

RESPONSIBLE
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ARCTIC



2021-2023

ARCTIC COUNCIL
RUSSIA'S CHAIRMANSHIP

ADMINISTRATIVE CIRCULAR

Useful information and recommendations

**THE INTERNATIONAL CONFERENCE ON CLIMATE CHANGE
AND MELTING OF THE PERMAFROST**

Yakutsk, the Russian Federation

22 – 24 March 2023

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1. INTRODUCTION

The Russian Federation welcomes participants of the International Conference on Climate Change and Melting of the Permafrost. This administrative circular contains general information on the event, details of logistics and administrative procedures for participating in the event.

Additional questions and requests for clarifications may be sent to the relevant services of the Organizing Committee of Russian Chairmanship for the preparation and securement of the Arctic Council Russia's chairmanship in 2021 – 2023 (hereinafter referred to as the Russian Chairmanship Organizing Committee), the addresses of which are indicated in Section 4 “Contact information”.

Additions to this circular, if any, will be sent by the Liaison Officers to all participants.

The Organizing Committee of the Russian Chairmanship for ensuring the presidency of Russia in the Arctic Council in 2021 – 2023 wishes all participants a pleasant and fruitful visit to the Russian Federation.

2. EVENT DATES AND VENUE

The International Conference on Climate Change and Melting of the Permafrost will take place in Yakutsk on 22 – 24 March 2023.

The venue will be:

Federal State Autonomous Educational Institution of Higher Education

“M.K. Ammosov North-Eastern Federal University”

677000, Russia, Republic of Sakha (Yakutia), Yakutsk, Belinskogo St., 58

<https://www.s-vfu.eng/>



3. PROGRAMME OF EVENT

A draft programme of event can be found in Appendix 1. “Draft programme”

4. CONTACT INFORMATION

Each delegation is assigned a Liaison Officer from the Russian Chairmanship Organizing Committee to be the main Contact Person for administrative and technical arrangements during the preparations for the event and the event itself.

The names and contact details of the Liaison Officers of each delegation are given in Appendix 2. “List of Liaison Officers from the Russian Chairmanship Organizing Committee assigned to delegations”.

Questions concerning registration and accreditation, as well as any other questions relating to participation, should be sent to the e-mail address of the Liaison Officer assigned to the delegation.

5. ACCESS TO THE EVENT VENUE

5.1. Registration

The International Conference on Climate Change and Melting of the Permafrost will be organized in a hybrid format: personal attendance and online participation.

The registration for the offline participants will be open until 17 March 2023.

The participants who will personally attend the meeting are required to fill in the registration form and send it to the Liaison Officer assigned to the delegation from the Russian Chairmanship Organizing Committee (contacts of Liaison Officers are specified in Appendix 2. “List of Liaison Officers from the Russian Chairmanship Organizing Committee assigned to delegations”). Please, find the registration form in the Appendix 3. “Registration form”.

All information provided about the participants will be available to a limited number of individuals at the Organizing Committee of Russian Chairmanship.

5.2. Accreditation badges

Each offline participant should pick up a badge at the accreditation desk located at the event venue.

Additional information on picking up badges will be sent in advance to the participants.

In order to pick up their badge, the participant should present an identification document (passport or diplomatic card).

Access to the venue is strictly subject to availability of a badge.

6. INFORMATION FOR INCOMING PARTICIPANTS

6.1. Accommodation in Yakutsk

For participants of the International Conference on Climate Change and Melting of the Permafrost the following hotels are recommended:

- 1) “Sterkh” (Yakutsk, Lenin Ave., 8, contacts for booking: tel.: +7 (4112) 34-27-01, <http://sterkh.biz/>, sterkh05@mail.ru),
- 2) “Lena” (Yakutsk, Lenin Ave., 8, contacts for booking: tel.: +7 (4112) 42-48-92, <https://www.lena-hotel.ru/>, lenahotel2@yandex.ru),
- 3) “Liner” (Yakutsk, Bykovsky St., 7, contacts for booking: tel.: +7 (4112) 49-52-27, <http://lainer.yks.aero/>, Zdop1@yks.aero).

6.2. Transfer for participants

Yakutsk Airport is located 7 km from the city center in the Gagarinsky district. On arrival at the airport, delegates will be provided with transfer from the airport to the official hotels and vice versa according to their flight details from 21 to 25 March 2023. The Russian Chairmanship Organizing Committee staff will welcome delegates in the Arrival Hall, holding a sign “Delegates”, and accompany them to the shuttle. The participants should provide assigned Liaison Officers with up-to-date information on their flight details beforehand.

6.3. Luggage and items prohibited for carriage

Airlines operating in the Russian Federation strictly regulate restrictions on luggage size and weight. Participants are advised to familiarize themselves with the air transport rules on the airline’s website in order to avoid additional expenses. In the check-in area passengers can use a luggage packing service.

For the safety of passengers certain items and substances are prohibited for transportation on board. The amount of liquid in hand luggage may also be limited.

6.4. Additional information for incoming participants

Due to the stable improvement of the epidemiological situation with coronavirus in the territory of the Republic of Sakha (Yakutia) region, covid restrictions have been cancelled. No masks, PCR tests, QR codes and vaccination certificates are required to visit public places in Yakutsk¹.

There is one airport in Yakutsk – International Airport "Yakutsk" named after Platon Oyunsky.

Airport Help Desk:

Yakutsk International Airport named after Platon Oyunsky Information Center:
+7 (4112) 31-88-44.

¹ Follow the latest information about the current restrictions in connection with the spread of COVID-19 in the regions of the Russian Federation on the website of Rospotrebnadzor <https://rospotrebnadzor.ru/>

You can find additional information on the official website of Yakutsk Airport, as well as at the information desks at the airport and at the venue of the event.

Airport official website	Information Service	Unclaimed luggage search service and storage of found items
International Airport "Yakutsk" named after Platon Oyunsky: https://yks.aero/	+7 (4112) 31-88-44	You can clarify information about lost items, as well as the procedure for obtaining them by phones +7 (4112) 49-10-61 +7 (968) 156-10-89

In case of non-arrival of baggage upon arrival, you must immediately contact the dispatcher of the transportation organization before leaving the baggage claim area and fill out a special form. To make an application, you need to provide: a passenger ticket, a boarding pass, a baggage tag tear-off ticket, a receipt for payment for excess baggage (if there was baggage in excess of the baggage allowance).

As soon as the passenger has left the baggage claim area, it is considered that he has no claims to the carriage of baggage.

If you have any questions about tracing your baggage or want to make changes (corrections) to the application, please call or write to the mail indicated above.

7. TECHNICAL INSTRUCTIONS FOR ORGANIZING THE VIDEOCONFERENCE

The video-conference will be held using the ZOOM professional platform for holding videoconferences and online-events.

A license with additional encryption of Secure Sockets Layer (SSL) encryption and 256-bits AES encryption will be used to create a safe and secure connection.

System software and hardware requirements for participants in the videoconference

System software requirements:

- processor: dual-core Intel 2 GHz or higher (i3 / i5 / i7 or an AMD);
- main memory: at least 4 GB is recommended;
- web-camera (built-in or externally connected);
- microphone (externally connected is recommended or a headset, wireless Bluetooth headphones).

Supported Operational systems:

- Mac OS 10.X or newer versions;
- Windows 10.

Internet bandwidth connectivity requirements:

- Internet connection at a speed at least 30/Mbps (preferably wired).

Supported tablets and mobile devices:

- Surface PRO 2 with Win 8.1;

- Surface PRO 3 with Win 10;
- Devices operated on iOS and Android;
- Blackberry Devices.

Supported Internet browsers:

- Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+;
- Mac: Safari 7+, Firefox 27+, Chrome 30+;
- Linux: Firefox 27+, Chrome 30+.

LAN routing requirements in the office:

- During the videoconference, the following IP addresses must be available in the organization's local network: 176.221.14.239, 176.221.14.240
- During the videoconference, the following ports must be open in the organization's local network: 80, 443-447, 8801, 8802, 9001-9004

Please, make sure you have all the necessary equipment for participating in the videoconference session:

- Externally Computer or laptop with Internet access;
- Internet connection of at least 30 Mbps;
- Connected web-camera;
- Built-in or externally connected microphone or an individual headset;
- Individual headphones.

