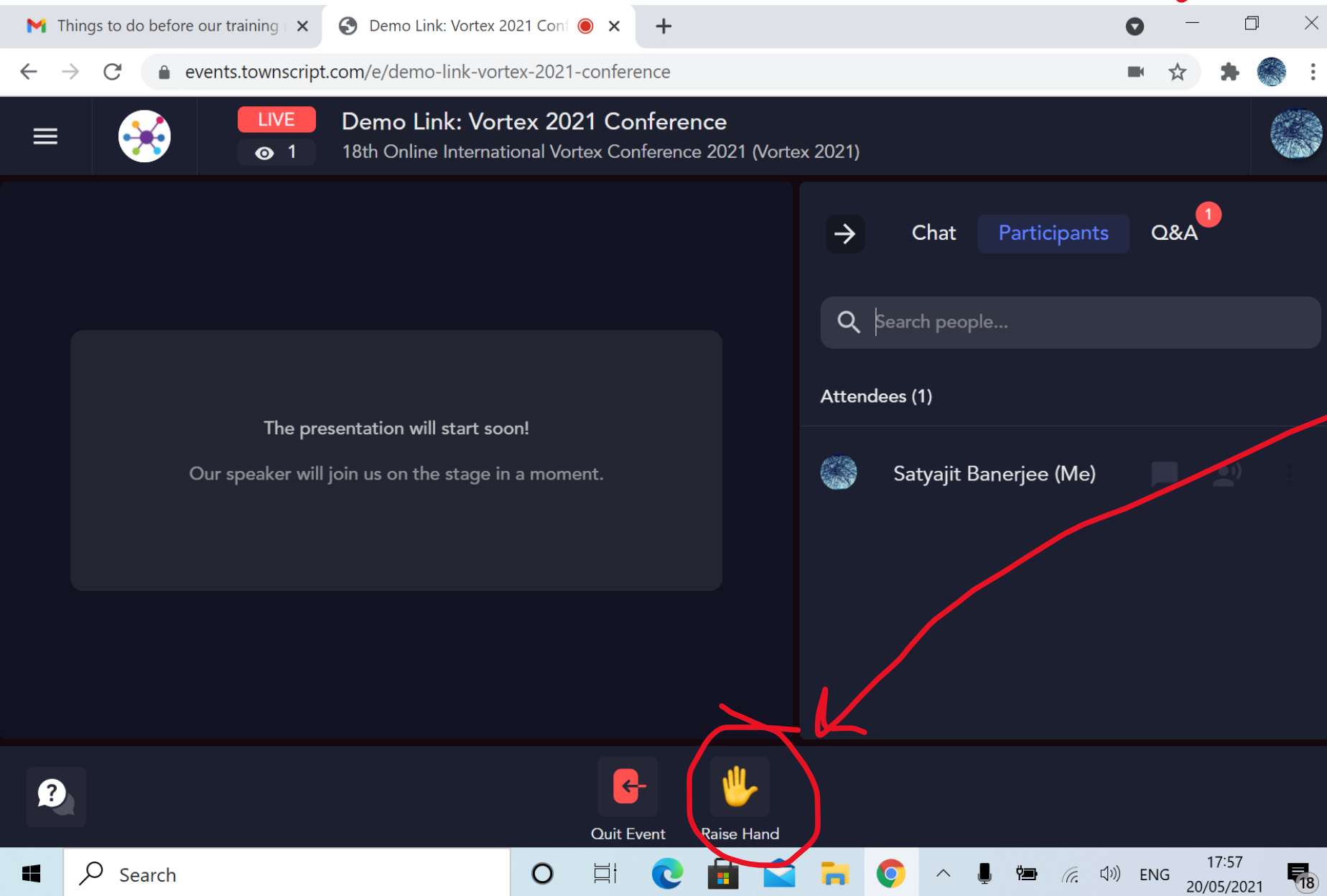


For attendees:

1. Please join via Laptop + Google Chrome for a seamless experience.
2. Click on the event link.
3. Click on 'Sign in to join event'. Login using your google account or enter your email address that you had used to register for the conference, then click on 'Continue'. The system will verify your entry.
4. Enter your Name and New Password of your choice. Click on 'Register Event'
5. Tutorial Video on how to attend the event:
<https://www.youtube.com/watch?v=P01JxUBNU2Y&t=4s>
6. You can use chat, Q&A, and Raise Hand feature to interact with others.
7. Make sure your device has access to a webcam and microphone.
8. Please ensure that no other applications which require your mic and webcam are opened up.
9. Please use earphones/headphones to avoid echo issues. Incase if you think an echo is coming from your side, please switch off your mic when not speaking.

