Guidelines for observers
of International Workshop
"Science, Technology & Innovation (STI) Foresight for South Africa"
under the aegis of UNESCO Futures Literacy Summit 2020

December 11, 2020
11.00 – 13.00 Central European Time (13:00 – 15:00 Moscow Time)

Zoom link: https://zoom.us/j/99919841150
Conference ID: 999 1984 1150

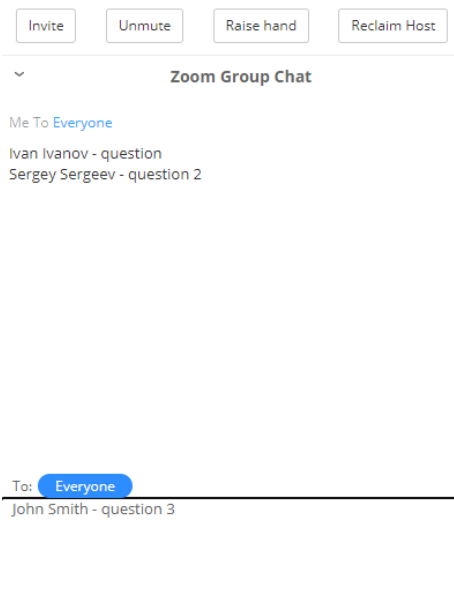**Workshop web page**: https://issek.hse.ru/en/announcements/421990146.html

Joining the Workshop

1. You are advised to open ZOOM client app in advance (for PC, smartphone, or tablet) and, if necessary, to update the software to the latest version. If you opt to use an outdated version, your app may start updating automatically, which will prevent you from connecting to the video conference on time. Zoom web version (open in the browser) may not work properly and does not provide an option for simultaneous interpretation.

2. For better communication, you are advised to connect a headset with a microphone to your device (PC, smartphone, or tablet).[1]

3. After following the workshop link, please introduce yourself by entering your first name and last name in English (for example, **John Smiths**).

4. You are asked to check the sound and camera immediately after connecting to avoid technical problems later. You can also perform a sound check before joining the conference.

5. To ensure the high quality of communication, please keep your microphones muted at all times, unless you make a presentation.

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[1] For more information on technical requirements for installing and running Zoom, please refer to Appendix 1.

6. You can ask a question or comment on a presentation. To do so, please use option "Zoom Group Chat". Please specify the name of the speaker whom you are addressing. Please kindly limit your question or comment to 50 words.

7. Please be informed that the event will be video recorded for workshop proceedings.

8. ***If you encounter technical difficulties during the workshop, please don't hesitate to ask the organisers for help***:
   — Elena Nasybulina (Organiser)
   — Olga Maximova (Organiser).

Annex 1 – Guidelines on Installing and Running Zoom app

1. **Please install and test Zoom client app before the workshop**
   - For smooth operation of the platform, it is recommended to install Zoom client app (you can download it at the following link: https://zoom.us/download).
   - You are recommended to install Zoom Client app in advance, as you may need help or installation permission from your organization's IT department.
   - You are recommended to test Zoom in advance. To run a test, please follow the link: https://zoom.us/test. It is recommended to run a test using the same equipment that you plan to use during the event itself.
   - Requirements for Zoom installation on a PC: Windows 7, 8, 10, Vista, XP, or macOS X with macOS 10.7 or later versions.
   - You can also download the application on your mobile phone or tablet (iOs, Android).

2. **Minimum technical requirements for connection:** Internet connection with min speed of 5-10 Megabits per second; the device should be equipped with a webcam and a microphone. For a stable Internet connection, it is recommended to use a wired connection. You can also use Wi-Fi, 3G or 4G/LTE. If your Internet connection is ustable, please turn off your video. It is recommended to remain in one place during the entire event.

3. **It is recommended to fully charge the battery of your device before you start working on the platform.** Please also have a portable charger at hand if you use a smartphone or a tablet.

4. **Audio:** It is recommended to use headphones with a built-in microphone rather than built-in headphones and microphone.
   To ensure best sound quality, you are advised to:
   - be in a quiet place, free of extraneous sounds and noise;
   - adjust microphone and headphones. To ensure best quality sound, please do not bring the microphone too close to your face;
   - it is advisable to use only one device at a time;
   - when making a presentation, try not to turn your head or move the microphone.

5. Video: It is recommended to use an external camera, not a built-in one. To ensure best quality video, you are recommended to:

- ➤ make sure that the light source is located in front of you or above you (for example, you can sit facing the window);
- ➤ ensure that the background behind you is plain and solid color, with no illumination.