Requirements for graphics and video content of presentation material:

- Image format: JPEG, Full HD 1920×1080 (16:9);
- Presentation file format: PowerPoint: “.pptx”, “.ppt”, “.ppsx”, PDF: “.pdf”;
- Video file format: MPEG-4, Full HD 1920×1080 (16:9).

To form the content display order:

- 1) Participants speaking remotely (in online format) should send their presentation, as well as video, photo, audio, and other materials to the Liaison Officer before 18:00 on the eve of the event. If the participant sends the presentation later, they are encouraged to demonstrate it themselves in Zoom. The Liaison Officers and technical staff are not responsible for the quality of reproduction of the material.
- 2) Participants speaking in person should personally hand over presentation, as well as video, photo, audio, and other materials to the technical staff at the venue of the event no later than 30 minutes before the start of their session. To ensure the correct playback of video materials, video content should be provided on removable media. Links to cloud storages do not guarantee playback of the material in the session.

If the presentation is not provided in time, the possibility of correct testing of the presentation is excluded, and therefore if possible errors occur during the playback of the presentation during the speech the technical staff and the Liaison Officers are not responsible.

Further details on: Zoom installation and joining the video-conference, Zoom interface, using the simultaneous translation function, rules and recommendations for participating

in the video-conference and technical support information may be found in Appendix 4. “Additions to the technical instructions for organizing the videoconference”.

8. GENERAL INFORMATION

8.1. Weather

The climate of Yakutsk is sharply continental, with long winters and short summers. Average daily temperature in March: -14°C (6.8°F). Average night temperature in March: -23°C (-9.4°F).

Please, check the Russian Meteorological Agency website (<https://meteoinfo.ru/en/>) for the latest weather forecast.

8.2. Time zone

Yakutsk time zone: nine hours ahead of Greenwich Mean Time (GMT +9).

8.3. Electricity and water supply

The voltage of the electricity network in Russia is 220V. It is recommended to boil tap water before drinking. Preferably, drink bottled water, which can be purchased at the hotel or in any local store.

8.4. Smoking

Russia prohibits smoking in public places: bars and restaurants, theatres, museums and other cultural heritage institutions, as well as in educational institutions.

8.5. Additional information

Yakutsk area code: 4112

112 – Emergency (for subscribers of mobile networks)

101 – Fire service (for subscribers of mobile networks)

102 – Police (for subscribers of mobile networks)

103 – Ambulance service (for subscribers of mobile networks)

8.6. Mobile phones

The service area in Russia is mainly provided for GSM-900 and GSM-1800 dual-band phones, or GSM-850 and GSM-1900. Almost all mobile devices based on UMTS technology work in GSM. To connect roaming services, participants should contact their telecoms operator.

8.7. Bank cards, currency and ATMs

The official currency of the Russian Federation is the Russian ruble. The ruble is the only legal tender in Russia.

All cards of international payment systems Visa and Mastercard issued by open banks continue to work in Russia in the usual mode until their expiration date. Transactions are processed

within the country in the National Payment Card System and sanctions do not affect them. Client funds on accounts allocated to such cards are fully preserved and transferred.

Holders of these cards in Russia carry out transactions in ATMs (including cash withdrawals), pay with cards (most credit cards are accepted in hotels, restaurants, shops, etc. Please note, some restaurants and small stores only accept cash payment.), make transfers from card to card.

At the moment, another alternative way to make payments in Russia is to pay with cards of the MIR and Union Pay payment systems.

For up-to-date information on exchange rates, please visit the website <http://www.cbr.ru/eng/>

8.8. Special needs

The Organizing Committee members strive to ensure a fruitful and pleasant stay in Yakutsk for all participants. Please, send information on any special needs, including for additional services for participants with special medical requirements and special dietary requirements to the e-mail address of the Liaison Officer assigned to the delegation.

DRAFT PROGRAMME
INTERNATIONAL CONFERENCE ON CLIMATE CHANGE
AND MELTING OF THE PERMAFROST

(Yakutsk, Federal State Autonomous Educational Institution of Higher Education

“M.K. Ammosov North-Eastern Federal University”,

22 – 24 March 2023,

event time – local (UTC/GMT+9))

Time	SVFU Cultural Centre	Student initiative centre	Science library	Academic Board chamber	Institute of Permafrost Studies
22 March (business programme)					
10:00 – 11:20			Popular science lectures by leading scholars on the conference subject	Opening of the “Permafrost Zone Natural and Technical System Resilience to Climate Change” scientific and practical conference. Workshop: Current State and Dynamics of the Subaquatic and Continental Permafrost Zone.	
11:20 – 11:40			Coffee break	Coffee break	
11:40 – 13:00			Popular science lectures by leading scholars on the conference subject	“Permafrost Zone Natural and Technical System Resilience to Climate Change” scientific and practical conference events.	

				Workshop: Current State and Dynamics of the Subaquatic and Continental Permafrost Zone.	
13:00 – 13:50	Lunch				
13:50 – 14:40			RAKAI discussion venue	“Permafrost Zone Natural and Technical System Resilience to Climate Change” scientific and practical conference events. Workshop: Current State and Dynamics of the Subaquatic and Continental Permafrost Zone.	
14:40 – 15:30			RAKAI discussion venue	Round table “Acute Problems of the Cryosphere: Young Scientists’ View”	
15:30 – 16:00	Welcome coffee break				
16:00 – 18:00	Plenary session <i>Permafrost and Global Climate Change Challenges</i> <i>Yakutsk with Moscow and St. Petersburg studios connected</i>				
18:00 – 20:00		Ice-Breaker: informal networking for the young permafrost scientist community.			

23 March (business programme + exhibition of arctic REC technologies)

10:00 – 11:20		<p>Round table</p> <p><i>Climate change: Environmental Risks and Sectoral Adaptation Issues</i></p> <p>+ <i>REC exhibition</i></p>	Savvinov Lectures: The Functioning of Arctic and Sub-Arctic Ecosystems of Yakutia Under Human Impact and Global Climate change	<p>“Permafrost Zone Natural and Technical System Resilience to Climate Change” scientific and practical conference events.</p> <p>Workshop: Resilience of Permafrost Ecosystems. Cryogenic Processes and Phenomena</p>	
11:20 – 11:40		Coffee break	Coffee break	Coffee break	
11:40 – 13:00		<p>Round table</p> <p><i>Climate Change: Environmental Risks and Sectoral Adaptation Issues</i></p> <p>+ <i>REC exhibition</i></p>	Savvinov Lectures: The Functioning of Arctic and Sub-Arctic Ecosystems of Yakutia Under Human Impact and Global Climate change	<p>“Permafrost Zone Natural and Technical System Resilience to Climate Change” scientific and practical conference events.</p> <p>Workshop: Resilience of Permafrost Ecosystems. Cryogenic processes and Phenomena</p>	
13:00 – 14:00	Lunch				
14:00 – 15:20		Opening meeting of entrepreneurs in ecological business	Savvinov Lectures: The Functioning of Arctic and Sub-Arctic Ecosystems of Yakutia Under Human Impact and	“Permafrost Zone Natural and Technical System Resilience to Climate Change” scientific and practical	

