


Dear participant,

in the following you will find some instructions for uploading your oral or poster presentation as mp4, and for attending the conference.

### A: For presenters of orals and posters only: How to upload your mp4 file

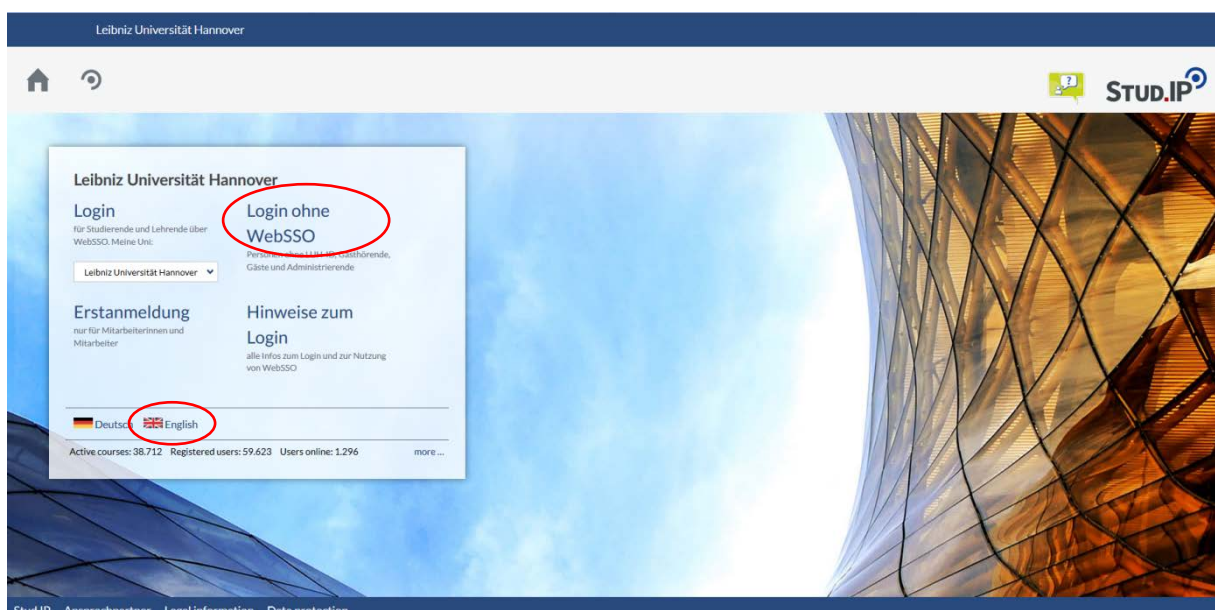
- please use the aspect ratio of 16:9 for your video
- login to your Indico account which you used for uploading your abstract (<https://fspm2020.uni-hannover.de/event/1/>)
- click 'Call for abstracts'
- click on your abstract title
- click on the pencil icon 
- upload your mp4 file into the 'Attachments' field

### B: For all participants: How to attend the virtual conference

For the virtual FSPM2020 conference we will use the 'StudIP' environment of Leibniz University Hannover. Within a short time you will get an automated welcome mail from this system (sender: [no-reply@zqs.uni-hannover.de](mailto:no-reply@zqs.uni-hannover.de)). In this mail you will find your username and your password for the login procedure.