Entering the Conference talk
platform and general
functionalities

Once you enter the site as an attendee you will see something like this:



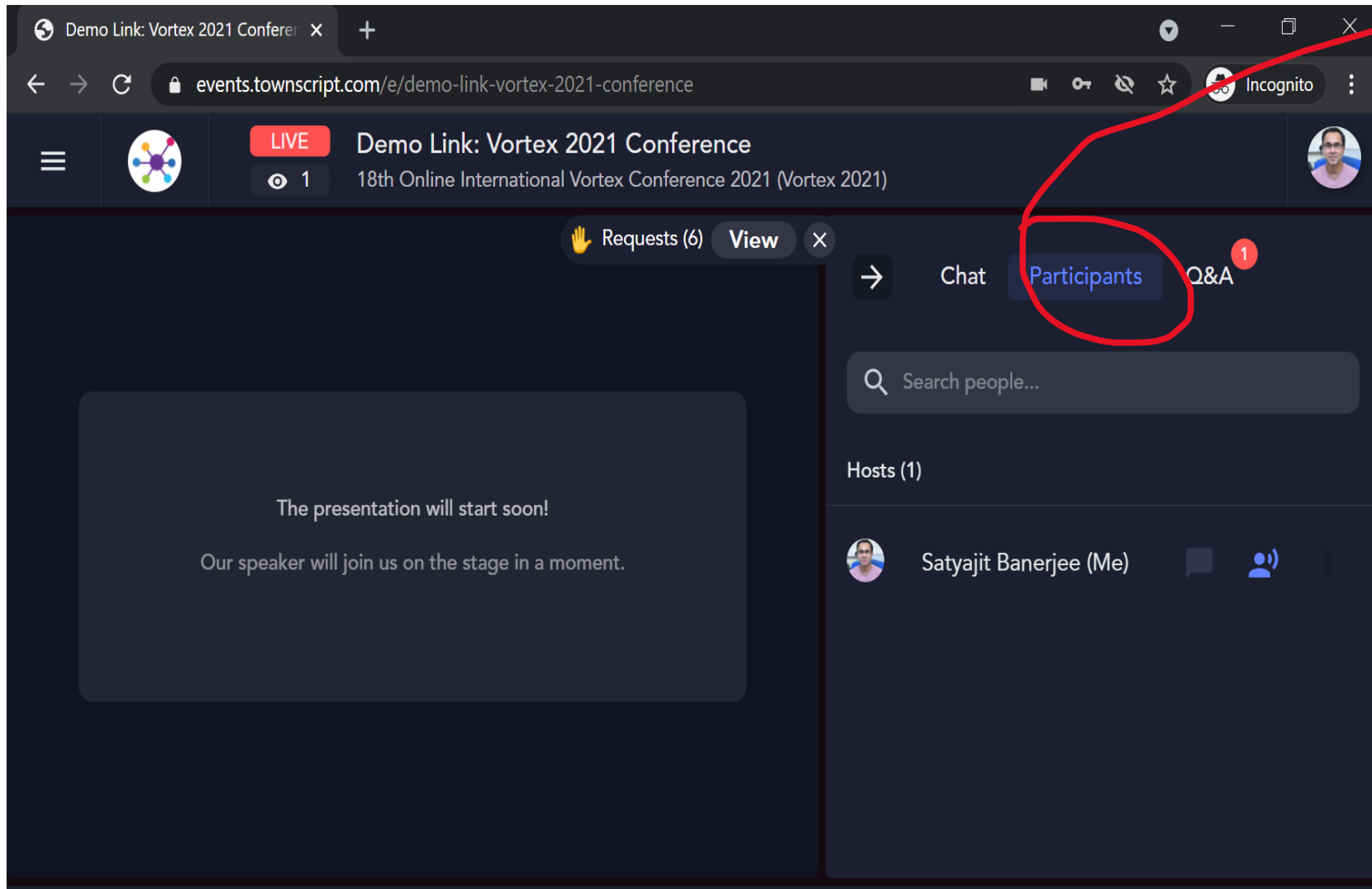
By default all attendees will be Muted their video will be Off, when they enter.