		+ REC exhibition	Global Climate change	conference events. Round table: Cryogenic Resources. Use Possibilities, Risks and Development Prospects	
15:20 – 15:30		Coffee break	Coffee break	Coffee break	
15:30 – 16:40		Competition of Green young scientists' projects + REC exhibition	Savvinov Lectures: The Functioning of Arctic and Sub-Arctic Ecosystems of Yakutia Under Human Impact and Global Climate change	“Permafrost Zone Natural and Technical System Resilience to Climate Change” scientific and practical conference events. Workshop: Permafrost Zone of Urbanised and Developed Territories	
16:40 – 17:00	Welcome coffee break				
17:00 – 18:30	Plenary session <i>Russian Regions’ Experience of Preserving the Permafrost and Climate Change Issues</i> <i>Yakutsk with Moscow and St. Petersburg studios connected</i>				
18:30 – 19:00	Closing of International Conference on Climate Change and Melting of Permafrost				
24 March (business programme)					
10:00 – 11:20				“Permafrost Zone Natural and Technical System Resilience to Climate Change” scientific and practical conference events. Workshop: Heat and Mechanistic Interaction Between Natural and Technical Systems	

		in the Permafrost Zone.
11:20 – 11:40		Coffee break
11:40 – 13:00		<p>“Permafrost Zone Natural and Technical System Resilience to Climate Change” scientific and practical conference events.</p> <p>Workshop: Construction Technologies and Surveying in the North</p>
13:00 – 14:00		Lunch
14:00 – 17:00		<p>“Permafrost Zone Natural and Technical System Resilience to Climate Change” scientific and practical conference events.</p> <p>Workshop: Construction Technologies and Surveying in the North.</p> <p>Round table: Yakutia – Research Area for the Earth’s Cryosphere</p>

**LIST OF LIAISON OFFICERS FROM THE RUSSIAN CHAIRMANSHIP ORGANIZING
COMMITTEE ASSIGNED TO DELEGATIONS**

Delegation	Liaison Officer	E-mail	Telephone number
Arkhangelsk region	Ms. Margarita Kolomoychenko	m.kolomoychenko@arctic-council-russia.ru	+7 (921) 377 1875
Chukotka Autonomous District	Ms. Yana Shpinkova	yana.shpinkova@arctic-council-russia.ru	+7 (921) 377 2062
Komi Republic	Ms. Anastasia Voronina	anastasia.voronina@arctic-council-russia.ru	+7 (921) 090 2043
Krasnoyarsk region	Mr. Pavel Petrov	pavel.petrov@arctic-council-russia.ru	+7 (921) 405 4878
Murmansk region	Ms. Arina Alantyeva	arina.alanteva@arctic-council-russia.ru	+7 (921) 636 4490
Nenets Autonomous District	Ms. Arina Alantyeva	arina.alanteva@arctic-council-russia.ru	+7 (921) 636 4490
Republic of Karelia	Ms. Regina Battalova	regina.battalova@arctic-council-russia.ru	+7 (921) 389 4491
Republic of Sakha (Yakutia)	Ms. Anastasia Voronina	anastasia.voronina@arctic-council-russia.ru	+7 (921) 090 2043
Yamalo-Nenets Autonomous District	Ms. Yana Shpinkova	yana.shpinkova@arctic-council-russia.ru	+7 (921) 377 2062

REGISTRATION FORM

All fields are required

№ п/п	Family name	First name	Country	Organization	Position	E-mail	Category
0	Ivanov	Ivan	Russia	Organization Ltd	Manager	ivanov@mail.ru	Participant
1							
2							
3							
4							
5							
6							
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8							
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10							
11							
12							
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14							
15							

ADDITIONS TO THE TECHNICAL INSTRUCTIONS FOR ORGANIZING THE VIDEOCONFERENCE

1. Start of work. Zoom installation and joining the videoconference

To get started, you need to install the ZOOM application.

Make sure to check that you have installed the Zoom client application version of at least 5.13.5.

For stationary PCs with MacOS operating system:

For initial installation use the link:

https://www.zoom.us/download#client_4meeting

After clicking on the link, you will see the following window:



Click the download button.

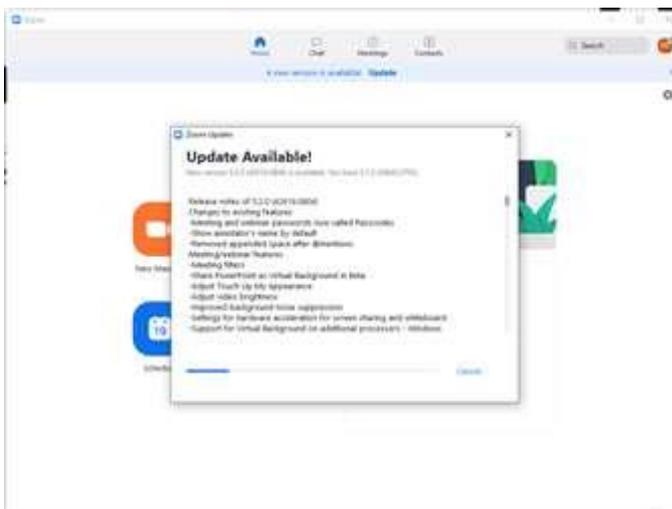
If the Zoom client application is already installed on your PC, check the version of your application when starting the programme (see below):



If your programme is version 5.13.6 or higher, your PC is ready to work. If the version of your client application is lower, click the Check for Updates button <https://zoom.us/download>.



The following window will open:



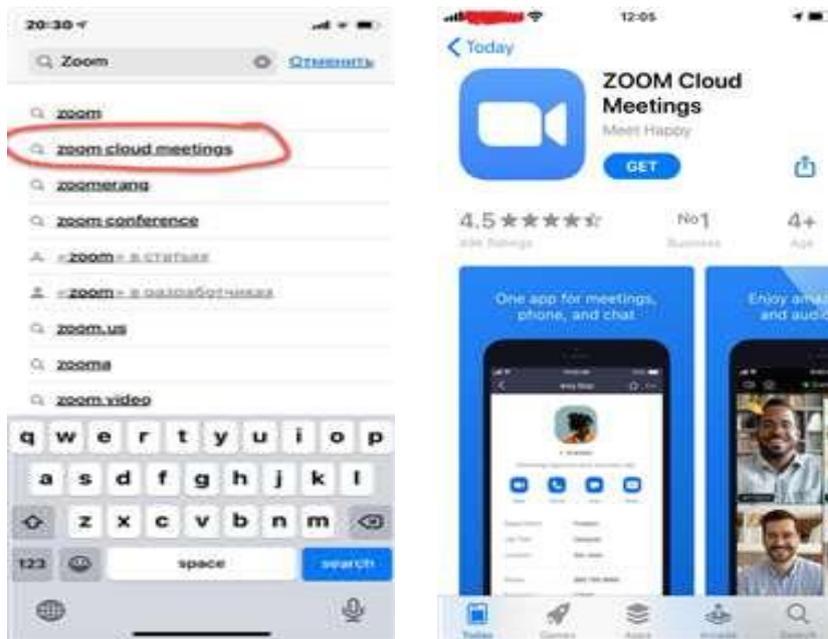
Click the Update button. Then click the Install button. After the installation is complete, your PC is ready to go.

For mobile devices with the iOS operating system:

For the initial installation, open the App Store and type Zoom in the search. Select Zoom Cloud

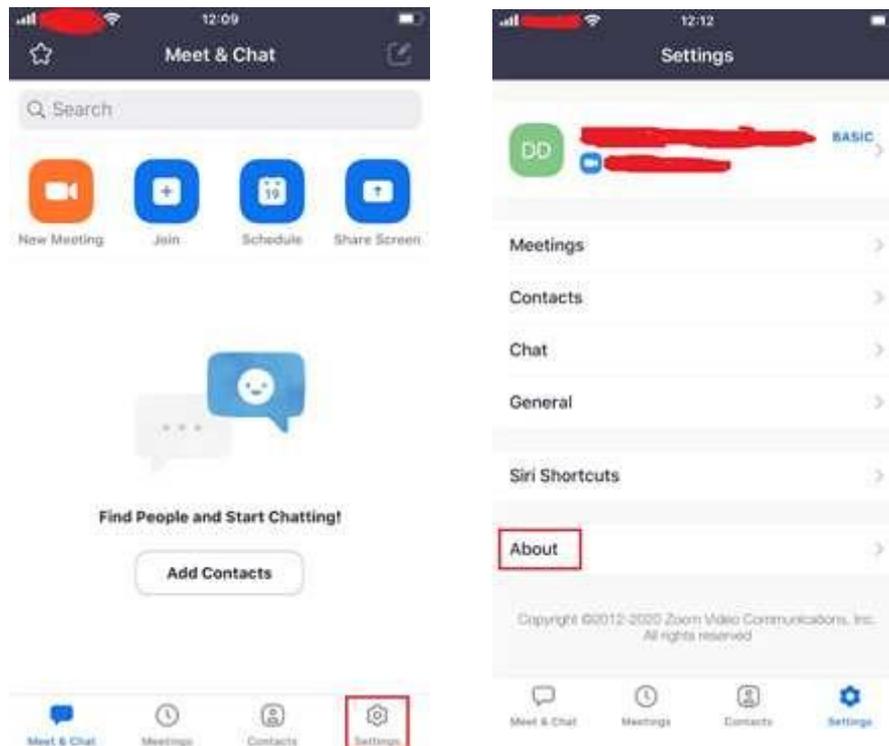
Meetings from the list.

