ICCKE 2020
10th International Conference on Computer and Knowledge Engineering
October 29 and 30, 2020 - Ferdowsi University of Mashhad

Presenters' Guide to Use Skyroom Platform

Welcome to ICCKE 2020!

To enter your conference room, first of all you need to find the URL to the conference room where your paper is going to be presented (You can find the related lists and schedules on our website: iccke2020.um.ac.ir).

Here are the links to each conference room and also the conference's opening room:

Conference Opening Room:

iccke.um.ac.ir/ch/opening

Hafez Conference Room:

iccke.um.ac.ir/ch/Hafez

Attar Conference Room:
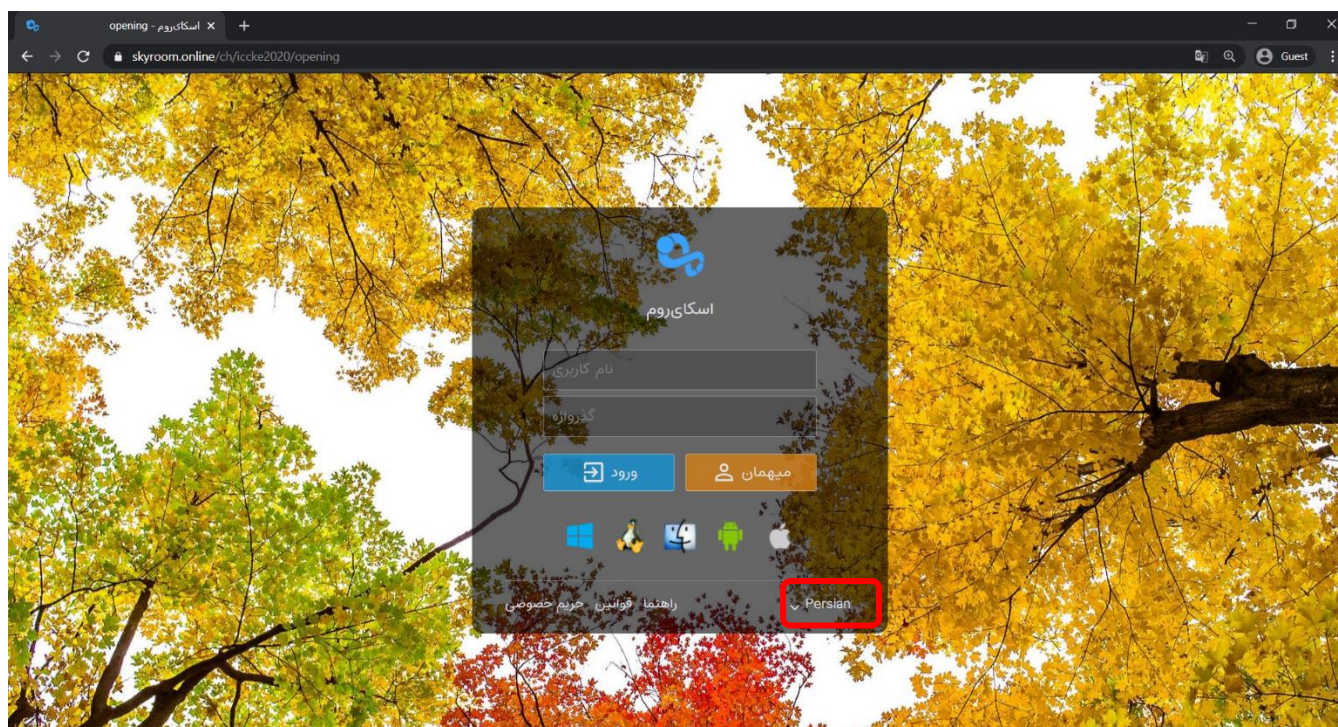
iccke.um.ac.ir/ch/Attar