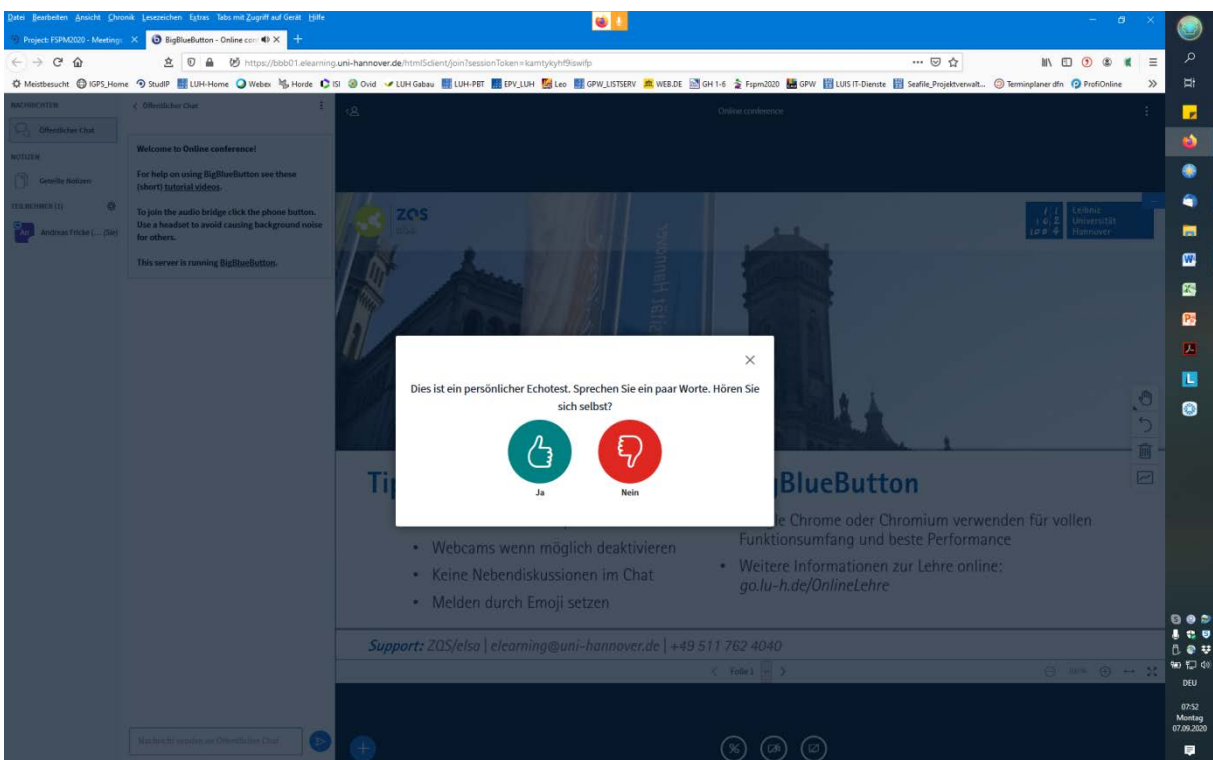
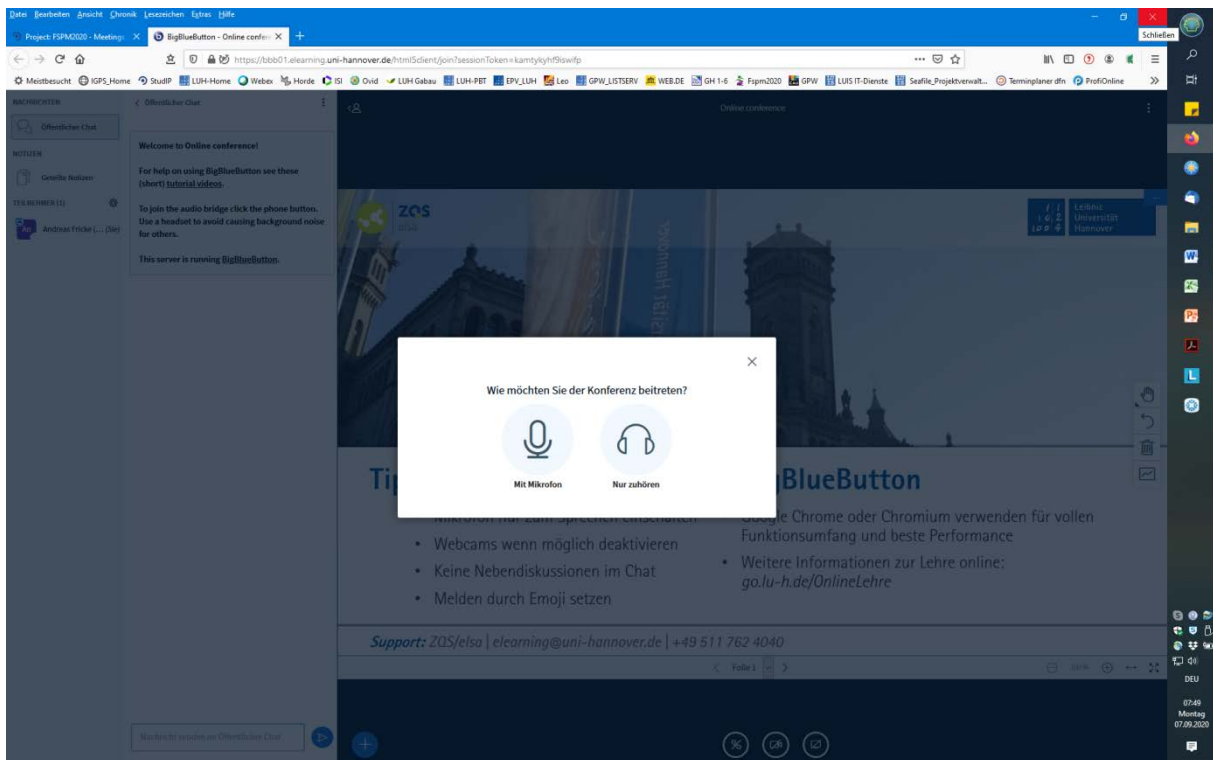
#### 1. Login