Click the download button.

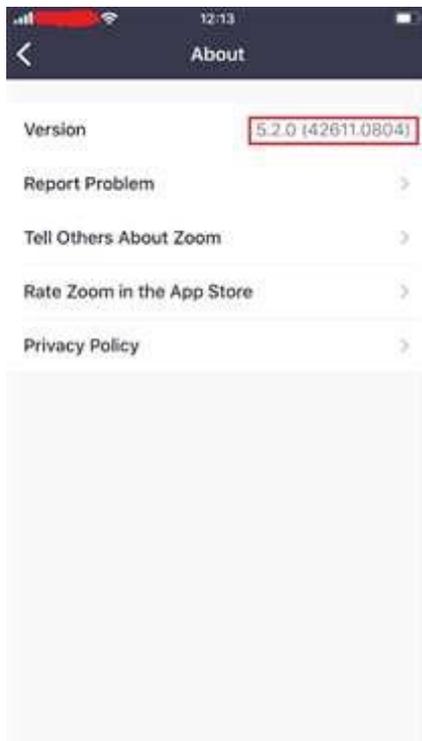


If you already have the Zoom client app installed on your device, click the Settings button to check the version number.

The following window will open:

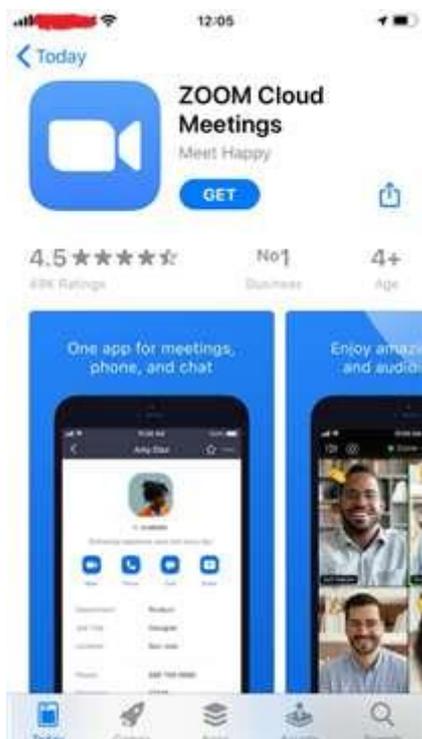


Click the About Company button. The following window will open:



If your programme has version 5.13.6 or higher, your device is ready to go.

If the version of your client application is lower, open the App Store and type Zoom Cloud Meetings in the search field. Click the Open button.

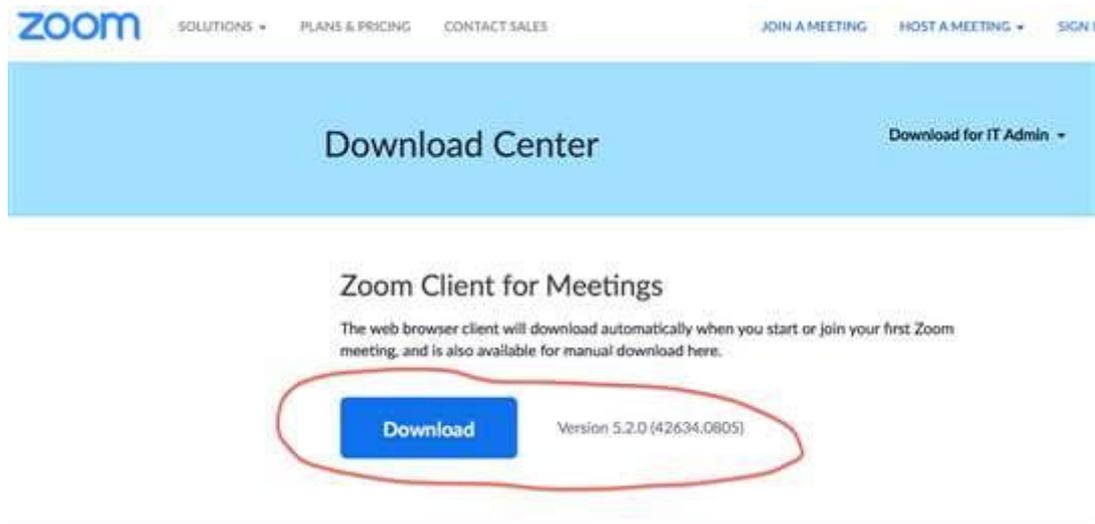


Then click the “Get” button.

After the update is complete, your device is ready to go.

For desktop PCs with Windows operating system:

When installing the programme for the first time, go to the link: <https://zoom.us/download>

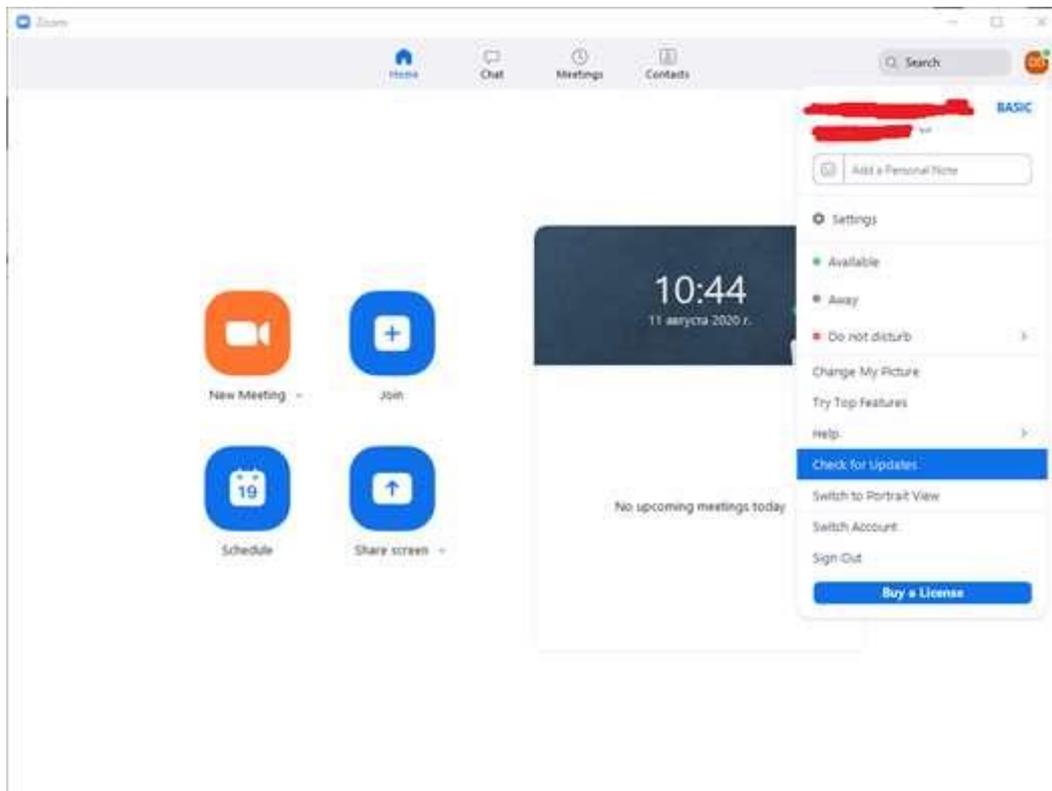


Click the Download button and install the programme. Your PC is ready to go.

