International webinar

"ADR and ODR after the COVID-19 pandemic"

Friday 15th May 2020, H 5pm – 10pm (Italian time)

Friday 22th May 2020, H 3pm – 7pm (Italian time)

Google Meet link: https://meet.google.com/fvd-rkdf-sig

telephone number: + 39 3392907342, Carlo Pilia

Guide.

Google Meets: how to access.

I) Trough mobile phone:

1) Download the google meet application: https://meet.google.com/unsupported?ref=https://

meet.google.com/

2) Join the meeting at the link: https://meet.google.com/fvd-rkdf-sig

3) Write your name and surname

4) Ask to join and wait for the administrative approval.

5) When you are in the meeting: deactivate your microphone and your webcam until it's your

time to speak (timetable in the brochure).

6) If you want to show your PowerPoint presentation pr PDF file, you have to open the, and

press the button "Present now" to share the screen.

II) Through computer:

1. Join the meeting at the link: https://meet.google.com/fvd-rkdf-sig

2. Write your name and surname.

3. Ask to join and wait for the administrative approval.

4. When you are in the meeting: deactivate your microphone and your webcam until it's your time

to speak (timetable in the brochure).

5. If you want to show your PowerPoint presentation pr PDF file, you have to open the, and press

the button "Present now" to share the screen.

All the speakers must join the meeting before the beginning of the webinar.

It would be great if you can download the app and do all the requirements within morning 12 th and 22th
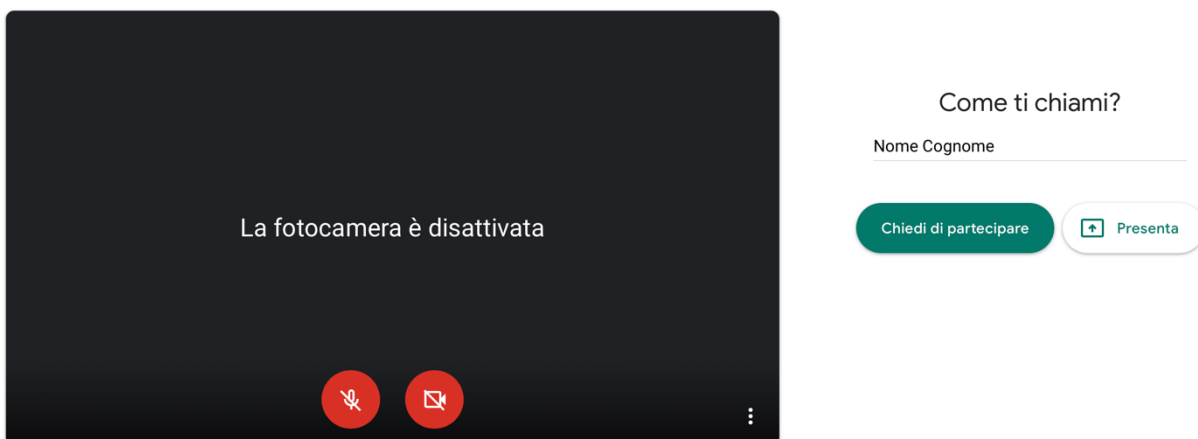May, the days of the webinar.

IF YOU HAVE ANY PROBLEM CALL THIS NUMBER: + 39 3392907342, Carlo Pilia.

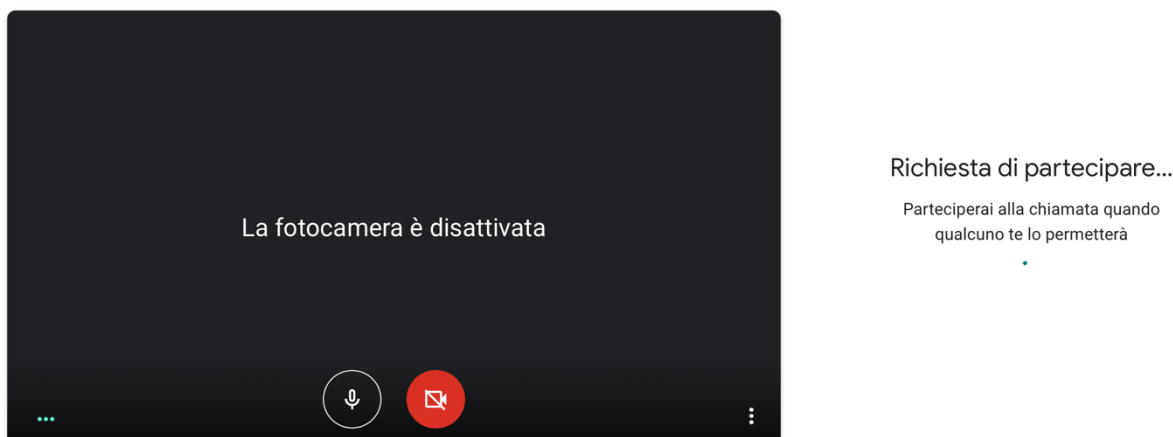<p style="text-align:center">Google Meet: how to access.</p>

1) To join the meeting you have to click this link: https://meet.google.com/fvd-rkdf-sig .

