

# MLZ User Meeting 2021: Poster session

## How to host the virtual rooms for PRESENTERS

In order to start your room, please use the login data you received via email from the conference office! Please note: This link differs from the link the visiting participants use to enter your room! They find the proper link in the timetable at <https://indico.frm2.tum.de/event/303/timetable/#all>

Presenters are offered to enter with camera. We think, it is nice to see somebody when entering the poster room - but please be free to disable the camera in the bottom menu. Visiting participants will join without camera on enter by default.

In case you like to visit another poster while presenting your own: You can open it in another tab. Please be aware that you can use your mic only once. Please mute yourself in all tabs you are not talking.

In order to show more of your poster, both side panels (chat as well as messages) can be moved or even hidden. This has to be done by you as the presenter as well as the visitor.

### Your screen after entering the virtual room

The screenshot shows a virtual room interface with several components:

- 1**: Public Chat button in the Messages panel.
- 2**: Public Chat header in the Messages panel.
- 3**: Text input field for sending a message to the Public Chat.
- 4**: User profile icon for 'Michael for Tests' in the top left of the main content area.
- 5**: 'Start recording' button in the top right of the main content area.
- 6**: Interactive options menu (three dots) in the top right of the main content area.
- 7**: Microphone and camera icons in the bottom navigation bar.
- 8**: Navigation controls (back, forward, search, zoom) in the bottom navigation bar.

The main content area displays a poster titled "Stray current within the instrument MARIA investigation of the equipotential bus bar" from JÜLICH Forschungszentrum. The poster includes a schematic of the measurement setup, a table of measurements, and a conclusion section.

**1** Click to show the chat

**2** Click to hide the chat

**3** Type here to chat

**4** Click to show/hide the users' list

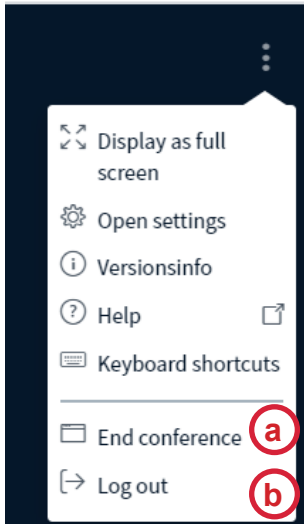
**5** Click for options (e.g. logout) (see below)

**6** More options (interactive) (see below)

**7** Click to (de)mute your mic and turn on/off your camera

**8** Click to change the page (see below)

## The details

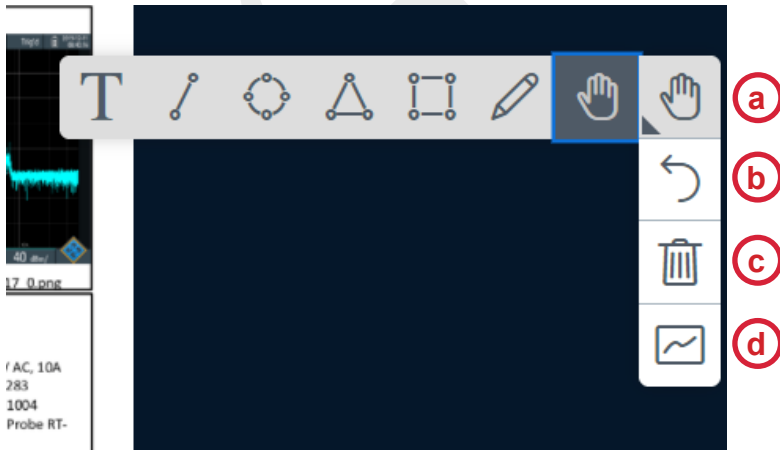


When you click the **three dots on the upper right corner** inside the browser window, you get a menu with the following special functions (the rest are explained by the text itself)

**(a) End conference** – this will end the conference, disconnect all attendees and remove all uploaded files! You will only see this if you are the moderator of the session. In our poster sessions all presenters have the moderator status.

**(b) Log out** – this logs you out of the presentation but leaves the session open for others.

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(a)

(b)

(c)

(d)

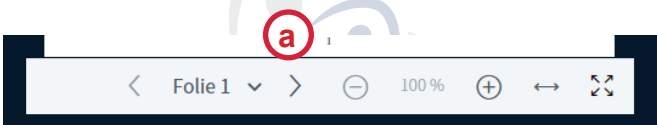
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**(a)** You can select the function to write some text, draw straight lines, ellipses, triangles or rectangles or to draw with a pen (free hand). You can select the pen color and size. You can use this also on the 3 empty pages (see below).

**(b) Undo** the last operation

**(c) Delete** all drawings

**(d)** Start **multi user mode** so that others can draw too



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**(a)** There are 3 empty pages after your poster you can use for your explanations. Find them with the buttons on the lower side of the page. You can use the tools explained above.