If you already have the Zoom client application installed on your PC, open it. In the window that opens, you can see the version number of the version you have installed.



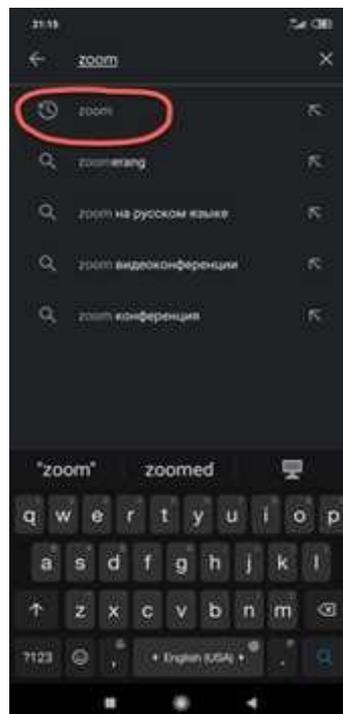
If your programme is version 5.13.5 or higher, your PC is ready to go. If the version of your client application is lower, open the <https://zoom.us/download> link in your browser and click the button “Check for Updates”.



After the update is complete, your PC is ready to go.

For mobile devices with the Android operating system:

When installing the programme for the first time, open the programme installation source, e.g., Play Store, and type Zoom in the search.



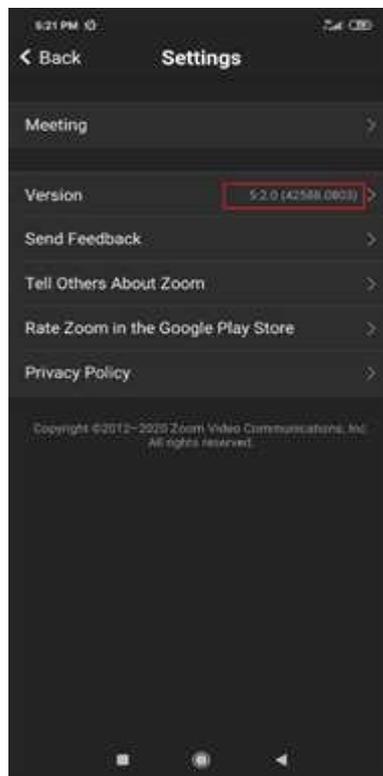
Click Zoom. After opening the Zoom Cloud Meetings app, click the Install button.



After installing the application, your device is ready to go.

If you already have the Zoom client application installed on your device, open it and click the Settings button.

If your programme has the version 5.13.5 or higher, your device is ready to go.



If the version of your client application is lower, open the programme installation source, e.g., Play

Market, and type Zoom in the search. Once the Zoom Cloud Meetings application opens, click the Update button.

After updating the application, your device is ready to go.

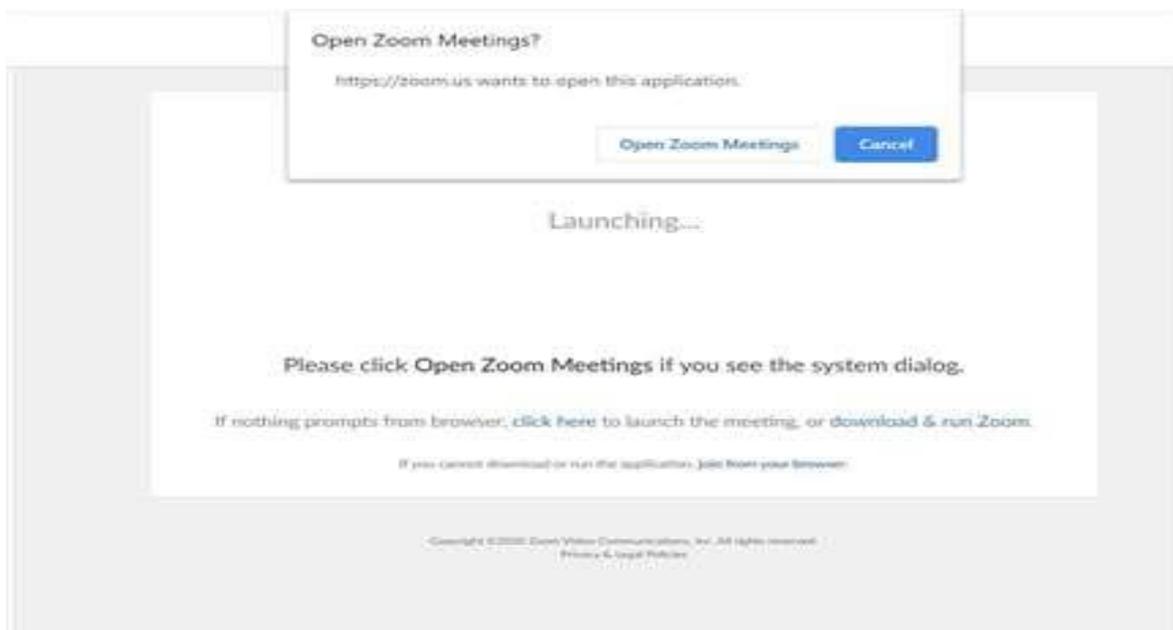
If you were unable to connect, you must provide us the contact details of IT specialist in order to adjust the firewall configuration of your local network in advance.

If you have any questions, contact the organizer's IT-specialist Pavel Zakharenkov (pavel@sisnw.ru, +7 (921) 940-2831).

2. Zoom Launch

All participants will receive the link to the conference. During the initial launch, the programme may ask for camera and microphone access. **Please allow access.**

Follow the link and you will see the window:



Click **“Open ‘Zoom Meetings’ app”** for automatic installation.

If you join the conference in advance, please wait for the meeting to start.

 **Please wait for the host to start this meeting.**

Start: ...

