

19th MECHATRONIKA 2020

December 2 – 4, 2020, Prague, Czech Republic

Brief info for Virtual track participation

The necessary links to the conference “rooms” will be distributed by email a few days prior to the conference dates. Please note that the number of participants may vary during conference sessions. Therefore it is recommended to follow the following rules:

Participant:

- Please mute your microphone during the presentations.
- Please turn your cameras off (video transmission may slow the connection down).
- Should you have any questions, please use one of the following options:
 - the “Meeting chat” (preferred), typing your comment/question anytime during the presentation; or
 - the “Raise your hand” tool, waiting until the speaker finishes their presentation and the session chairman gives you the floor.

Speaker (presenter):

- Please reconsider the use of live camera broadcast on your computer. We recommend sharing the presentation screen (and voice) only.
- Please adhere to the given time limits (max. 10 minutes for presentation, and then 5 minutes for discussion if necessary).

The conference “rooms” in MS TEAMS will be prepared in advance before each session. You can join at any time, even a few minutes before the beginning.

We are preparing a connection/system test available for everyone. Informal testing “rooms” will be opened on December 1. We will be on-line from approx. 10:00 to at least 10:15 ([Informal Test Nr. 1](#)) and then from approx. 16:00 to at least 16:30 ([Informal Test Nr. 2](#); other dates/times should be provided upon your requests). Those who would like to test the system are welcome.