



RISIS



RESEARCH INFRASTRUCTURE FOR SCIENCE
AND INNOVATION POLICY STUDIES

Virtual Meetings Rules *Participants*

CNR-IRCRES
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1 Joining the Training Room

The invitation email or message include a link to the meeting. The invitation will also include instructions for using the phone or your computer's mic and speakers (VoIP) for audio.

Click your online meeting link, or go to gotomeeting.com and enter the meeting ID. If your host requires one, be sure to have the meeting password handy

Join the meeting a few minutes early to make sure you have everything you need.

If you don't already have the software, it will download automatically and you'll be placed into the meeting or follow the instruction here: <https://www.gotomeeting.com/it-it>

When you enter the Virtual Room, type first of all your **Name, Surname**, so that everyone can see who you are.

To activate webcam and microphone if you got a MAC you need to accept privacy rules (Setting window).

2 Talk and listen

Check the online meeting invitation or your Control Panel to see the audio options available

If the option to dial-in is offered and you'd like to use it, call in using the telephone number and access code shown. Enter the audio PIN if provided

You can also use your computer's mic and speakers (VoIP). For the best experience, we recommend using a USB headset with this option.

The bottom of your meeting window and the Control Panel both indicate who's speaking

3 Interact

From the beginning of the Session switch off the microphone, please.

During the Session, you can write and address your questions using the **chat** you can find below on right side.

The host can also mute you or all attendees. If you dialed in using a phone, you'll need to use the audio PIN to mute your line via the GoToMeeting controls.

The easiest way to **share your webcam** is to click the button on the grab tab. Or you can click the Share My Webcam button on the Control Panel.

Pause and resume your webcam by using the icons in the top-right corner of your webcam feed.

If you are muted or don't want to interrupt the speaker, **you can use the chat feature to communicate** with the group, the host and/or other individual attendees.

The **host can make you the presenter or give you control of the shared screen**. When you're the presenter, additional controls will appear on your grab tab.



4 Useful links and contacts

To install GoToMeeting in advance:

<https://www.gotomeeting.com/it-it>

To watch a video on GoToMeeting overview:

<https://www.youtube.com/watch?v=HKJ-Ei4z8k8&feature=youtu.be>

Further information:

risis.training@ircres.cnr.it

Thank you to all for joining RISIS Training Courses.