

## INSTRUCTION FOR PARTICIPANTS OF NONLINEAR PHOTONICS 2020

Summer school Nonlinear Photonics 2020 will be a fully online event using Zoom platform. We assume that most of participants have experience with Zoom. Nevertheless, we would like to provide you with these instructions. As both lecturers and participants spread across the globe, please check the programme and time of the lectures. Time of all lectures is shown in **Novosibirsk time** that is plus seven hours to GMT (UTC/GMT+7 time zone).

1. If you have not **Zoom Client for Meetings** already installed, please follow <https://zoom.us/client/latest/ZoomInstaller.exe> and any additional on-screen instructions to make the installation.

2. Launch downloaded file [zoominstall.exe](#) to setup **Zoom Client for Meetings**. You have two options when it comes to creating a Zoom account. You can either:

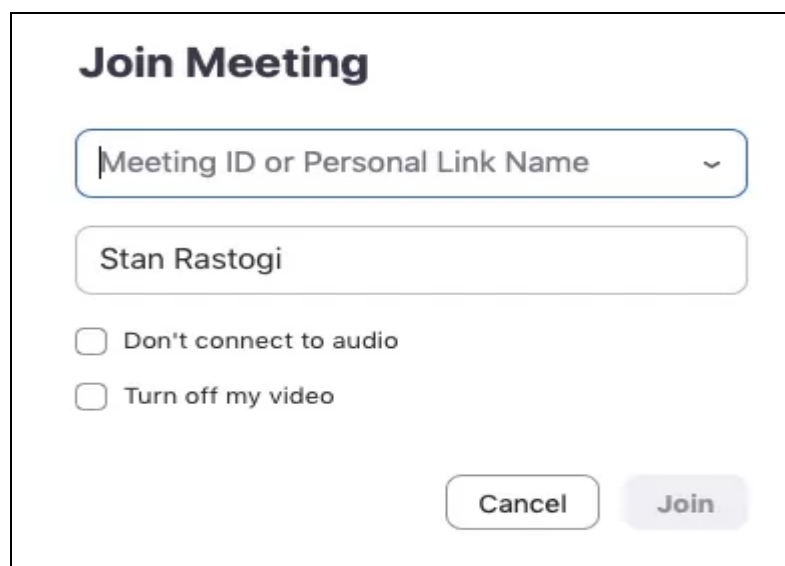
- Create a new account using your work email address.
- Sign in using SSO (Single Sign-On) or your Google or Facebook account.

If you're using Zoom for work purposes, it's best to sign up using your work email address.

3. There is **no need to create a zoom account to participate** in the International Summer School Nonlinear Photonics 2020.

**Joining meetings** is simple. On the appointed day you will join the conference meeting automatically by click on invitation link that will be sent few days in advance by our administrator (or entering meeting ID and password manually). Meeting participants will receive an event invitation via email.

a. Navigate to Zoom.us and click the **Join a Meeting** link at the top of the page, then enter the meeting ID (*Figure 1*).



The image shows a screenshot of the Zoom 'Join Meeting' dialog box. The title is 'Join Meeting'. Below the title is a dropdown menu with the text 'Meeting ID or Personal Link Name'. Below that is a text input field containing the name 'Stan Rastogi'. There are two checkboxes: 'Don't connect to audio' and 'Turn off my video', both of which are unchecked. At the bottom right of the dialog are two buttons: 'Cancel' and 'Join'.

*Figure 1*

b. Make a choice when prompted for your audio option: computer or phone.

c. Do not forget to switch off you microphone (on the left lower corner of window).

#### 4. Share Content During a Meeting (for lecturers)

Before starting your presentation, please click on the gear icon on the right upper corner of Zoom Client for Meetings main window to check the settings. Highlight **Video** on the left side and select your web camera on the right side. A live preview

should appear. Highlight **Audio** on the left side and examine your speaker and microphone on the right side. Open your presentation before invitation for speech.

a. When the time of your online talk will come, you'll get the moderator invitation. Then you should switch on your microphone and start speaking.

b. When you will be ready to start your presentation, please ask the administrator to turn on the presentation layout. After that, you can start your presentation on the full screen mode (you may press F5 key, if you use PowerPoint).

c. Then you ought to return to Zoom Client for Meetings and press green button Share screen (*Figure 2*). Then select PowerPoint demonstration window.

PS: You can use Alt-Tab keys combination to switch among launched applications.

