



The 11th Conference on Speech Technology and Human-Computer Dialogue

October 13-15, 2021 - Bucharest, Romania - **Virtual Conference**

# Guide for live oral presentation on Microsoft Teams

*SpeD 2021 Organizing Committee*



The Research Institute of the University  
POLITEHNICA of Bucharest "CAMPUS"



# Download and install Microsoft Teams

## *Download and install Microsoft Teams for Desktop*

Download and install Microsoft Teams for **Desktop** from [here](#).

- You may not have access to all the features if you are not using the desktop version of Microsoft Teams
- Please check the [System Requirements for Microsoft Teams](#).

**We strongly encourage you to use the desktop application of Microsoft Teams instead of the web browser version.** You can find the feature differences in Table 1.

Application Feature	Desktop	Browser
Blur background during video calls	Yes	No
Custom background during video calls	Yes	No
One-on-one call recording	Yes	No
Together mode	Yes	No
Create and join breakout rooms	Yes	Join only
Whiteboard	Start and sketch	Sketch only
Produce a live event	Yes	No
Presenter role (live event)	Yes	No
Share screen and content (live event)	Yes	No
Share system audio (live event)	Yes	No

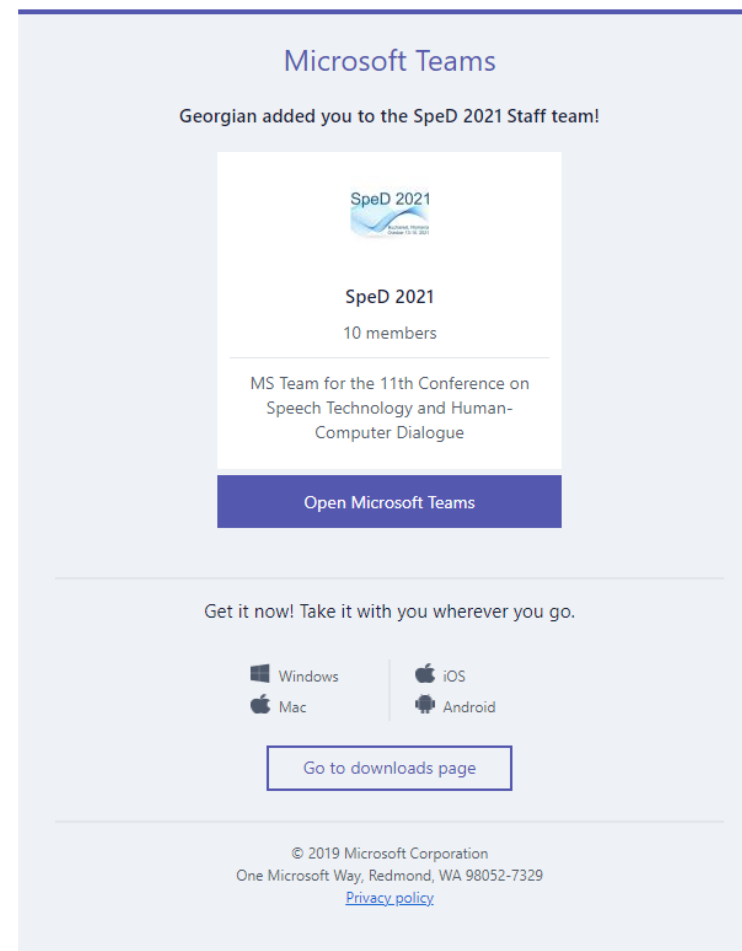
Table 1. Desktop vs Browser features of Microsoft Teams

## *Login to Microsoft Teams*

As a registered participant, you will receive an instruction e-mail from the conference organizers, which you must carefully follow for participation. Also, you will receive an email notification from “*Microsoft Teams*”, <noreply@email.teams.microsoft.com>, confirming that you have been added to the SpeD 2021 team. You will receive these e-mails on the e-mail address you have provided in the registration form.

