



Guidelines on Joining International Symposium “Foresight and Science, Technology and Innovation Policy” on MS Teams

April 13-16, 2021

Join day 1 (April 13) at the following [link](#)

Join day 2 (April 14) at the following [link](#)

Join day 3 (April 15) at the following [link](#)

Join day 4 (April 16) at the following [link](#)

Subject: International Symposium “Foresight and Science, Technology and Innovation Policy”

You can access the virtual conference room 45 minutes before the beginning of the symposium.

Symposium Rules

1. Working languages – English and Russian (with simultaneous translation).
2. The symposium sessions will be available live online on YouTube channel of the HSE Institute for Statistical Studies and Economics of Knowledge (sessions will be broadcasted live in the original language).
3. Please be informed that the symposium sessions will also be video recorded. The video recordings are planned to be posted on the symposium [website](#).
4. Presentations made at the symposium are planned to be uploaded to the conference website.

Joining the symposium

1. You can join the symposium using the above mentioned link in 2 ways:
 - You are advised to install and open **TS Teams application** 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 If you opt to use an outdated version, your app may start updating automatically, which will prevent you from connecting to the video conference on time. MS Teams web version (open in a browser) may not work properly.

How to install the application

- To get started in MS Teams, follow the link at <https://teams.microsoft.com> and press ‘Upload the Application’ to install the program on your desktop. Follow the instructions and download the application.
- Register in MS Teams if you do not have an account. Please make sure to use your full name when you register in the system, otherwise you may have problems with renaming yourself later.

- After you have uploaded the program and installed the file, you can start the application.
- You can also press 'Enter' at <https://teams.microsoft.com> after the registration to start working in the web-version.

HSE staff should enter their corporate e-mail address in the authorization window as login@hse.ru or login@edu.hse.ru. The password to MS Teams is the same as the password to your corporate e-mail.

If you are not HSE staff, you can use a link to the event received from the symposium organizer to log in without authorization (with guest access).

- **Joining MS Teams via a link in your browser:** please use browsers like Google Chrome, Safari, etc., excluding Internet Explorer.

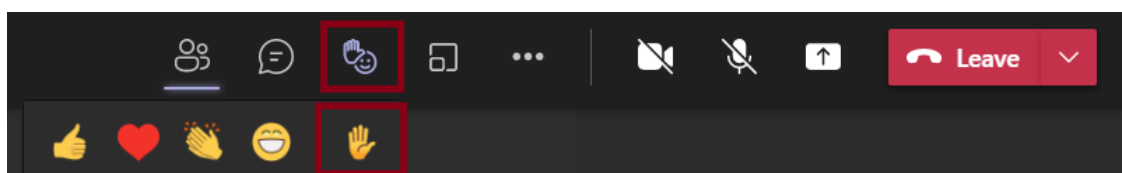
2. Please identify yourself:

- if you are using the web version: after following the link, you need to enter your first and last name in the Latin keyboard layout (for example, Jonathan Smith). If you do not do this immediately upon entering the symposium for the first time, you need to leave and join the symposium again, having entered your first and last name correctly in English;
- if you are using the application, please try to rename yourself in your profile in advance (unfortunately, this is not always possible for members with a corporate account).

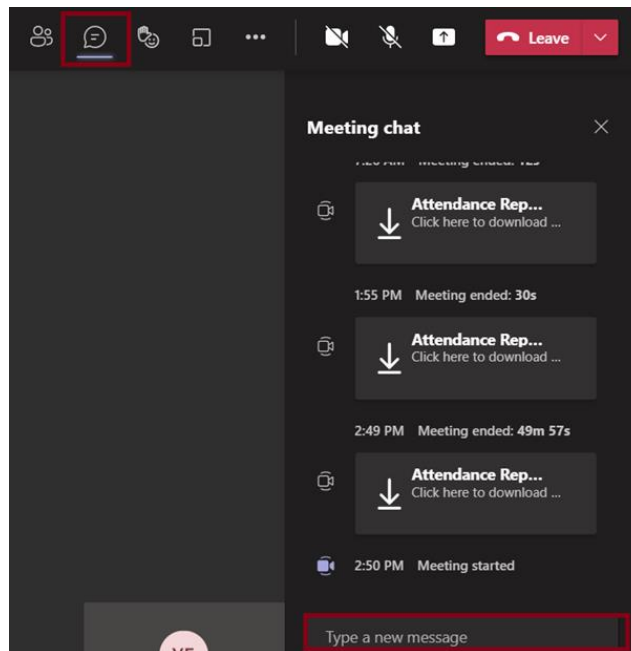
3. Please wait for the meeting host to let you in the conference room. For security reasons, connecting participants receive the status of "participant" by default. As a participant, you will use the following options of communication: "raise your hand" and "write a message in the chat".