- go to '<https://studip.uni-hannover.de/>'
- select 'English' as language
- use the login field 'Login ohne WebSSO' (see red circle)
- type in your username and your password given to you in the welcome mail
- during your first login accept the terms and conditions and click 'ich möchte sichtbar sein'
- click 'My courses' in the quicklinks panel
- select FSPM2020



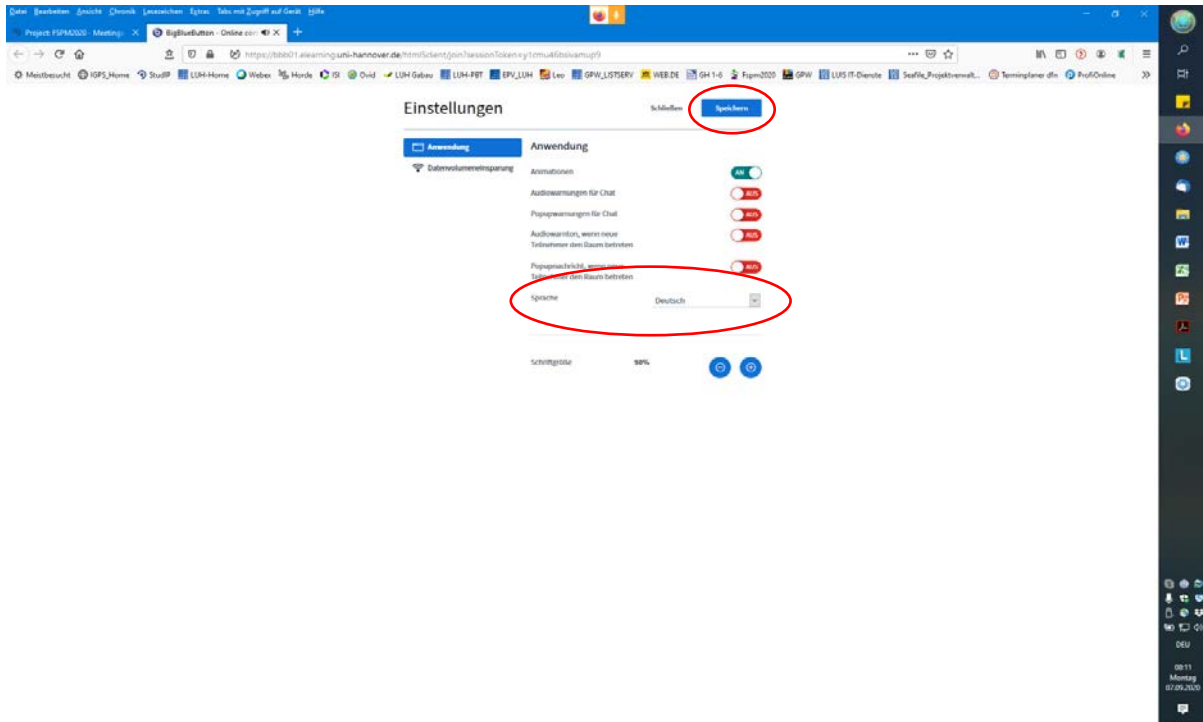
## 2. Joining the live video conference (keynotes and software demonstrations)

- select 'Meetings' followed by 'Online conference'
- select if you want to join with microphone ('Mit Mikrofon') or if you only want to listen ('Nur zuhören')
- if you follow with microphone you have to select the usual settings depending on your computer system and your browser. Speak some words. If you can hear your voice, press the green button



⇒ you are now in the live virtual meeting room

- there is a chat option on the main video conference window
- to change the language: press the three dots in the upper right corner, press 'Einstellungen öffnen', select 'English' in the pulldown menu and save ('Speichern'). Unfortunately you have to choose the language again after every new login.



### 3. Streaming the uploaded videos of orals and posters

- select 'Aufzeichnungen'
- click on the preview window to select the video
- click on the preview window on the next page to start streaming