2) Then you have to choose "Ask to join" and NOT "Present"
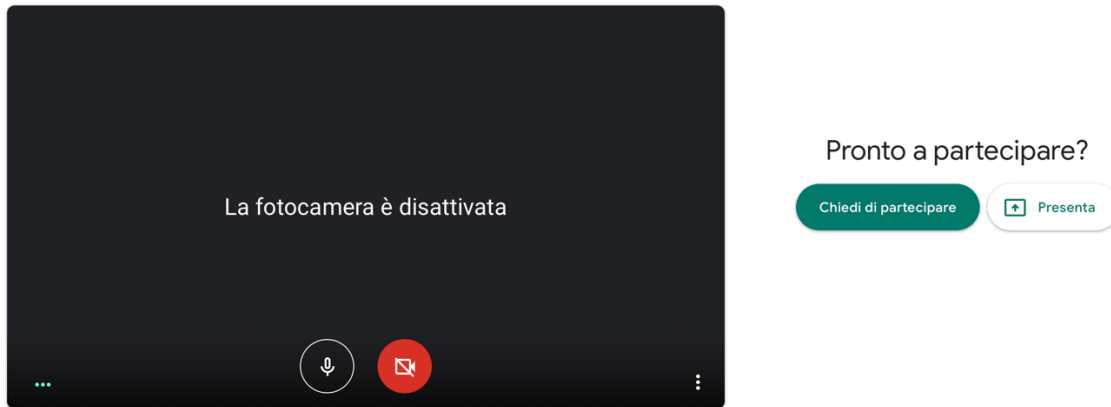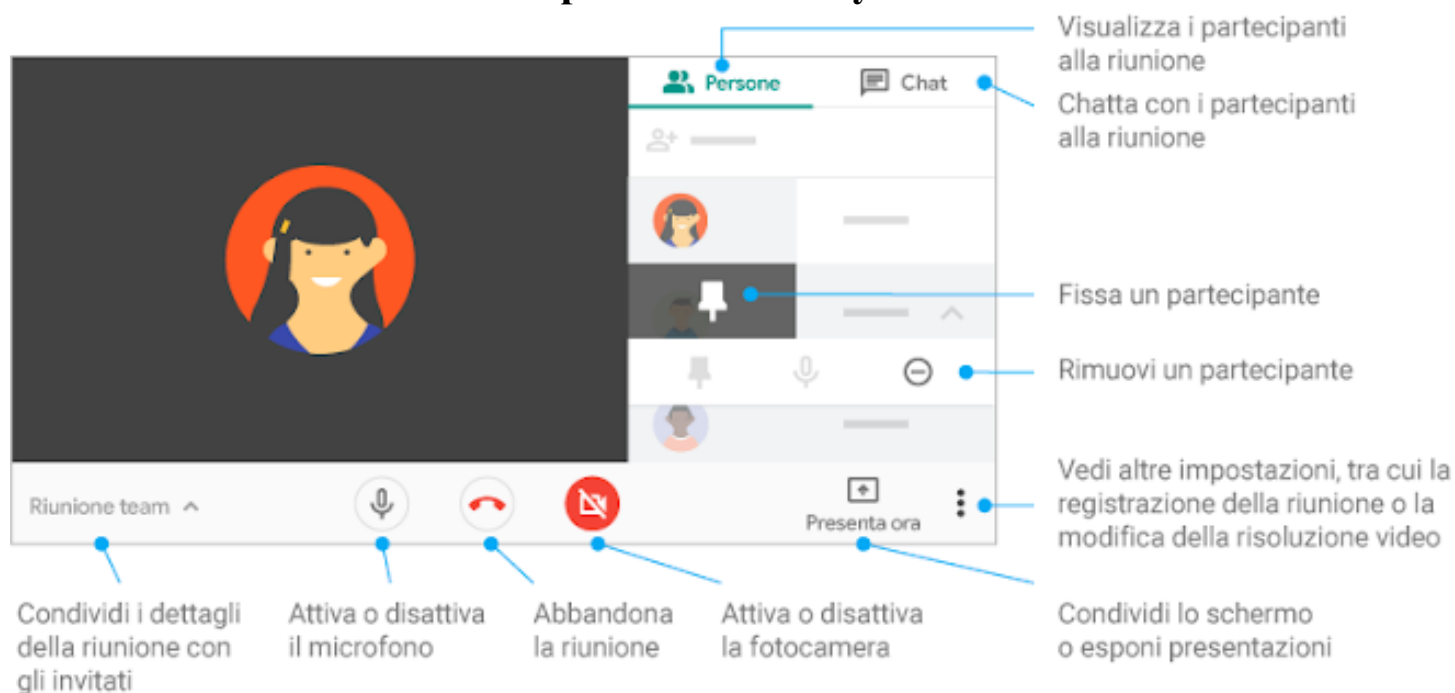

3) Write your name and surname if it required;

4) Wait for the administrative approval;

Once that your request is approved, you can join the virtual meeting.

