

iWFOS

Dear participants,

Thank you for joining the 5th International Workshop on Functional and Operatorial Statistics 2021 (IWFOS 2021). We want to provide you with some essential organizational and technical information.

Download and install Desktop version of Microsoft Teams

Follow instruction on page:

<https://www.microsoft.com/en-ww/microsoft-teams/download-app>

You can **upload your posters** from now to folder Posters in the IWFOS General MS Teams channel.

You can see it on the top bar at channel General – Documents - Posters or you can click on this link:

<https://teams.microsoft.com/#/school/files/Obecn%C3%A9?threadId=19%3Ac14ada7fa8fb4993843823dce2405a2%40thread.tacv2&ctx=channel&context=Posters&rootfolder=%252Fsites%252FIWFOS2021%252FSdilene%2520dokumenty%252FGeneral%252FPosters>

The poster appears on an internal website afterwards. This website is accessible from the top bar or from a link: <https://ucnmuni.sharepoint.com/sites/IWFOS2021/SitePages/Poster-section.aspx>

Join technical test session (optional)

There will 2 test meetings. During those meetings, you will have the opportunity to test your camera and audio devices.

Technical test sessions:

Monday, June 21 at 9:00 CEST (UTC + 2:00) till 10:00

Monday, June 21 at 19:00 CEST (UTC + 2:00) till 20:00

iWFOs

Join the conference meeting 23-25th June 2021

Chairpersons

Each session will have two chairpersons. Moderator chairman who will chair the session as on a live conference, and a technical chairman – Jiří Ledvinka. If you are having any technical difficulties, **please contact him or ask the virtual office.**

<https://teams.microsoft.com/l/channel/19%3a0e73bc333ced455887ecd08c1cb6c219%40thread.tacv2/Office?groupId=4e836026-d096-43be-b09b-07b9475f3b03&tenantId=11904f23-f0db-4cdc-96f7-390bd55fcee8>

Instructions

- Speakers and session chairs are asked to join 15 minutes before the beginning of their session to eliminate technical difficulties.
- Test your audio and camera, then keep your microphone off. If you forget, you can be muted by the technical chairman.
- There will be a place for comments and questions after each spot. During that time, please use “Raise your hand” moderator chairman will call you.

Troubleshoot

I cannot join the meeting.

Solution: Sign off all instances of MS Teams. Then join the conference again by clicking on the URL you have received. If you are unable to join visit [conference web pages](#) for the information if the meeting is switched on emergency Google Meet platform. Our virtual office will do its best to help you.

Nobody can hear me or see me.

Try to change your audio settings. [This guide](#) can help you.

Your voice sounds strange to other committees.

Try to turning MS Teams off and on again. And then rejoin the meeting. Try another device or browser.

MS Teams support more open calls.

This is useful when you open a new meeting, for example within your poster session, to let other participants join it. You can also stay in the main conference meeting at the same time.

IWFOS conference organizers