Chair, Co Chair and Speakers before any session begins should press raise hands. Do this 20 minutes before a Session starts so that we enable their Video, Audio and share screen options

Click here to Raise your Hand indicating you want To ask a question

At the end of the session The session Chair or Co chair will invite you To ask your question.

You will be unmuted by Our Volunteers, your camera will also be enabled to For you to ask a question.



Chair / Co-Chairs
Click on Participants
To see those who have
Raised hand to see
Sequence of people who
Want to ask question.

The people who have raised
Hand will be sequentially
enabled by our volunteers
(their video and audio
Will be enabled so that they
Can ask their question)

Demo Link: Vortex 2021 Conference
18th Online International Vortex Conference 2021 (Vortex 2021)

My Videos
Satyajit Banerjee

Chat Participants **Q&A**

Vortex
0 Votes
I want to ask a question

Enter Your Question **Ask**

events.townscript.com is sharing a window. **Stop sharing** Hide

18:40
21/05/2021

If anyone wishes to ask a typed question during the talk then

click here

and then

type your question here

and then

press Ask

Click here for Chatting

LIVE Demo Link: Vortex 2021 Conference
18th Online International Vortex Conference 2021 (Vortex 2021)

My Videos



Satyajit Banerjee

Attendees Will see the platform screen Like this

By default all attendees Other than speaker Chair and co chair will be Muted

Click here to Raise your Hand indicating you want To ask a question

At the end of the session The session Chair or Co chair will invite you To ask your question.

You will be unmuted by Our Volunteers, your camera will also be enabled to For you to ask a question.

Satyajit Banerjee screen

Chat Participants Q&A

Vortex
0 Votes
I want to ask a question

Enter Your Question Ask

Start Recording

events.townscript.com is sharing a window. Stop sharing Hide

Demo Link: Vortex 2021 Conference

18th Online International Vortex Conference 2021 (Vortex 2021)