Mowlavi Conference Room:

iccke.um.ac.ir/ch/Mowlavi
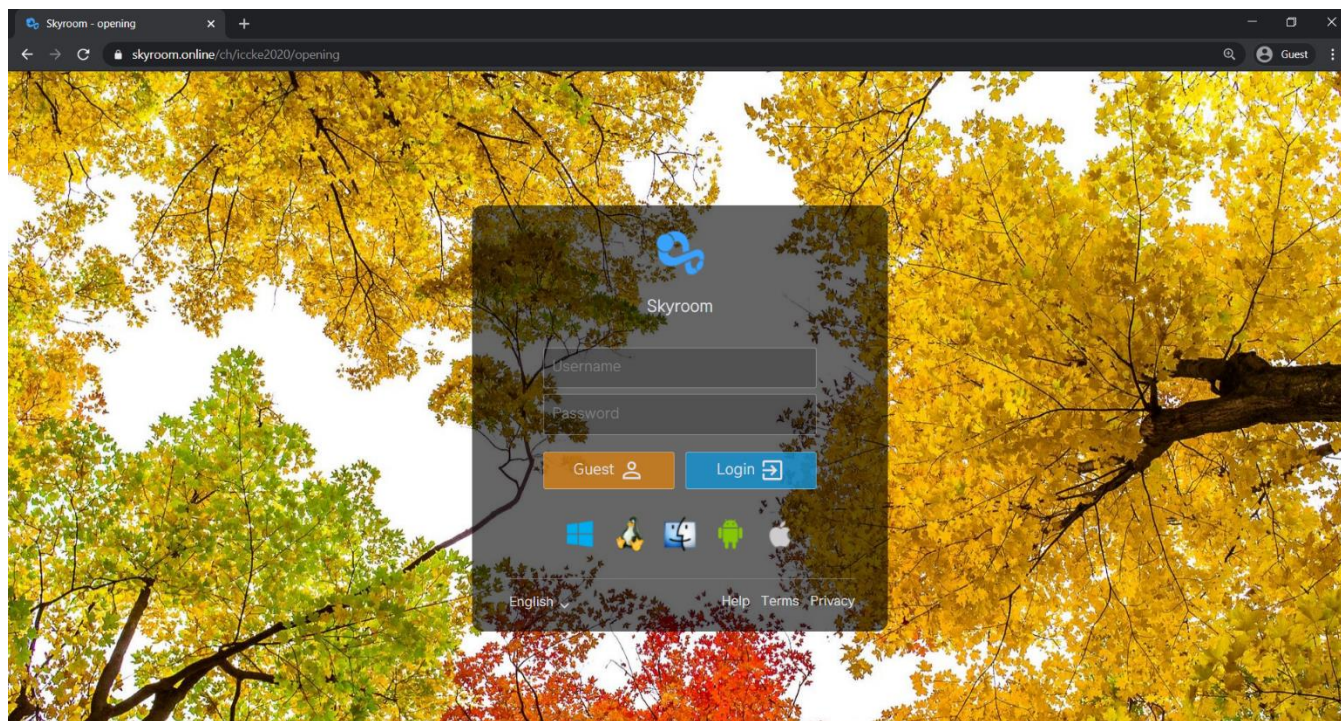
Ferdowsi Conference Room:

iccke.um.ac.ir/ch/Ferdowsi

- It's for the best that you use the latest version of your browser and preferably Chrome or Firefox.
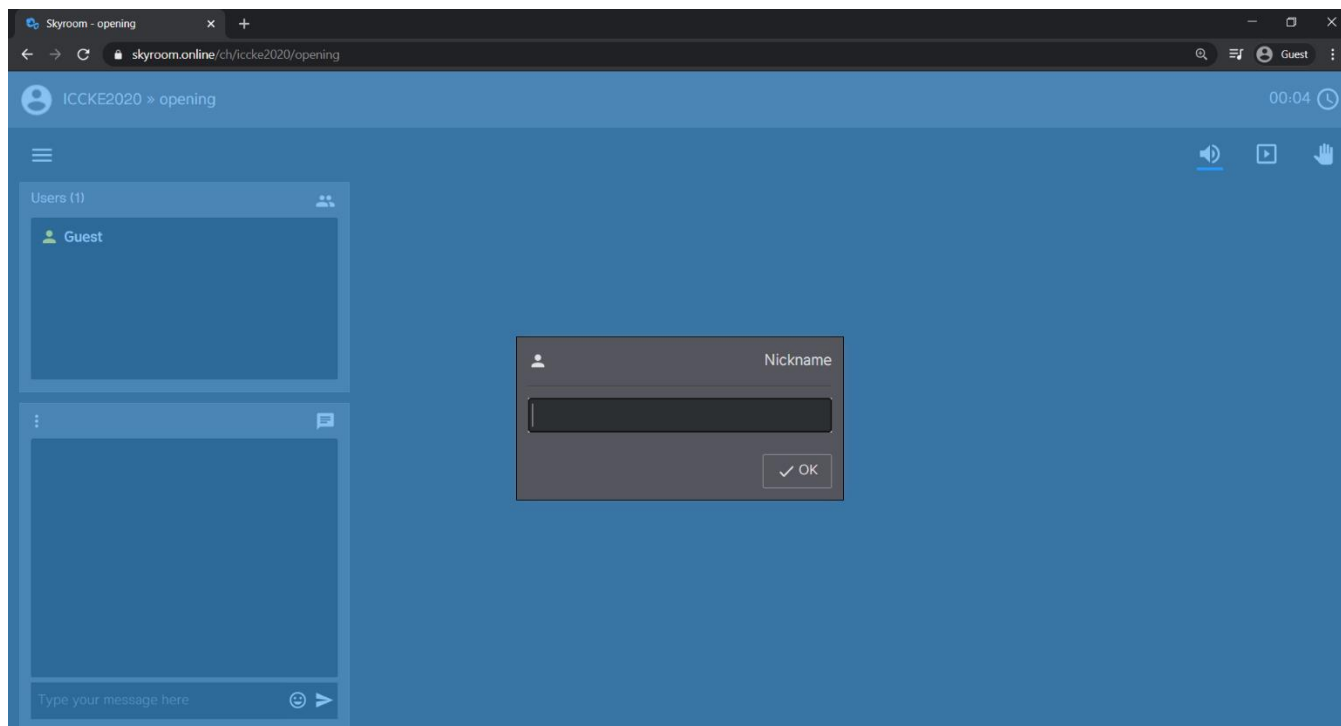
Picture 1

When you open any of the links above, you'll see a login page:

