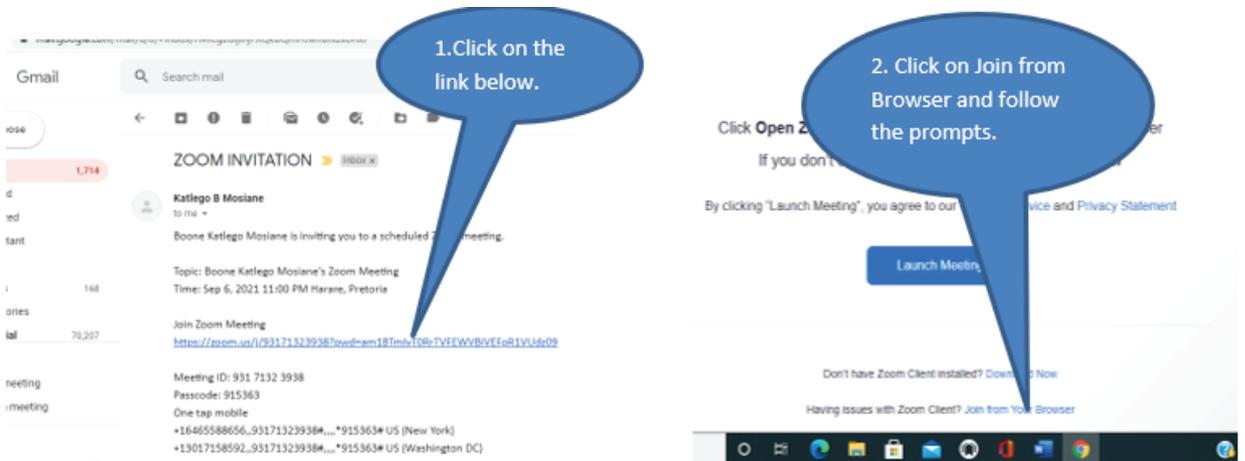
3.0 How to use zoom

A person who is invited to join a meeting in zoom is called a participant or an attendee in essence anyone who is not the “host” or “co-host” of the meeting is a participant. This person is not required to have a zoom account or license and can join zoom meetings/ webinars for free once invited using his/her desktop computer, laptop or any preferred electronic gadget that supports zoom.

There are various ways in which one can access zoom meetings/ webinars as listed below:

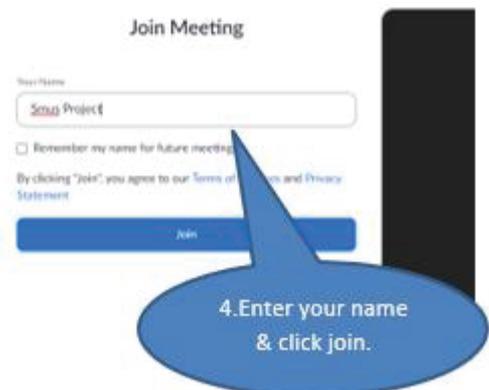
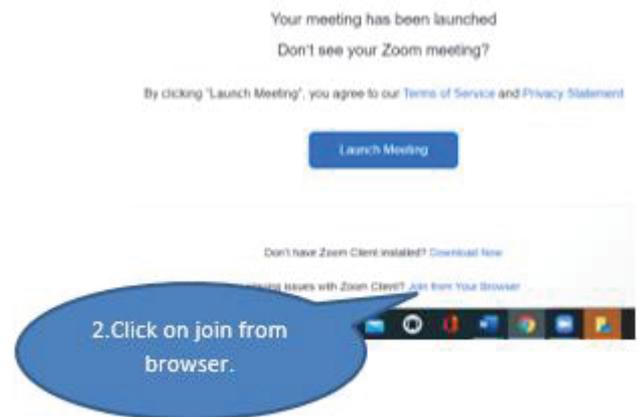
3.1 Joining a zoom meeting via invitation link sent on your email

To join a zoom meeting simply click on the link provided in the meeting invitation and click join=> Enter your names then meeting ID and passcode as provided in the invitation and click join meeting in all instances.





This can be done through any preferred web browser => go to zoom.us/join => enter your meeting id and click join => on the next screen click "join from browser" => zoom will prompt you to enter your name, kindly do so and click join=> finally provide the meeting passcode and click on join.





3.4 Joining a zoom meeting from an already installed zoom app

First, you are going to need to have the app installed in your device. The application can be downloaded from Play Store, App Store, and the zoom website at <https://zoom.us/download>.

Once installed double click on the zoom icon to open it=> click join a meeting=> enter the meeting ID and your names, click on join=> key-in the meeting passcode and click join meeting => lastly, click on join with computer audio on.

1. Click on Join a Meeting

2. Enter meeting id, your names and click on join.

3. Enter meeting passcode here & click join meeting...

4. Click on Join with Computer Audio.



3.5 Muting and unmuting speaker

By default, as per the settings of this meetings /webinars you will be automatically muted when joining into the meeting/ webinar. Before speaking you will be required to unmute yourself and mute yourself after speaking.

To do this simply click and hold the space bar on your computer keyboard when you speak and release it when you are done speaking alternatively click on the speaker icon on the bottom left of your screen.



3.6 Start/ stop video

This function can be enabled when a participant wishes to be visible to other participants when making a comment or speaking during the meeting/ webinar. To do this click on the video icon to start the video and stop it from recording.



3.7 Using the chat function

This function can be used to send a message or to chat to everyone in the zoom meeting, it allows you to send a message to a particular individual privately or chat to all participants. This function can also be used to message the host when the need arises.





3.9 Using the reaction function

This function can be used to leave a reaction to the speaker during a meeting or to raise your hand to request to be given an opportunity to speak. Some of the reactions you can use include claps, thumbs up etc.



4.0 How to use zoom session organizers and presenters

Session organizers and presenters will need to have special features of zoom available to them which they will need to employ while performing their tasks on zoom, it is hence mandatory to have them participate in their respective meetings as co-hosts to give them the necessary control and privileges during zoom sessions.

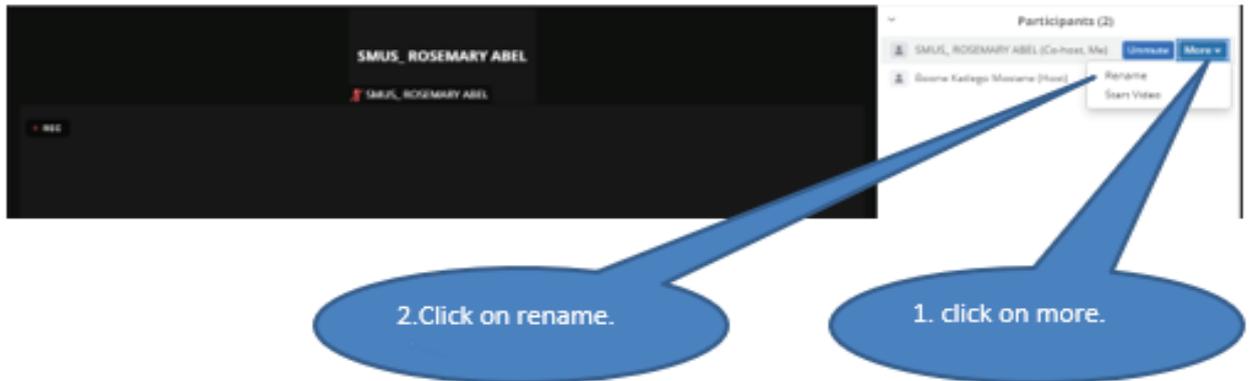
4.1 Renaming yourself

All session organizers and presenters will be required to rename themselves to a standard format that will make it easy for them to be identified in the meeting and to be given co-host privileges.



To rename yourself click on the participants icon in the bottom of your screen => go to the top right corner of the screen, click on more and then click on rename.

The standard naming format will be SMUS_ Title FirstName Last Name e.g., **SMUS_ Dr. Chris Brown.**



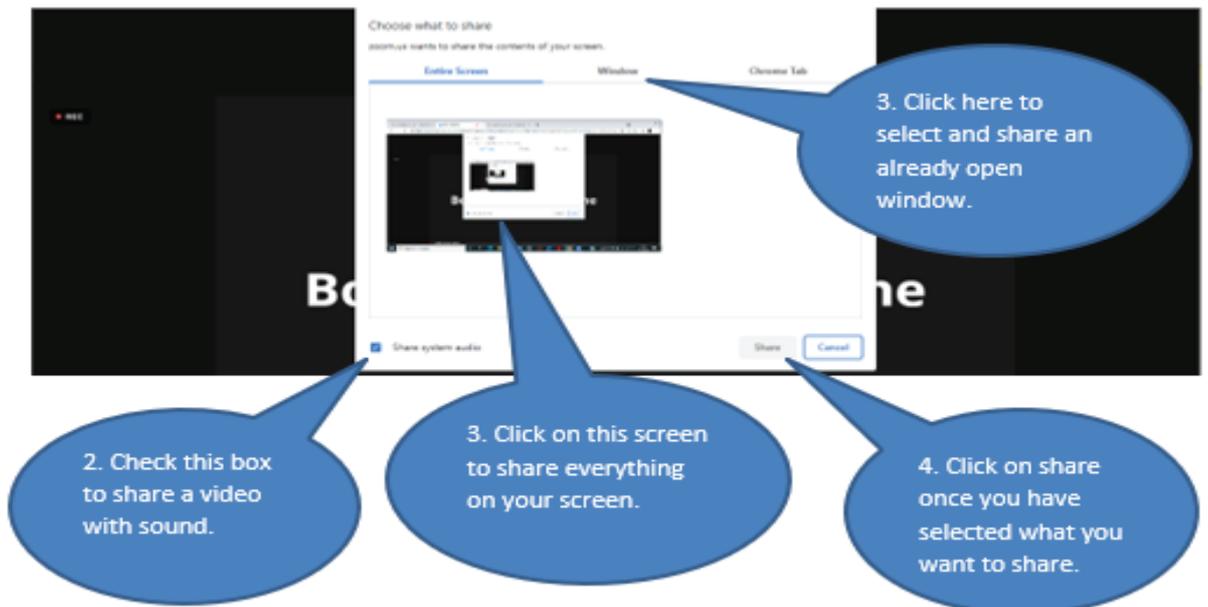
After renaming yourself you will be easily identified and be promoted to co-host, please ensure that the co-host title appears next to your name before the beginning of each session.

4.2 Sharing screen

Now that you have been made a co-host, you will now have the rights to share your screen. For you to do this, simply click on share screen on the tool bar on bottom of your screen => ensure that you check the share system audio box if you are to share a video with sound.



After clicking on share screen there will be a pop-up similar to the one below, also note that there are two Step 3's please choose any step 3 that is applicable to your case.



4.3 Stop sharing screen

To stop sharing your screen simply click on stop share at the top of your screen. This will stop displaying whatever you were sharing.



4.4 Asking for help/ contacting the host

To ask for help from the host simply use the chat option and send a private message to the host describing the help that you need. [refer to page 6]



Important

1. All participants including session organizers and presenters are advised to go through this manual before the conference starts, this will allow you to identify any problems and give you enough time to seek for assistance to avoid last minute disappointments.
2. Make sure to contact our technical support team via email at mosianek@ub.ac.bw or SMS to our WhatsApp hotline number: **+267 75584767** for any clarifications, inquiries, and advice. This should be done before the conference starts.
3. Only contact our hotline from 19th – 25th September 2021 about technical emergency issues and please note that our assistance will be limited to only technical issues within our control. Hence it is important to run a test on zoom with anyone from your IT department.

“Looking forward to meeting you virtually!!!”