My Videos

Satyajit Banerjee

Satyajit Banerjee screen

Chat Participants Q&A

Vortex

0 I want to ask a question

0 Votes

Enter Your Question Ask

events.townscript.com is sharing a window. Stop sharing Hide

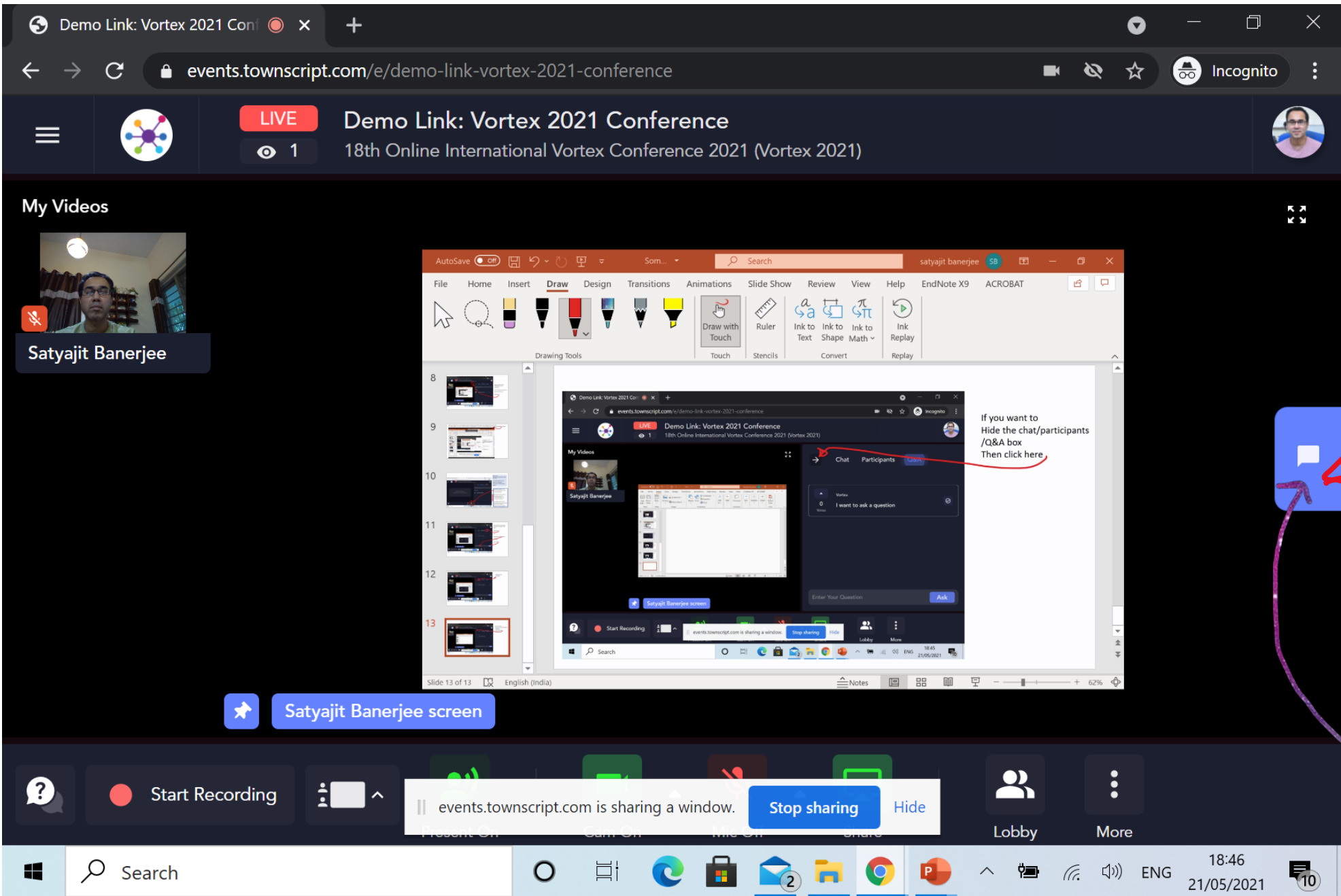
Start Recording

Search

18:45 21/05/2021

If you want to Hide the chat/participants /Q&A box Then click here





The view after the chat/Participants/Q&A box is Moved to the side

The chat / Participants/Q&A box Is minimized to here



If you want the Chat/Part./Q&A box to reappear then press on the blue box (see next slide)

Demo Link: Vortex 2021 Conference

events.townscript.com/e/demo-link-vortex-2021-conference

LIVE Demo Link: Vortex 2021 Conference
18th Online International Vortex Conference 2021 (Vortex 2021)

My Videos

Satyajit Banerjee

Satyajit Banerjee screen

Chat Participants **Q&A**

Vortex
0 I want to ask a question
Votes

Enter Your Question **Ask**

events.townscript.com is sharing a window. **Stop sharing** Hide

Start Recording

Lobby More

18:45 21/05/2021

The original view is recovered

LIVE Demo Link: Vortex 2021 Conference
18th Online International Vortex Conference 2021 (Vortex 2021)

My Videos



Satyajit Banerjee

The screenshot shows a PowerPoint slide with the following text: "How to get laser pointer during your presentation". The slide content includes: "I have streamined My power point slide. Right click your mouse to get this menu". Below this, there are three numbered steps: "1. Once you are presentation mode", "2. Click pointer options", and "3. Click laser pointer". A red circle highlights the 'Laser Pointer' option in the context menu shown in the screenshot.

Satyajit Banerjee screen

Chat Participants Q&A

Search people...

Hosts (1)

Satyajit Banerjee (Me)