Opportunities for "participants":

- Raise your hand:



- Leave a message in the chat:

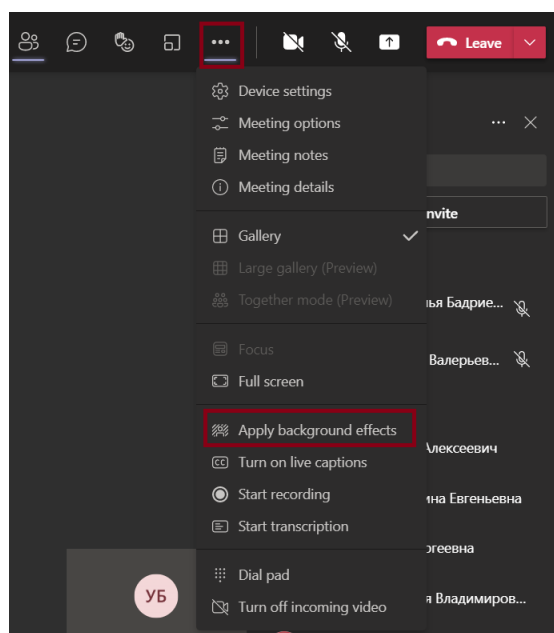


You can ask a question or comment on a presentation. To do this, use the “chat” option. Please include the name of the speaker you are addressing. The maximum length of a question or comment text is 50 words. If you want to address a certain symposium participant in person, start typing a message in the chat with the @ sign. You will see a list of all the participants in the event, and you can select the desired addressee of your message by double-clicking on their name. Please note that chat messages are visible to everyone present.

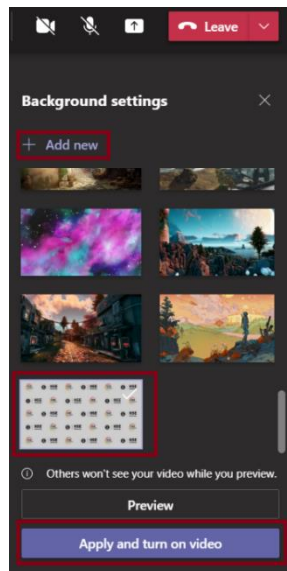
How to Install the Background

Participants are recommended to upload the background with the XXII April Conference logo. The image with the logo is provided by the event organizer.

Chose the option ‘Apply the Background Effects’:



You may also add an image with a background and press ‘Apply and turn on Video’.



Please note that background downloads are not available for participants marked as "(guest)". A guest is a participant who has logged into MS Teams using a link in a browser and does not have a licensed / corporate account in the MS Teams program.

Simultaneous interpretation


1. Simultaneous interpretation will be provided at the symposium. Instructions for connecting to the Verspeak simultaneous interpretation service are provided in Appendix 2.
2. If you encounter technical difficulties during the meeting, please don't hesitate to ask online secretaries for help in the chat.

To facilitate their search in the participants list, please note that organisers are marked with the conference logo:



NB! If you plan to enter the symposium in MS Teams via the link in a browser, NOT through the MS Teams app, and use the Verspeak simultaneous translation platform via a link in a browser rather than via a mobile app, we recommend using 2 different browsers for this purpose: one to open the MS Teams link, the second one is to open a link to the Verspeak. For example, a link to the MS Teams event can be opened in the Mozilla Firefox browser, a link to the Verspeak can be opened in the Chrome browser. (For further instructions on simultaneous interpretation, see Appendix 2).

Please check that your browsers are updated to the latest versions.

You can do this the following way (for example, Chrome): in the upper right corner of the browser window, click on the icon , then select "Help" and "About the Google Chrome

browser". You will receive information about the browser version installed on your computer. Update the browser version, if necessary, by downloading it from the official website.