You will need to **login with the e-mail address used for registration** in order to access the 11<sup>th</sup> Conference on Speech Technology and Human-Computer Dialogue SpeD 2021.

Please contact [conference@speed.pub.ro](mailto:conference@speed.pub.ro) with any problems regarding this step.



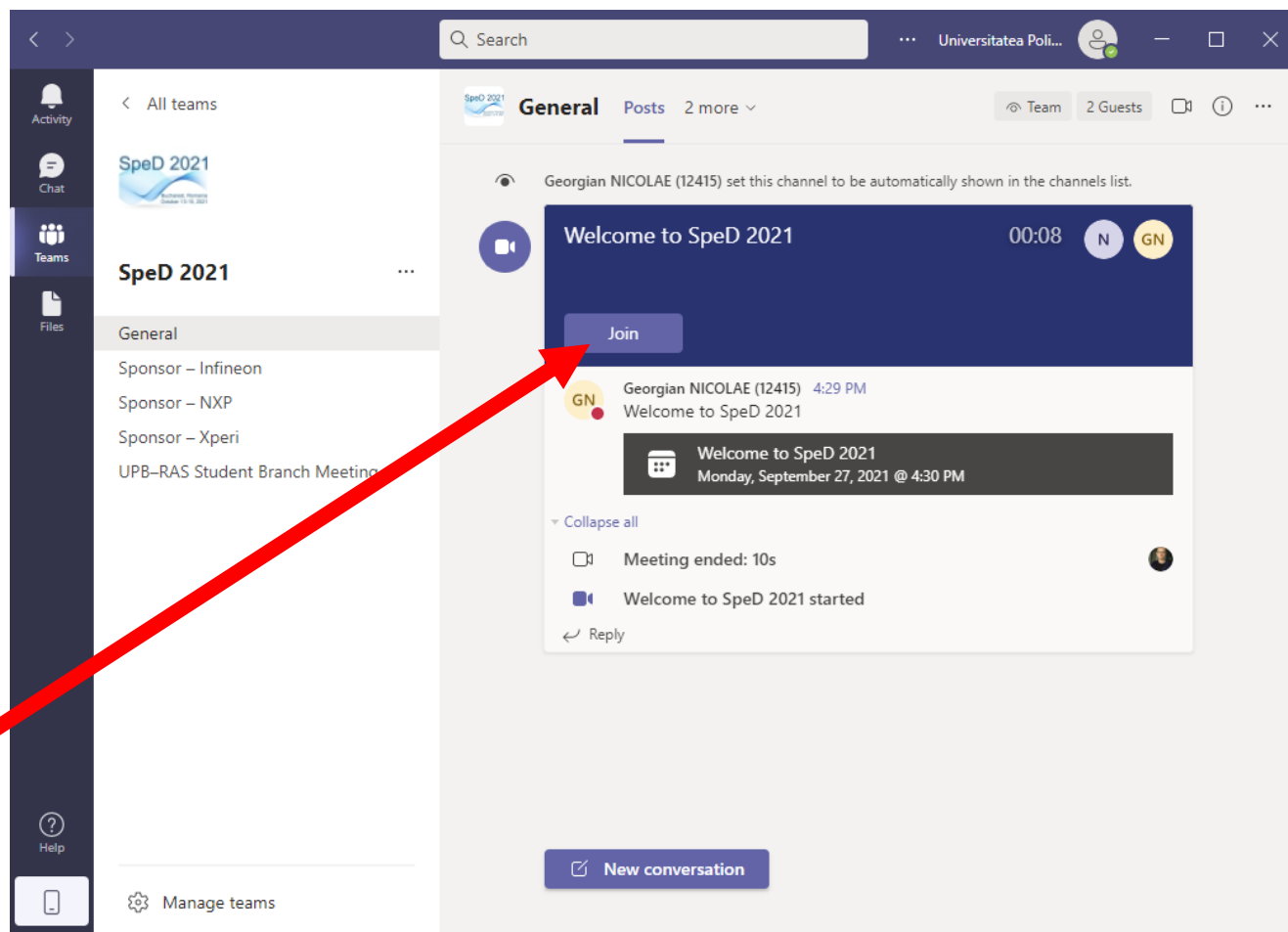
# SpeD 2021 – Virtual Event

## Overview – Channels and sessions

The SpeD 2021 team features 5 channels:

- **General:** Conference sessions will be held here
- Sponsor – Infineon
- Sponsor – NXP
- Sponsor – Xperi
- UPB–RAS Student Branch Meeting: co-located event

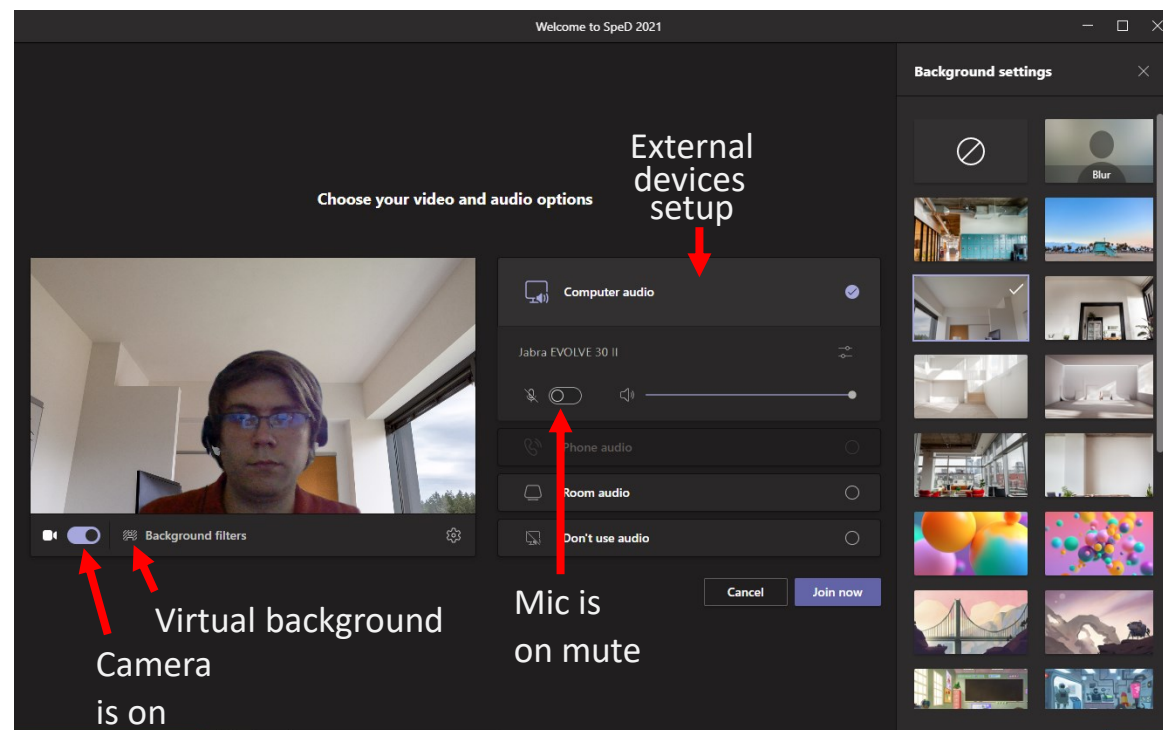
You may connect to Conference sessions (and also to other channels sessions) by clicking the **Join** button.



# Device setup

## Configure your device for joining a session

- It is strongly recommended to use a video camera and an external microphone for your presentation.
- Before joining a session you can turn on/off the camera and add a virtual background.
- If you are using external devices (camera/mic), please check your external devices setup.
- Please, set your microphone on mute before joining.