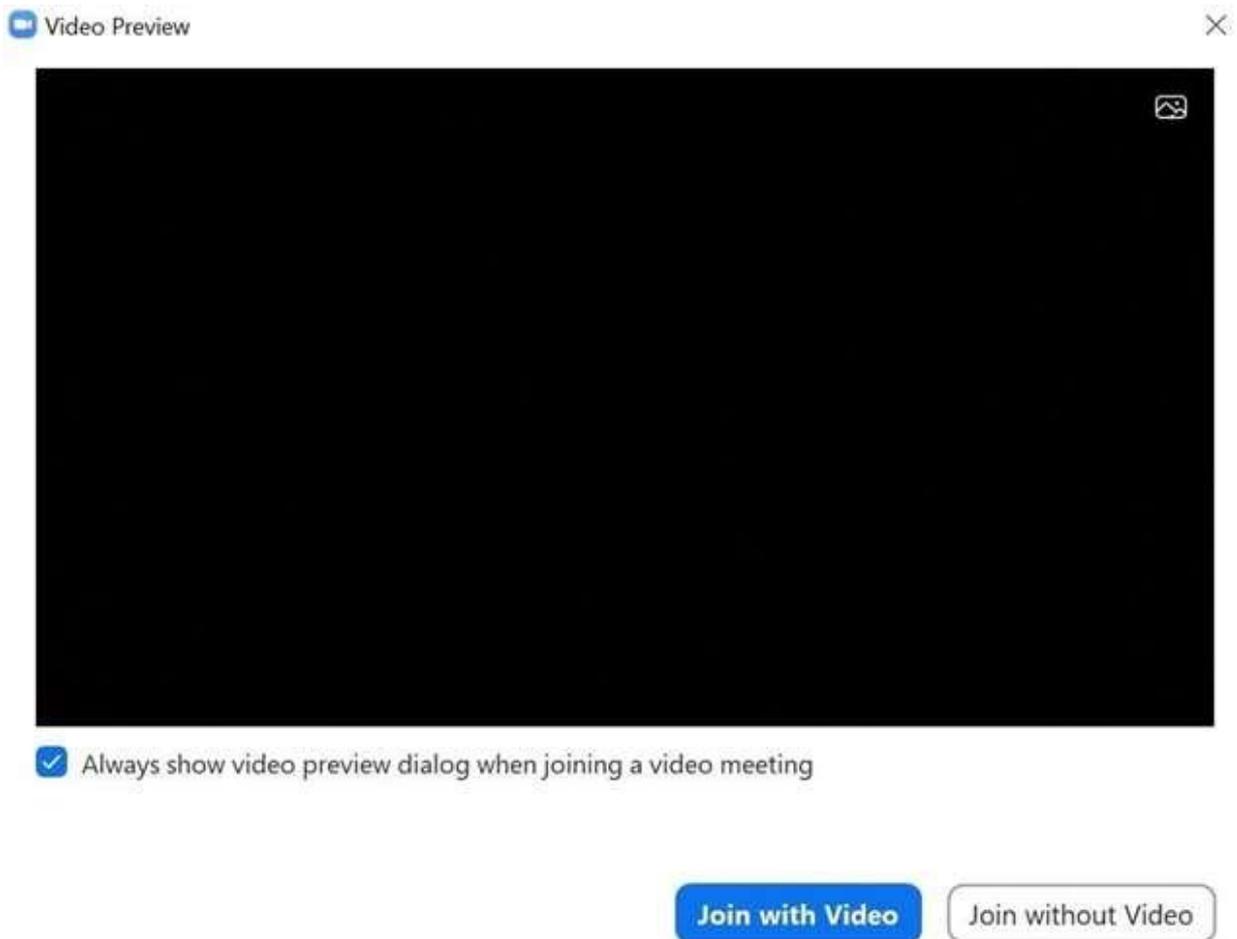
Test

Test Computer Audio

If you are the host, please [login](#) to start this meeting.

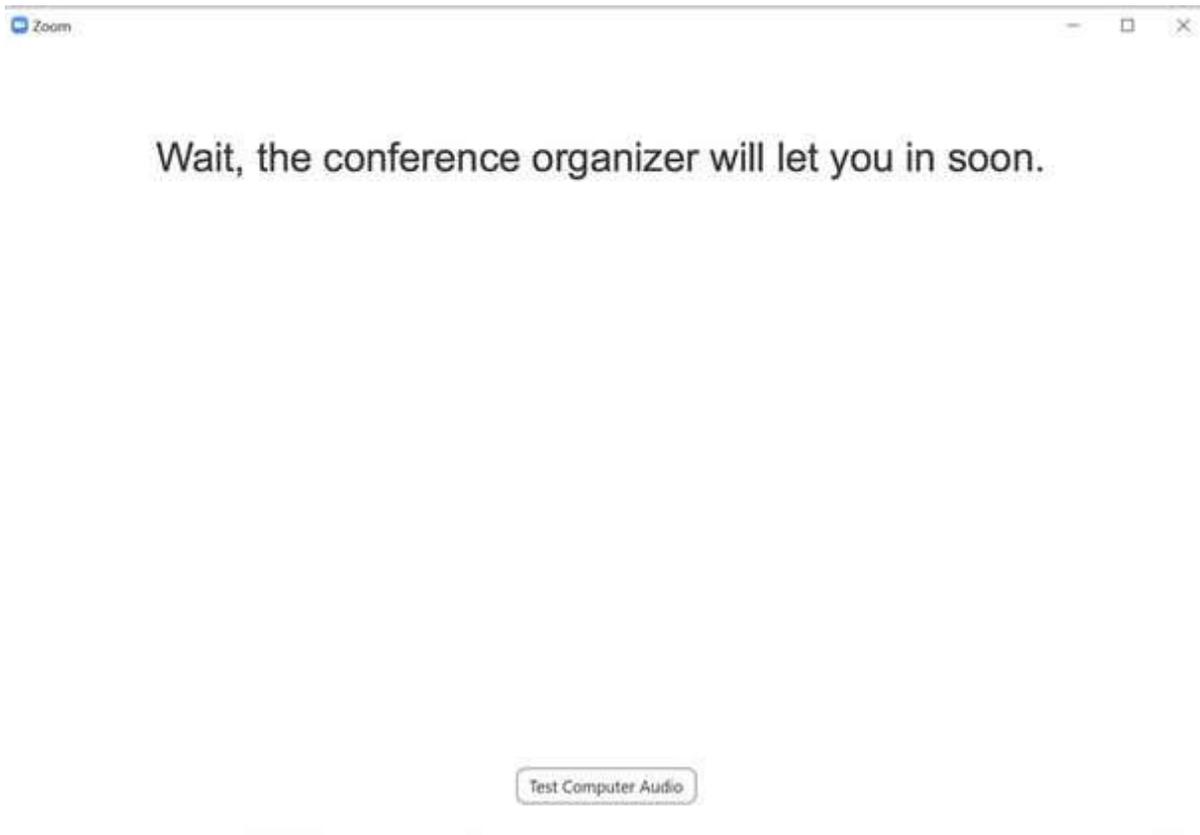
3. Joining the conference

When the organizer starts the conference, you will be asked to enter your name, check your video and audio.



At the preview stage, click **“Join with Video”**.

- Enter your name and surname in Latin letters and click **“Join Meeting”**.



- Now you are transferred to the connection area. Once you are approved by the administrator, you will be automatically linked to the conference.

Join Audio



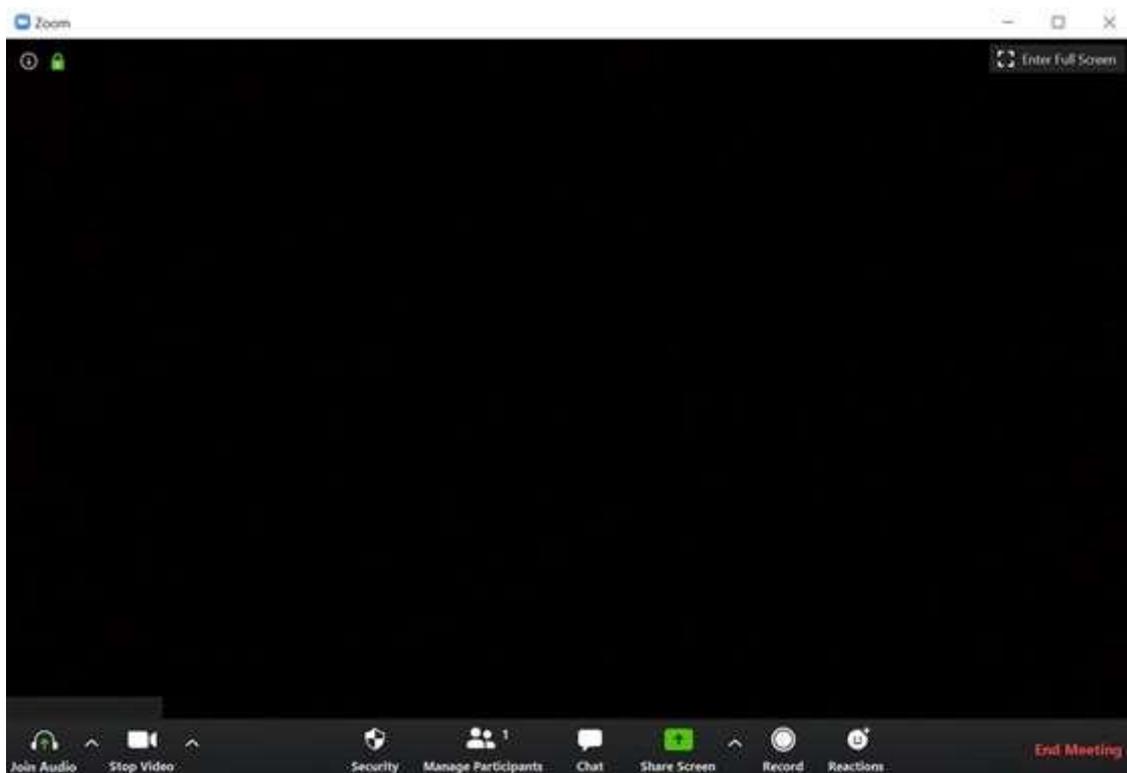
Join with Computer Audio

Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

- To continue, click on “**Join with Computer Audio**”.