Annex 1 – Technical requirements for installing and running MS Teams

1. Please install and test MS Teams app before the symposium

- For smooth operation of the platform, it is recommended to install MS Teams application (you can download it at the following link: <https://teams.microsoft.com/>).
 - You are recommended to install MS Teams app in advance, as you may need help or installation permission from your organization's IT department.
 - You are recommended to test MS Teams in advance. It is recommended to run a test using the same equipment that you plan to use during the event itself.
 - You can also download the application to your mobile phone and tablet (iOs, Android).
2. When working in the web version (in a browser), it is recommended to use any browser (Google Chrome, Safari, etc.), **with the exception of Internet Explorer.**
3. **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 unstable, please turn off your video. It is recommended to remain in one place during the entire event.
4. 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.
5. The device used should not be older than 2016 with an operating system updated to the latest available version.
6. Ensure that the background behind you is plain and solid color, with no illumination. HSE University staff is recommended to use the attached background with the XXII April Conference logo.

Appendix 2 – Connecting the online simultaneous interpretation service Verspeak

You can connect to online simultaneous interpretation service, using one of the following methods:

1. **Through a web link** (in this case, it is recommended to use Chrome browser):

Link for April 13: <https://conf.verspeak.com/new/conf.html?id=sco981387>

Link for April 14: <https://conf.verspeak.com/new/conf.html?id=sco803519>

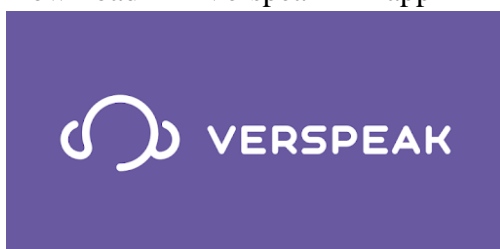
Link for April 15: <https://conf.verspeak.com/new/conf.html?id=sco613914>

Link for April 16: <https://conf.verspeak.com/new/conf.html?id=sco824426>

2. **Through a mobile app** (available only for smartphones (Android, iOS)).

➤ **Connecting to the service through a mobile app**

1. Download Verspeak app in Play Market or App store.



2. To connect, please insert the following 6-digit code:

April 13: **981387**

April 14: **803519**

April 15: **613914**

April 16: **824426**

3. Choose a language (“English”).

Choosing the interpretation channel “English”, you will hear the interpreter and/or presenter’s speech in English.

If a presenter in MS Teams starts speaking in English, you do not need to switch to MS Teams – you can listen to the speaker in the same “English” channel in Verspeak app.

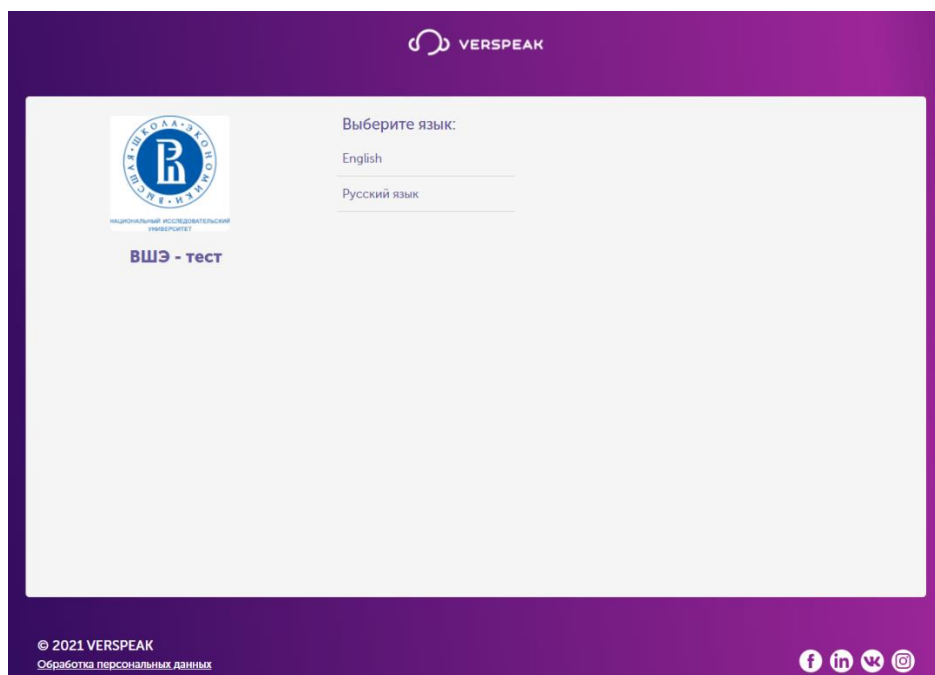
You can listen via your headset or smartphone's speaker.