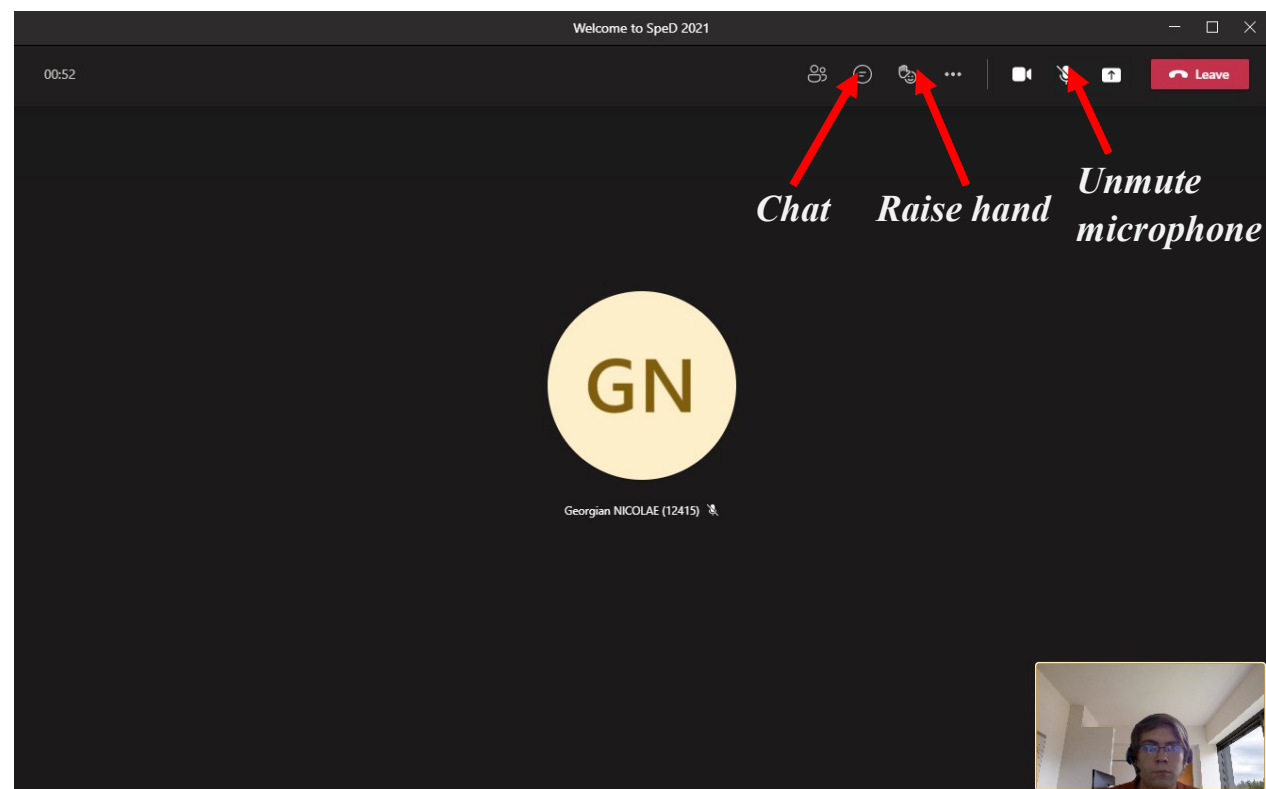




# Attending a session

## Session – Audience

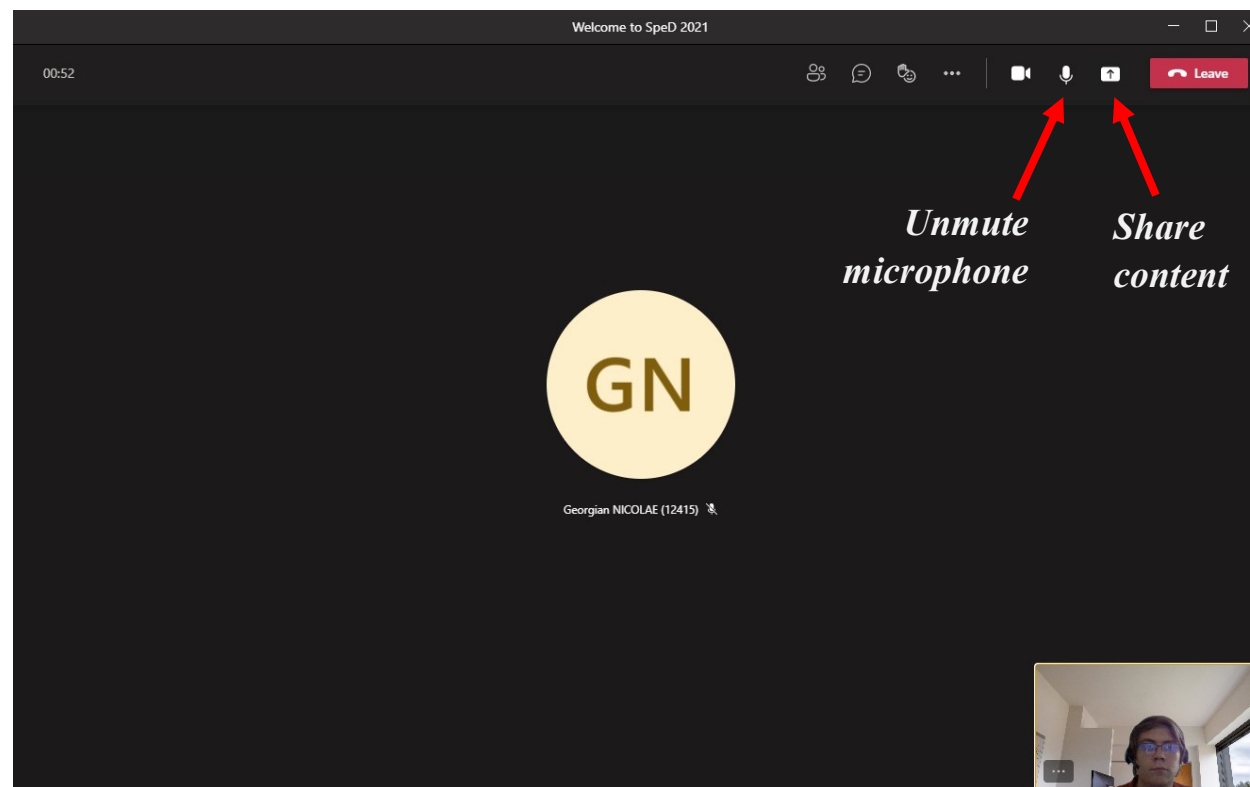
- Please enjoy the presentations and don't interrupt the speakers.
- Please use the *Chat* or *Raise Hand* functions for asking questions and wait to be invited to speak by the chairman.
- Make sure you *Unmute* your microphone only after you are nominated by the chairman.



# Presenting

## Session – Presenter

- Once you have been invited to present by the chairman, you must share your presentation with the others using *Share content*.
- Don't forget to *Unmute* your microphone before you begin your presentation.
- Your video feed will be put on *Spotlight* (all the other participant will see your camera regarding on who's talking).