Start Recording

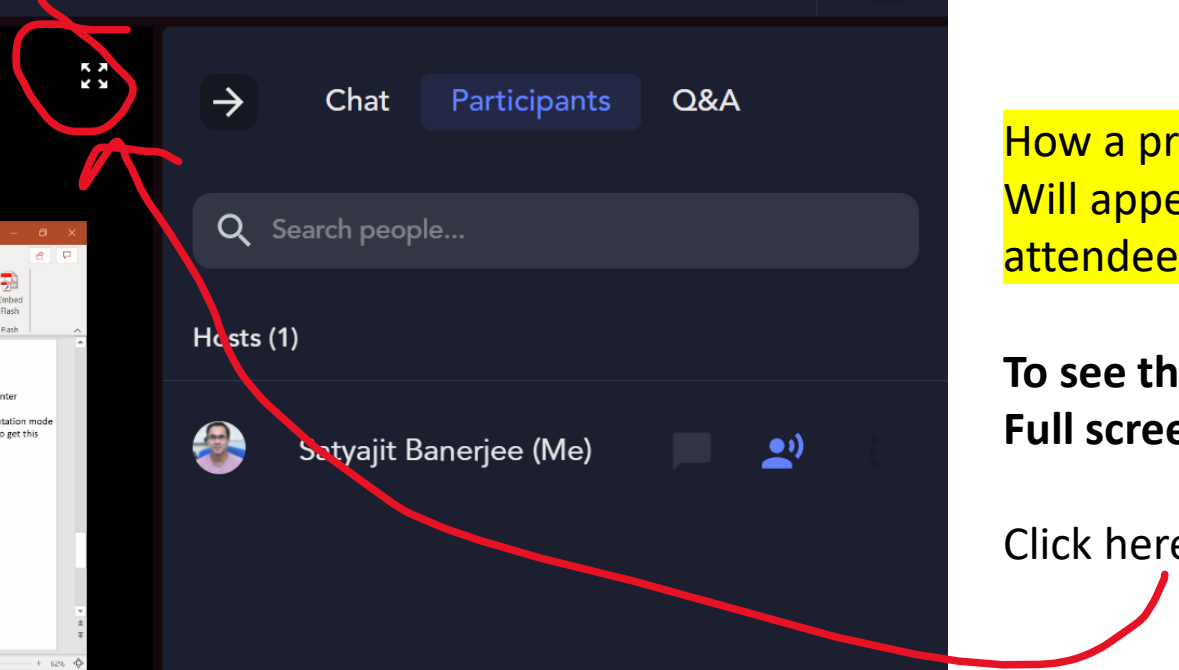
events.townscript.com is sharing a window. Stop sharing Hide

Lobby More

How a presentation Will appear to the attendee.

To see the presentation in Full screen mode

Click here



After you click the 4 outward pointing arrows shown in the earlier slide, the screen becomes full screen
As shown below. You need to press escape on your keyboard to exit full screen viewing mode or press the 4 inward arrows

The screenshot shows a PowerPoint presentation in full-screen mode. The top ribbon is visible with the 'Home' tab selected. A red circle highlights the four inward-pointing arrows in the top right corner of the application window. A text box with a red arrow pointing to the 'Esc' key says 'Press Esc to exit full screen'. The main slide area shows a video call window and a context menu. The context menu is open, and the 'Pointer Options' sub-menu is selected, with the 'Laser Pointer' option highlighted. A red circle is around 'Pointer Options' and another around 'Laser Pointer'. A text box says 'I have unminimized My power point slide As seen here' with an arrow pointing to the video call window. Another text box says 'How to get the laser pointer In power point' with a list of steps: '1. Once you are presentation mode Right click your mouse to get this menu', '2. Click pointer options', and '3. Click laser pointer'. The bottom status bar shows 'Slide 6 of 9', 'English (India)', and '62%' zoom.

AutoSave Off Som... Search satyajit banerjee SB

File Home Insert Draw Design Transitions Animations View Help EndNote X9 ACROBAT

Paste New Slide Reuse Slides Font Paragraph Drawing Voice Designer

4 5 6 7 8 9

How to get the laser pointer In power point

1. Once you are presentation mode Right click your mouse to get this menu
2. Click pointer options
3. Click laser pointer

I have unminimized My power point slide As seen here

Pointer Options

Laser Pointer

Pen

Highlighter

Ink Color

Erase

Erase All Ink on Slide

Arrow Options

events.townscript.com is sharing a window. Stop sharing Hide

Slide 6 of 9 English (India) Notes 62%

Incase for some reason you find your
window freezes, please refresh your
browser page

To close your session

Things to do before our training | x Demo Link: Vortex 2021 Conf x +

events.townscript.com/e/demo-link-vortex-2021-conference

LIVE Demo Link: Vortex 2021 Conference
18th Online International Vortex Conference 2021 (Vortex 2021)

Chat Participants Q&A 1

Search people...

Attendees (1)

Satyajit Banerjee (Me)

Quit Event Raise Hand

Click here

OR

Just close the Internet tab.