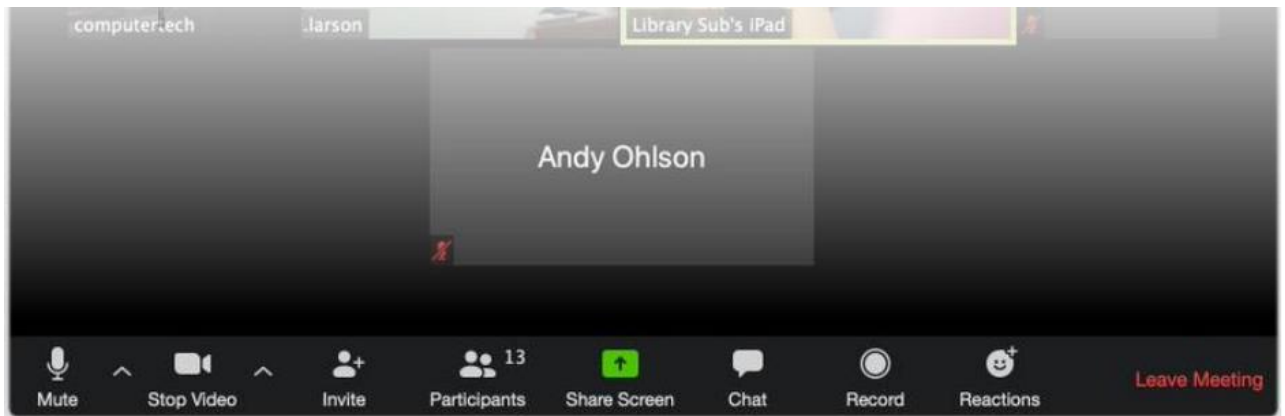


Figure 2

d. You will see the reverse timer instead of broadcast administrator avatar. Try to meet the timing.

f. Please do not finish your presentation unexpectedly. If your presentation is over, first of all you should ask the administrator to turn off the presentation layout. After that, you have to terminate your presentation. To do this, you should move your mouse to the top of Zoom main window and click on the red button "**Stop Share**" (*Figure 3*). The presentation will be no longer broadcasted, and you may continue to talk with moderator and answer on incoming questions.

**Note:** Sometimes red button may disappear from your screen. It is the bug of Zoom Client. In this case you should simply close your presentation application. At that moment the Zoom Client for Meetings will lost shared screen and you will come back to Meeting room.

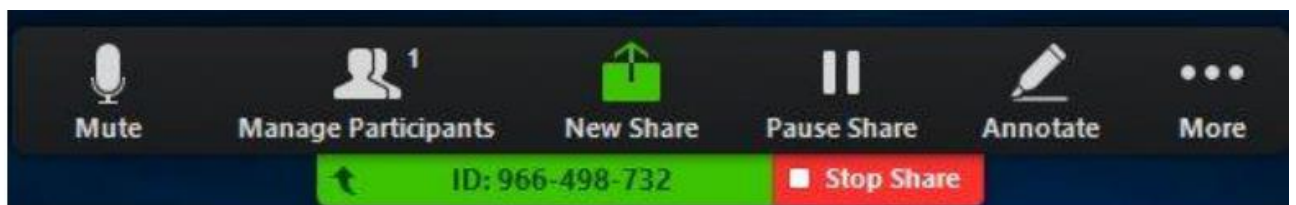



Figure 3

g. When your speech will be over, please do not forget to turn off your microphone.

h. To leave the meeting you can click on the red button **End**.

5. Most of the presentations will be delivered in real time (at the moment only John Dudley tutorial is planned as a pre-recorded one, because he cannot deliver it himself). Questions can be asked only either via **Chat** – in real time, or sent to lecturer via email after the talk – off-line questions. To minimize possible Zoom problems we avoid any other types of questions.

During a meeting, the **Chat** window has an option to send message or question to “Everyone” or privately to the person. If the setting is for everyone, each person in the meeting will see it. If privately, only the selected person will see it.

a. Click **Chat** in the meeting controls.  This will open the chat window. You can type a message into the chat box or click on the drop down next to **To:** if you want to send a message to a specific person. (Figure 4). When new chat messages are sent to you or everyone, a preview of the message will appear and Chat will flash orange in your host controls.

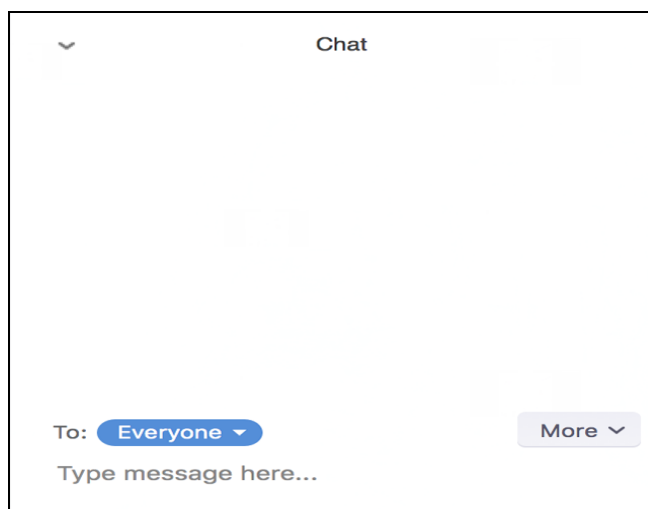


Figure 4

b. While screen sharing, click **More** in the meeting controls, then **Chat** that to open a floating chat window (Figure 5). If you receive new chat messages while screen sharing, the More button will flash orange to indicate the incoming message.

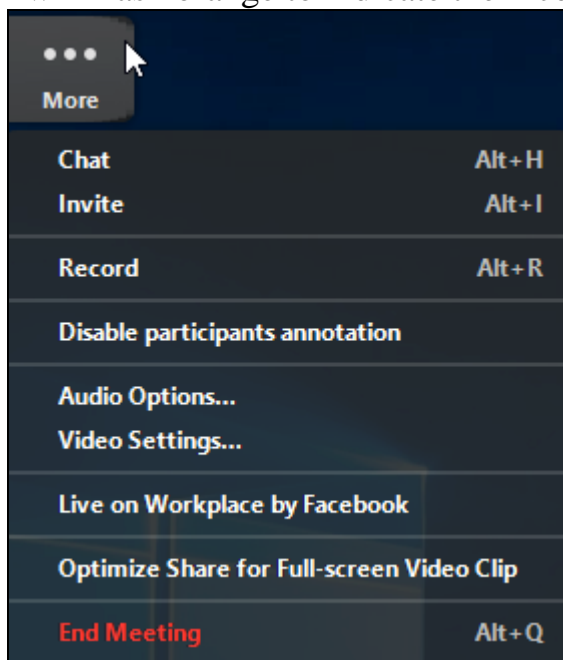


Figure 5

c. You can react to messages by adding an emoticon. Hover over the message you want to react to and click the smiley icon (Figure 6).

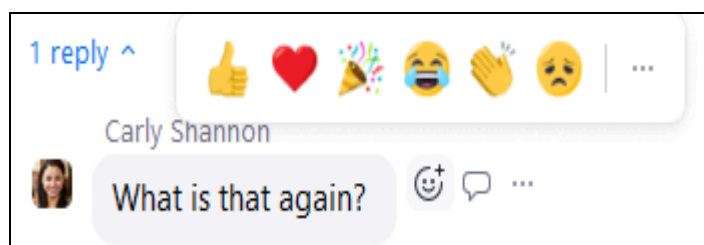


Figure 6

## Zoom Keyboard Shortcuts

- **Ctrl+Alt+Shift:** Move focus to Zoom's meeting controls
- **Alt:** Turn on/off the option “Always show meeting control toolbar” in Accessibility Settings
- **Alt+V:** Start/Stop your Video
- **Alt+A:** Mute/unmute your Audio
- **Alt+M:** Mute/unmute everyone except host Note: For the meeting host only
- **Alt+S:** Launch share screen window and stop screen share Note: Will only work when meeting control toolbar has focus
- **Alt+T:** Pause or resume screen share Note: Will only work when meeting control toolbar has focus
- **Alt+R:** Start/stop local recording
- **Alt+C:** Start/stop cloud recording
- **Alt+P:** Pause or resume recording
- **Alt+N:** Switch camera
- **Alt+F:** Enter or exit full screen
- **Alt+H:** Display/hide In-Meeting Chat panel
- **Alt+U:** Display/hide Participants panel
- **Alt+I:** Open Invite window
- **Alt+Y:** Raise/lower hand
- **Alt+Shift+T:** Screenshot
- **Ctrl+2:** Read active speaker name

If you have other questions, please visit Zoom support:  
<https://support.zoom.us/hc/en-us>