Now you have joined the conference. Wish you productive work!



ZOOM Interface. Overview

Conference functions

After joining the conference, you may perform the following actions on the Menu bar, located at the bottom of the conference window (move your mouse cursor to switch over):

- Launch the demonstration of your Desktop or a specific application window (detailed);
- Turn the sound on and off;
- Choose the sound parameters (detailed);
- Turn the video off and on;
- Change the settings (detailed);
- Exit the conference.



Drafting (document editing)

The drafting function may be used during the conference. In practice, this means that a certain responsible person will be able to edit the final conference document online. While the rest of the participants will see a screen cast of the edited document. The Zoom App will launch the screen casting automatically.

Simultaneous interpretation (SI)

The original conference sound is installed by default. For simultaneous interpretation, click on “**Interpretation**” at the bottom conference menu bar, then choose the interpretation language you need. (Example below: Russian-English simultaneous translation).

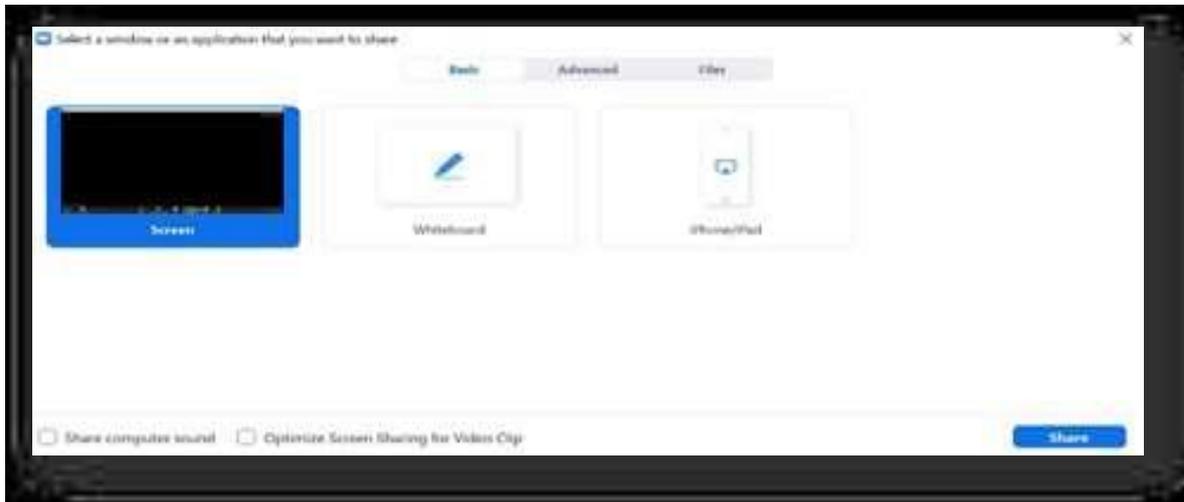
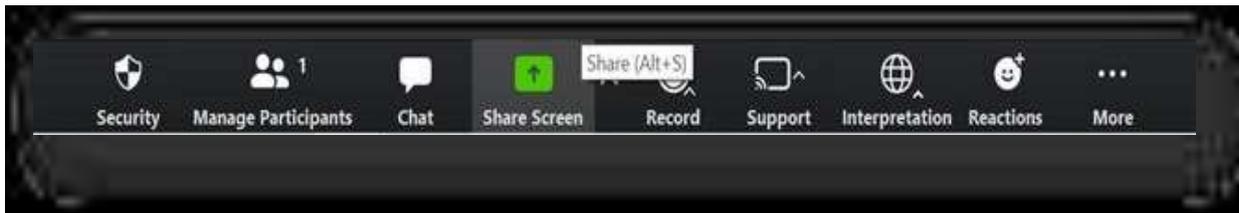


Screen sharing (demonstration of presentations, videos, photos)

The Zoom App allows screen sharing on a PC, tablet or mobile device with the Zoom App installed.

During the initial launch, the Zoom screen-sharing programme might request access to your Desktop. For screen demonstration purposes, you need to confirm access.

- To start screen sharing, choose “**Screen share**” from among the conference control elements.



- Click on the screen for sharing: your Desktop, an already open App window, a messaging desk or an iPhone/iPad.
- Use additional parameters at the bottom of the screen if needed.

Shared use of computer sound: this function any sound to be replayed from your PC during a Zoom conference.

Optimize for full-screen video streaming: select if you want the video demonstration in full-screen mode. We do not recommend using this function unless you intend to show a video in full-screen mode, as it might blur the picture during screen sharing.

- Press “**Screen Share**”.

Screen Sharing menu bar



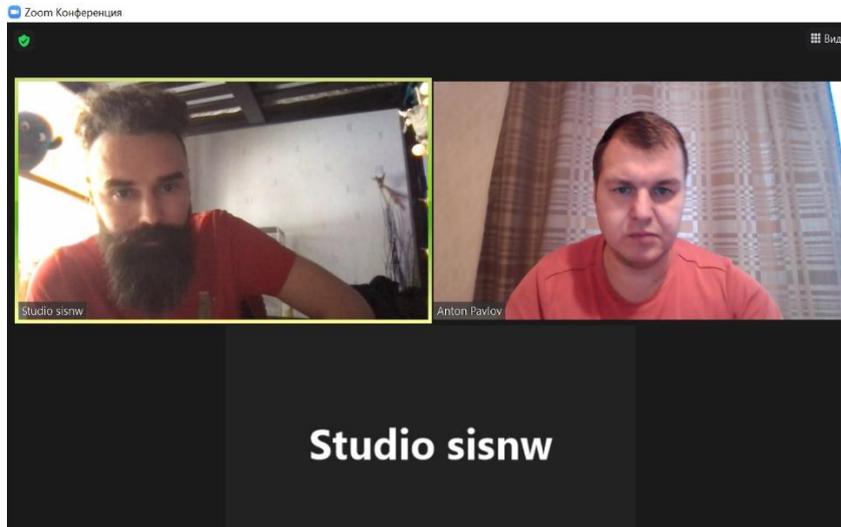
- **Mute/Unmute (sound):** turn your microphone on or off during the conference;
- **Start/Stop video:** turn your video on or off during the conference;
- **New Share:** to launch a new screen demonstration. You can choose a new screen for sharing;
- **Pause Share:** pause your current screen sharing;
- **To comment:** use the screen sharing tools to draw, add text, etc.;
- **For more detail:** move the cursor to additional parameters.

FOR THE CORRECT DISPLAY of your presentation to other participants, you should broadcast it in full screen mode!

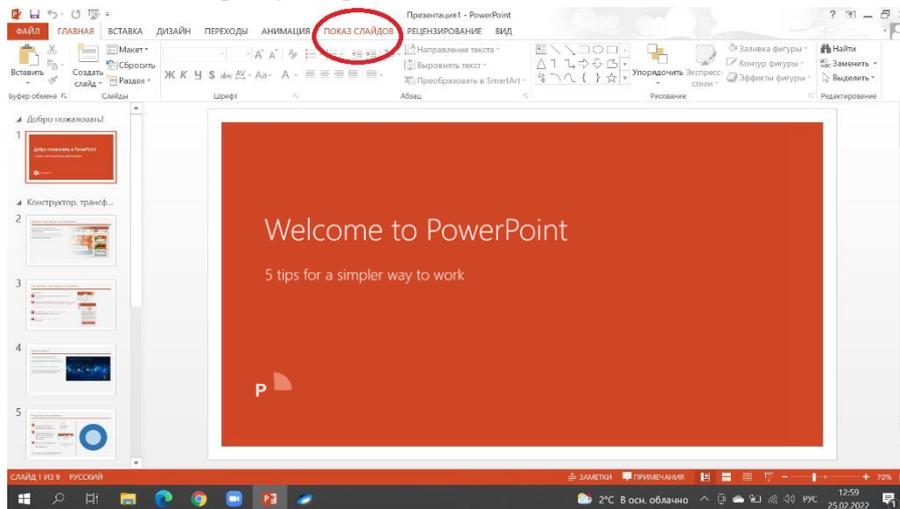
Demonstration presentation in full screen mode