1. From the box outlined above by red, you can change the language of your workspace to English.
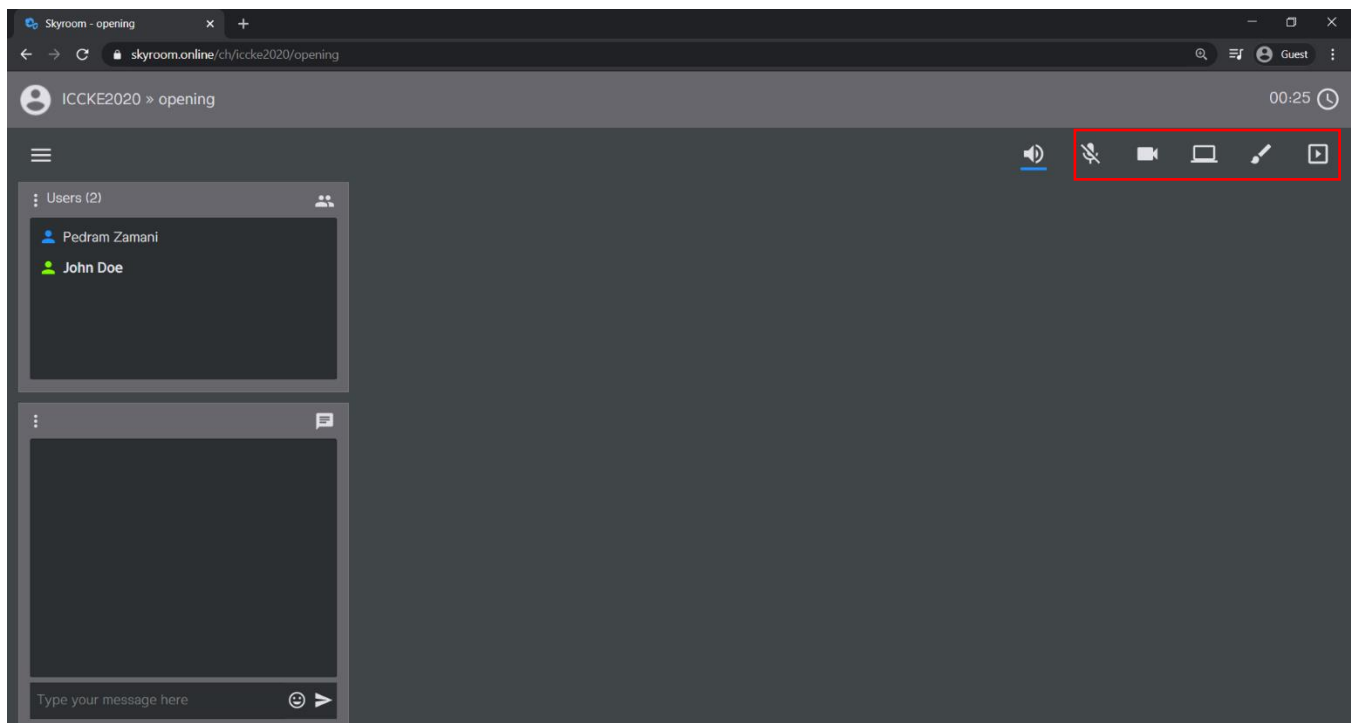
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Picture 2

2. Click on the "Guest" button shown in Picture 2

Picture 3

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3. Entering the conference room, you'll be asked to enter your name. Please make sure to enter your **correct, full, English name** in the box and then click OK; otherwise you cannot be recognized as your paper's presenter.

Picture 4

4. The avatar on the left of users' names appears in 4 colors, each representing a role: yellow for guests, white for normal users(which have the same permissions as guests), green for presenters, and blue for operators.

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5. Around five minutes before it's your paper's turn to be presented(as announced in schedule or rescheduled by the session manager), raise hand by clicking on the icon outlined in Picture 4; so the operators will change your role to presenter(you have to be present during the whole session and not just the time assigned to your paper. In case one of the presenters is absent, next ones must be ready to begin sooner.). If you raise your hand when it's not your paper's turn, it will be considered that you have a question from the current presenter and you'll be granted microphone access to ask your question.

- **<u>Warning</u>**: Do not use any language except English during the session either in chat or speech.

6. When your role is changed to a presenter, you'll have extra icons added to your toolbar on the top(as shown in Picture 5).

Picture 5

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7. The icons in the red box outlined in Picture 5, from left to right in order are dedicated to turning on your microphone, turning on your webcam, sharing your screen, sharing a whiteboard, and file management.

8. Before your video is played, you will be asked to turn on your microphone to confirm that you are present and ready to answer further questions after the video.

9. Before the conference opening day, if you want to test your equipment (such as microphone, webcam, etc.) or become familiar with platform's workspace, you can visit below link on October 28 between 11:00 A.M. and 13:00 P.M. (in Iran local time).

<div align="center">

iccke.um.ac.ir/ch/opening

</div>

Thanks for your cooperation in advance. Good Luck.
   ICCKE2020 Technical Support Team