


# How to participate in the GBS2020 Workshops

Tutorial

# How to join

## Enter platform via personal link

- Registered participants receive a link by email, the day before the conference starts.
- Make sure to use an updated version of Chrome or Firefox as a browser!
- Click the link, enter with email and password and fill in your personal profile








First Name

Last Name

Position

Company

About me

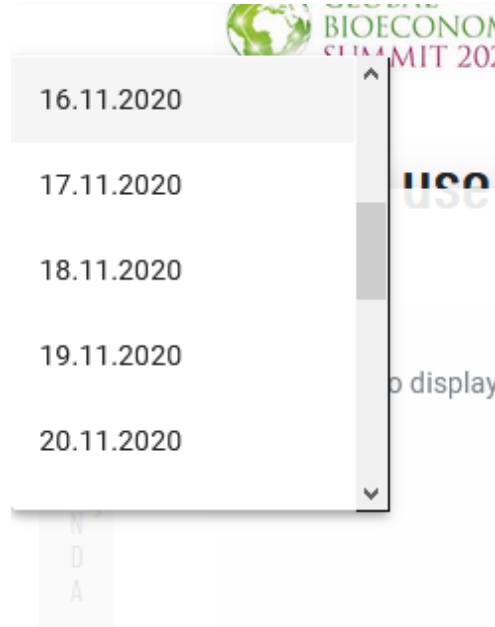
**B I U**   Normal   

**Social Media Channels**

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# How to join

## Enter platform via personal link



- Go to the Conference Tab on the top of the page
- Open the „Agenda“ tab on the left, choose the date and click on your workshop title
- Enter your full name (important, so our support can recognize you) and enter the BBB room

# Waiting Room

- Before you enter the workshop room, you will be located in a waiting room, from which participants will be let in
- The capacity of each workshop room is limited. It might therefore be, that you will not be able to join a workshop.
  - Workshops will be recorded and online on demand, some time after
  - Feel free to use the Networking Area on the GBS2020 Website. There will be open rooms to network and discuss about the topics of the current workshops  
[www.gbs2020.net/networking](http://www.gbs2020.net/networking)