If you need to watch the presentations in MS Teams, turn off or reduce a sound of the presenter’s speech in MS Teams.

Verspeak app can be minimized. The audio will be available in the background.

➤ Connection to online-interpretation in a browser

1. To connect to Verspeak in a browser, follow the links mentioned above.
2. When the window of Verspeak simultaneous interpretation platform opens, you need to choose a language (“English”):



Choosing the interpretation channel “English”, you will hear the interpreter and/or presenter’s speech in English.

If a presenter in MS Teams starts speaking in English, you do not need to switch to MS Teams – you can listen to the speaker in the same “English” channel in Verspeak.

You can listen via your headset or smartphone's speaker.


If you need to watch the presentations in MS Teams, turn off or reduce a sound of the presenter’s speech in MS Teams.

Volume adjustment in MS Teams and Verspeak

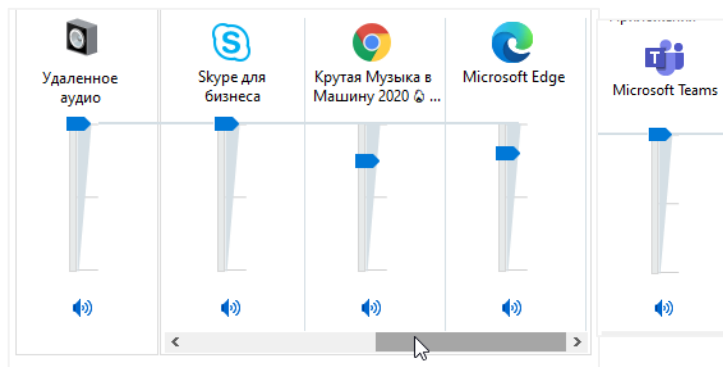
➤ Option 1

If you plan to enter the symposium in MS Teams via the link in a browser, NOT through the MS Teams app, and use the Verspeak simultaneous translation platform via a link in a browser rather than via a mobile app, **we recommend using 2 different browsers** for this purpose: one to open the MS Teams link, the second one is to open a link to the Verspeak. For example, a link to the MS Teams event can be opened in the Mozilla Firefox browser, a link to the Verspeak can be opened in the Chrome browser.

You can use the Volume Mixer to customize the volume in the MS Teams app, in the browser in which MS Teams is open, or in the browser in which Verspeak is open.

To do this, right-click on the volume control icon on the taskbar in the lower right corner of the screen  and select the "Open Volume Mixer" or "Open Volume" command.

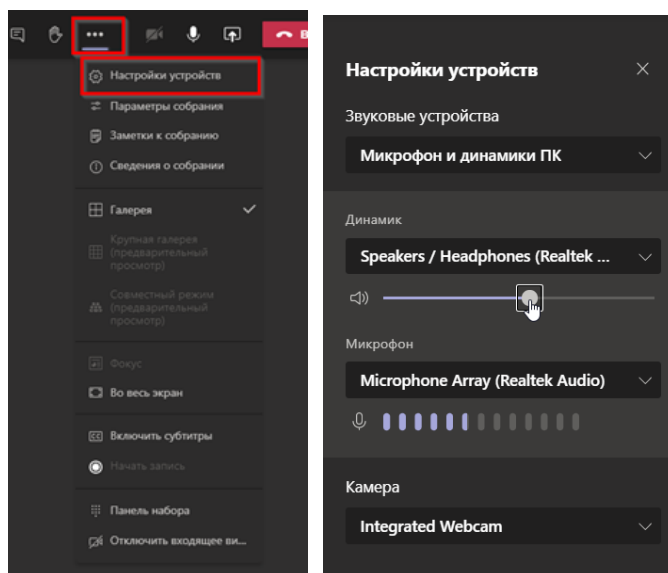
Use the slider to adjust the volume level of the desired browser (the one you use to connect to MS Teams, or to Verspeak online translation) or the MS Teams application:



➤ Option 2

Volume adjustment in MS Teams.

Choose “...” in the menu above and press “Settings”. You can choose dynamics, microphone and camera, which will be used by the app. Move dynamic speaker cursor all the way to the left. This way you will be able to hear the whole event through the Verspeak and watch the presentation in MS Teams.



To adjust the volume of the online translation, you can use the general volume control – a sound icon on your desktop:

