SMUS BRAZIL
Technical guidelines
for ◉ zoom meeting application

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SMUS Conference Brazil

2nd International and Interdisciplinary Conference on Spatial Methods
for Urban Sustainability (SMUS Conference) and the
1st RC33 Regional Conference "Latin America: Brazil
in cooperation with ESA RN21 Quantitative Methods"

September, 8th-10th, 2022

DAAD exceed
Deutscher Akademischer Austauschdienst
German Academic Exchange Service

TU berlin

UNIVERSITY of BOTSWANA

USP

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Contents

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1.0 GENERAL RECOMMENDATIONS

The SMUS Conference Brazil 2022 activities will take place online in virtual rooms on Zoom Application. The links to the streams will be available at the participant´s area in: **https://www.smusbrazil2022.sinteseeventos.com.br/home/login**. The links will also be available in the Conference Program: **https://gcsmus.org/conferences/brazil/programme/**.

Please note that the links for the AM Courses will only be available to enrolled participants who have been informed by e-mail of their admissions.

Below, we would like to highlight some reminders and recommendations aimed for a successful transmission:

1) Make sure you have a good and stable internet connection during the activity period

2) Have an alternate, redundant connection handy. For example, if you are using residential broadband, make sure your 4G mobile connection is easily accessible for use in case your main connection goes out

3) We recommend using a headset with microphone for a better audio experience and for a clearer recording of your speech

4) Make sure that the physical environment you are going to use is well lit

5) Name for the meeting: when accessing the room, we would kindly ask you to check if pay attention to the indication of your name is correct as you prefer to be seen by the public. In front of it your name, our team will add your role at the table (Coordination, Speaker, Mediation);

Please, check the Conference program on our website (**https://gcsmus.org/conferences/brazil/**) to confirm the date and time of your session.

If you have any other questions about technical issues during the event, please contact our Technical Support Team:

1. Via email at smusbrazil2022@usp.br or

2. Via SMS to our WhatsApp hotline number: **+55 11 99925-5503** for any clarifications, inquiries, and advice. This should be done before the conference starts.

We kindly ask you for only contact our hotline from 08th – 10th September 2022 about technical emergency issues and please note that our assistance will be limited to only technical issues within our control.

2.0 INTRODUCTION TO ZOOM

SMUS Conference Brazil 2022 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 (roundtables, advanced method courses, keynotes, conferences 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 to join the meetings/webinars. These links will be sent in advance through the participant´s area in the following website: https://www.smusbrazil2022.sinteseeventos.com.br/home/login.

In addition, you can also access the SMUS Conference Brazil 2022 website for information: https://gcsmus.org/conferences/brazil/.

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3.0 TECHNICAL REQUIREMENTS FOR PARTICIPATING IN A ZOOM MEETING

3.1 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.

3.2 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.

3.3 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.

3.4 Supported web browsers

In terms of running Zoom application from the browser, take note that Zoom runs perfectly on most up to datebrowsers 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.

3.5 Processor and ram requirements

	Minimum	*Maximum*
Processor	Single-core 1Ghz or higher	Dual-core 2Ghz or higher (Intel i3/i5/i7 or AMD equivalent)
RAM	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.

4.0 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. In case of SMUS Conference Brazil 2022, the easiest way to access the zoom meetings/webinars is via invitation link sent to your participant area which can be accessed via: https://www.smusbrazil2022.sinteseeventos.com.br/home/login. To join the meeting click join=> Enter your name and click join meeting in all instances.

4.1 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.

1. Click on unmute/mute

4.2 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.

1. Click on Start/Stop Video

4.3 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.

1. Click on chat, to open the chat bar

2. Click here to select the person to chat with.

4.4 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.

5.0 INFORMATION FOR SESSION ORGANIZERS AND PRESENTERS

We would like to invite session organizers and presenters to join the meeting for an introductory conversation and for a review of the activity script 30 minutes before its starts. In addition, we will introduce you to our Technical Support Team.

Session organizers and presenters will have no special features of Zoom available to them. The SMUS Conference Brazil 2022 Staff will employ any necessary tasks and control privileges as hosts during Zoom Sessions.
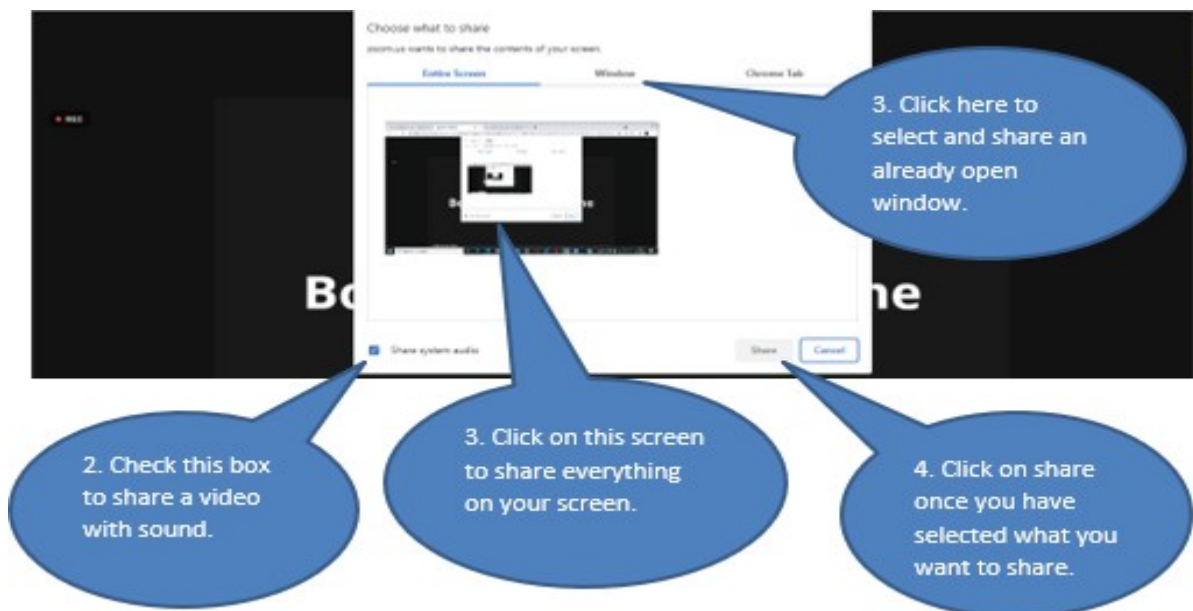
5.1 Sharing screen

If you have been made a co-host, you will 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.

5.2 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.

5.3 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 nee