To correctly demonstrate a presentation in full screen mode in the ZOOM programme, you should:

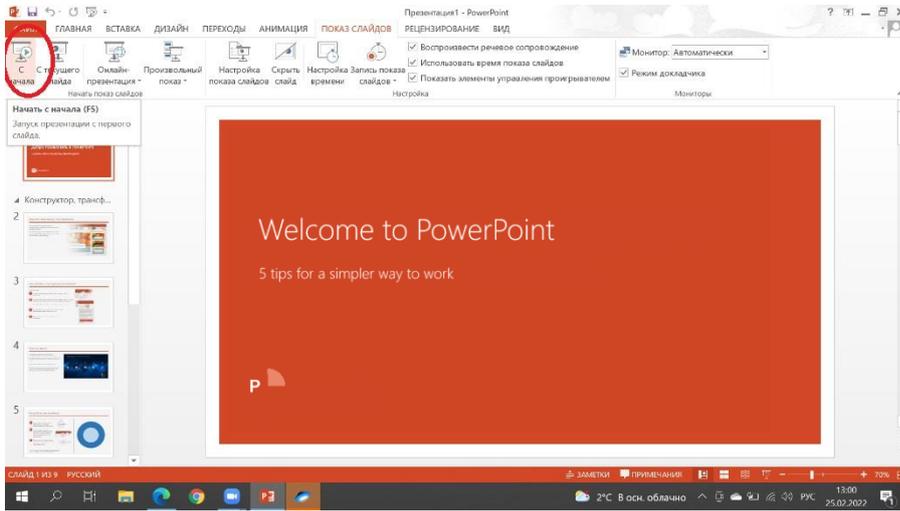
- Enter the conference



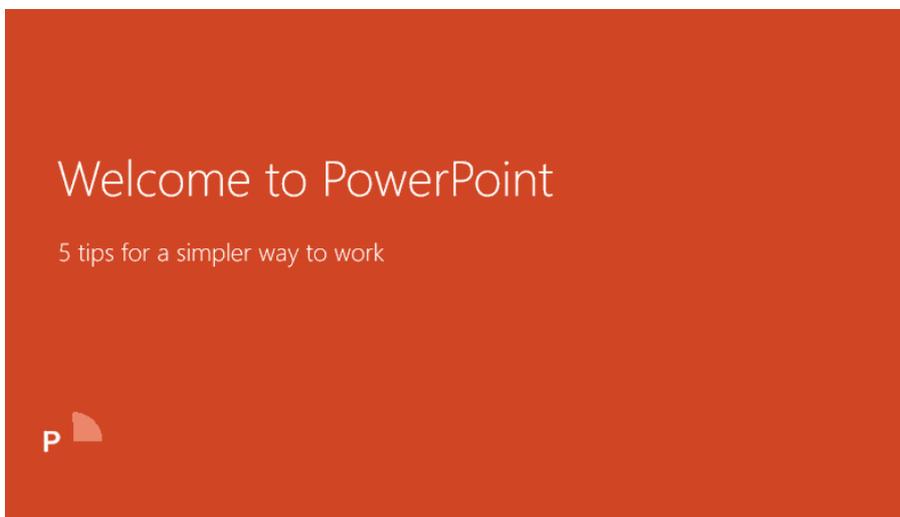
- At the same time, open your presentation in Power Point and select "slide demonstration"



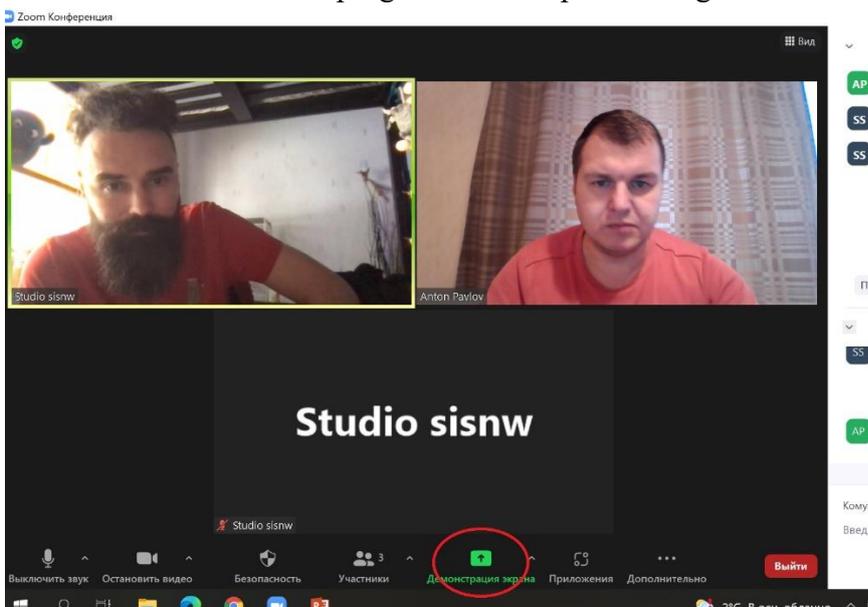
- In the "slide demonstration" select "from the beginning"



The picture will expand to full screen:



- Return to the ZOOM programme and press the green button “screen sharing” at the bottom



- Select an expanded picture of the presentation and click “share”

After that the presentation will be displayed in full screen and scrolled manually with the arrows on the keyboard.

Conference chat

- During the conference, click on **“Chat”** on the conference control bar.
- A group chat will open on the right side of the screen. To send a message to a specific person, click on **“To whom”** and choose their name from the pop-up list.



During screen sharing

Click on **“More”** on the conference control bar. Choose **“Chat”**.

- A chat window will pop up.
- If you receive new chat messages during a screen share, the **“More”** button will blink orange, indicating an incoming message. To open the window, click on **“More”** and then **“Chat”**.

Zoom Settings

Click on the **“Settings”** tab located in the main dialogue box or on the conference menu bar panel to access the following parameters:

- **General settings:** for choosing the default settings.
- **Sound:** for checking, choosing or changing your microphone and speaker settings.
- **Video:** for choosing and checking your video camera.



Rules and recommendations for easy participation in the videoconference

- A participant should be facing a window or, if the window is located behind the participant, have the window draped to escape the shadow effect.
- There should be no ambient noises at the conference connection venue.
- All mobile devices should be switched to silent mode.
- To participate in the video-conference one should have a personal computer (a laptop or a monoblock) with a wired Internet access, a built-in camera and a microphone. Using tablets and smartphones is not recommended. A video camera with 1920x1080 (16:9) resolution is required.
- For better sound quality you are highly recommended to use a headset with a built-in microphone.
- All the applications except for the ones that you will be using during the conference should be closed.
- Switch on your microphone only when you speaking and turn it off the rest of the time. To turn the microphone on/off, click on the button at the bottom left corner of the conference window.
- At the beginning of the conference, choose your preferred language channel at the “Interpretation” tab. Please do not use any other language channel. To choose the required language channel, click on it. A tick will appear in the checkbox next to the chosen language.
- Do not use your microphone when someone else is speaking. If several microphones are used simultaneously, one of the speakers’ volume level will be reduced. **Please, remember that your microphone should be switched on only when you are speaking!**

If the above recommendations are not followed, this might result in a short-term deterioration

in connection quality. Please, follow them to ensure convenient and productive participation in the conference.

Technical support contacts

All questions concerning technical support should be sent to Pavel Zakharenkov: pavel@sisnw.ru, +7 (921) 940-2831.

Tests for the videoconference sessions

The date and time of the test will be determined in advance and sent to the contact person of the delegation. To take part in the tests, send the following information to Pavel Zakharenkov (pavel@sisnw.ru, +7 (921) 940-2831) 6 hours before the test (please indicate the conference date and the name of the participant in the subject of the letter):

- First and last name of participant;
- Delegation country;
- E-mail address of participant;
- Multimedia content (presentations, videos) to be displayed during the conference;
- Required conference language.