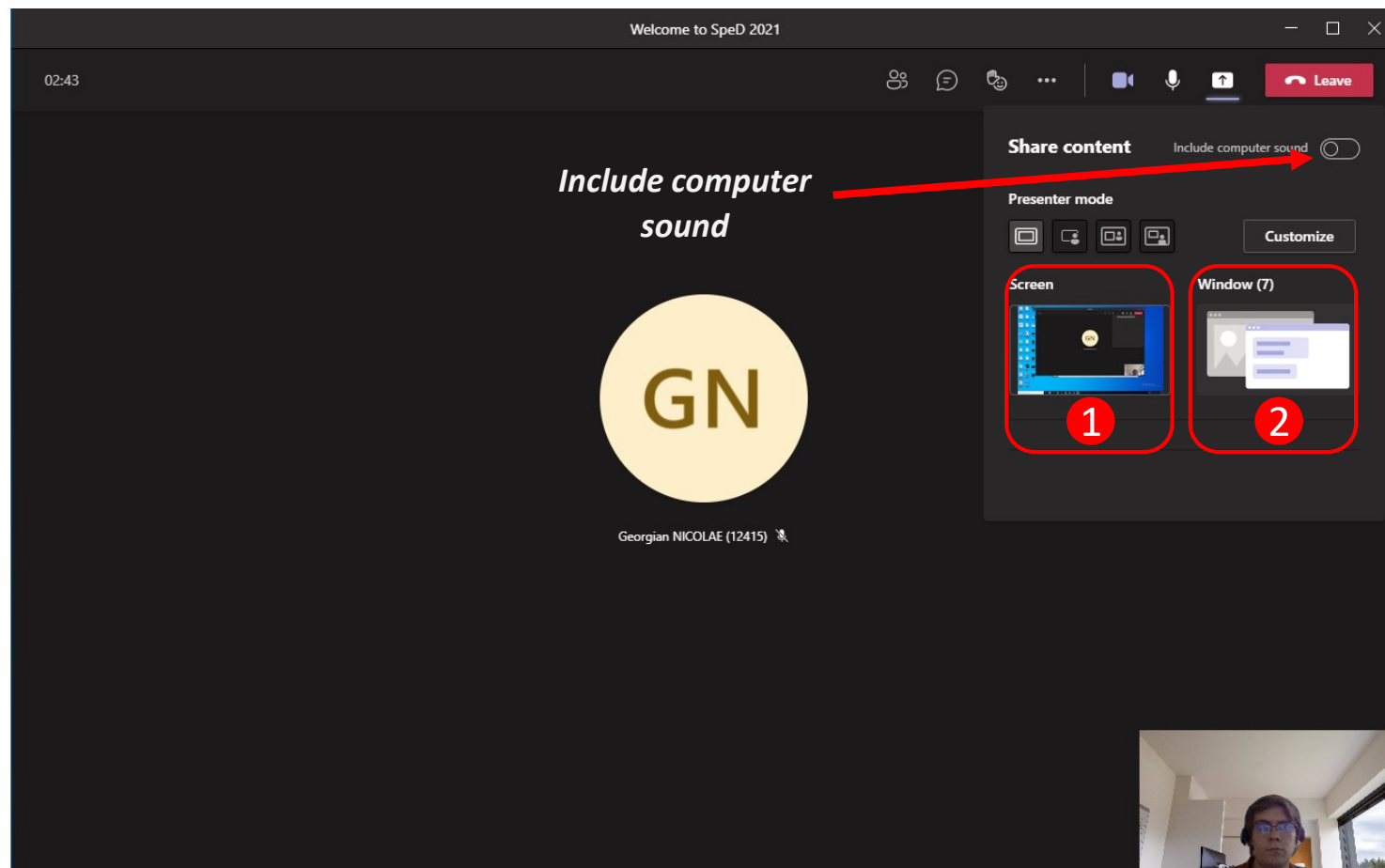
# Presenting

## Sharing content

You have 2 basic options for sharing content:

1. **Desktop** – you will share your screen and everybody will see your desktop (not recommended)
2. **Window** – you will share a specific window (presentation must be open)

If you wish to share sound from your computer, click on **Include computer sound** button.





# Presenting

## Sharing a window

Sharing a *Window* is the best way for sharing content because you can share your presentation regardless of its format (.ppt, .pptx, .pdf or other).

- If you have an older version of Office, it is possible that the other participants will not see your presentation correctly – **you will need to share the PowerPoint Slide Show**, not the .ppt file.

- The shared window will have a red outline. You will have control over your presentation as long as you stay active in this red outline.

- You can stop presenting / sharing by pressing the **Stop presentation** on the top (active when your cursor is on the top of the screen) or **Stop sharing on** the bottom.



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**Welcome to the 11<sup>th</sup> Conference on Speech Technology  
and Human-Computer Dialogue – SpeD 2021  
&  
Best of luck with your presentation!**