The platform shows you:

Visualizza i partecipanti alla riunione

Chatta con i partecipanti alla riunione

Fissa un partecipante

Rimuovi un partecipante

Vedi altre impostazioni, tra cui la registrazione della riunione o la modifica della risoluzione video

Condividi i dettagli della riunione con gli invitati

Attiva o disattiva il microfono

Abbandona la riunione

Attiva o disattiva la fotocamera

Condividi lo schermo o esponi presentazioni

Webcam and microphone

Left button: activate or deactivate your microphone. Microphones must be deactivated all the time. You can turn it on just when it's your time to speak.

Right button: activate or deactivate webcam. We recommend that you should activate your webcam just when it's your turn to speak.
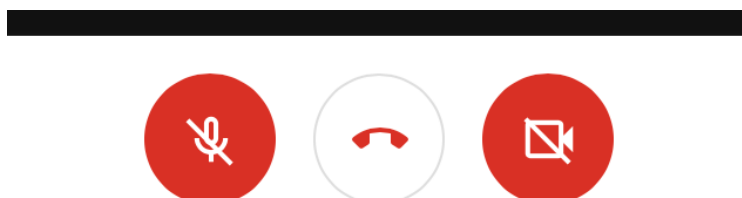
See the meeting participants:

You can see the meeting participants. If you want to change the view mode, you have to press the right button at the bottom of the the display , then "Other" and "Edit layout". In this section you can choose which layout you prefer.

Auto: Meet will choose the layout automatically.

Template: you can see up to 16 people in your display (use your mouse to see the name of the participants).
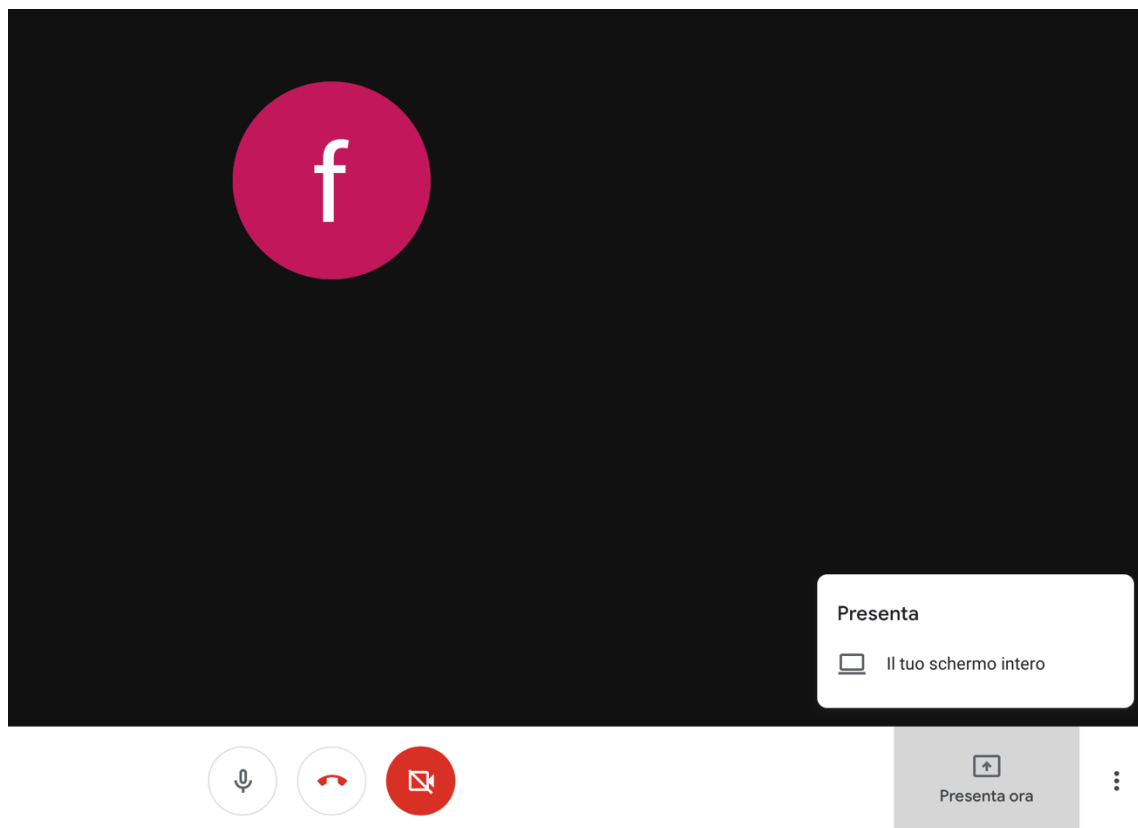
Highlighted: You can see just who is speaking at the moment.

Sidebar: You can see who is speaking at the moment and other participants in the sidebar.

If you want to see just a speaker, go on the "People" list (on the right side at the top) and select to pin who you want to see.

Share your screen.

You can share your screen and show your presentation.

How?
1) Open the presentation file on your computer (.doc - .pdf);
2) Press the button "Present now" on the bottom of the page (right side):
3) Choose between sharing your screen or a specific window. **In this way all the participants will be able to see your display and what you are doing on the computer.**