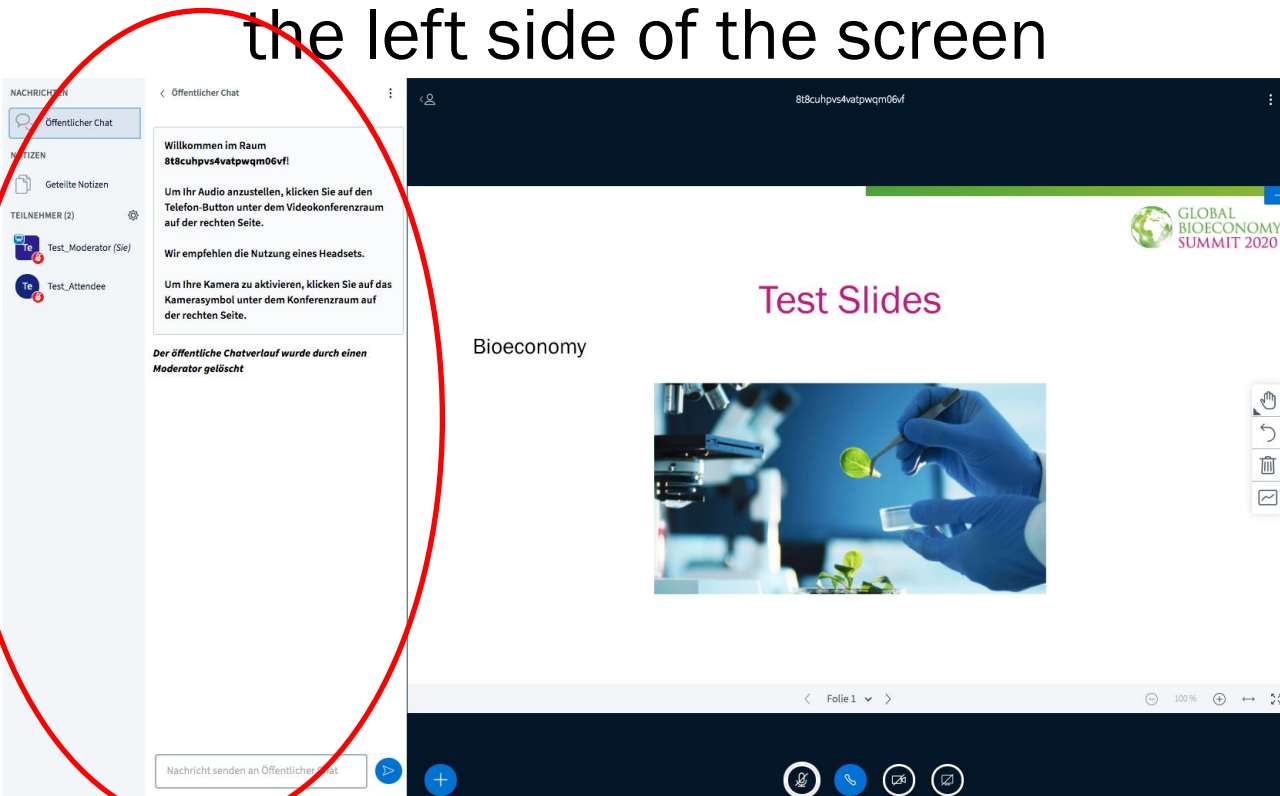
NETWORKING AREA

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# Chat

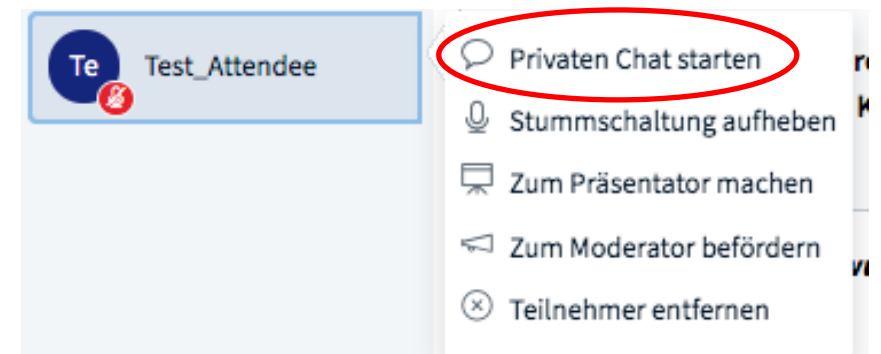
## Public Chat

- The public chat function is on the left side of the screen



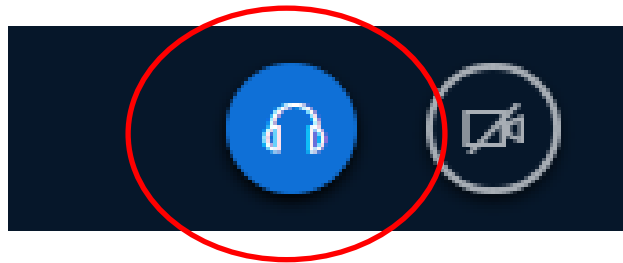
## Private Chat (only available in the main room)

- In case of technical requests, send a private message to the technical support, by clicking on their name in the attendee list and then on „Start private chat“



# Activate audio

- If you do not hear anything, activate the audio by clicking twice on the headphones icon
- You should now be able to listen to the moderator



# Breakout Rooms

1. Many workshops have breakout rooms. The moderator of the workshop will introduce you to their topics.
2. As soon as breakout rooms open, a new window will appear with a drop down menu. Please choose your preferred breakout room and join it.

Choose a **Breakout Room** to join

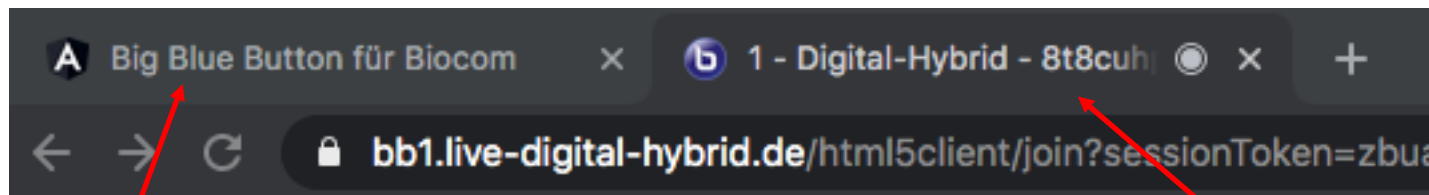
Fred's Room (Room - 2)

Join Session

# Breakout Rooms

2. A new tab will open for the breakout room. You should now have two tabs open, one for the main room and one for the breakout room.

Please don't close any of those tabs!



Main room

Breakout room



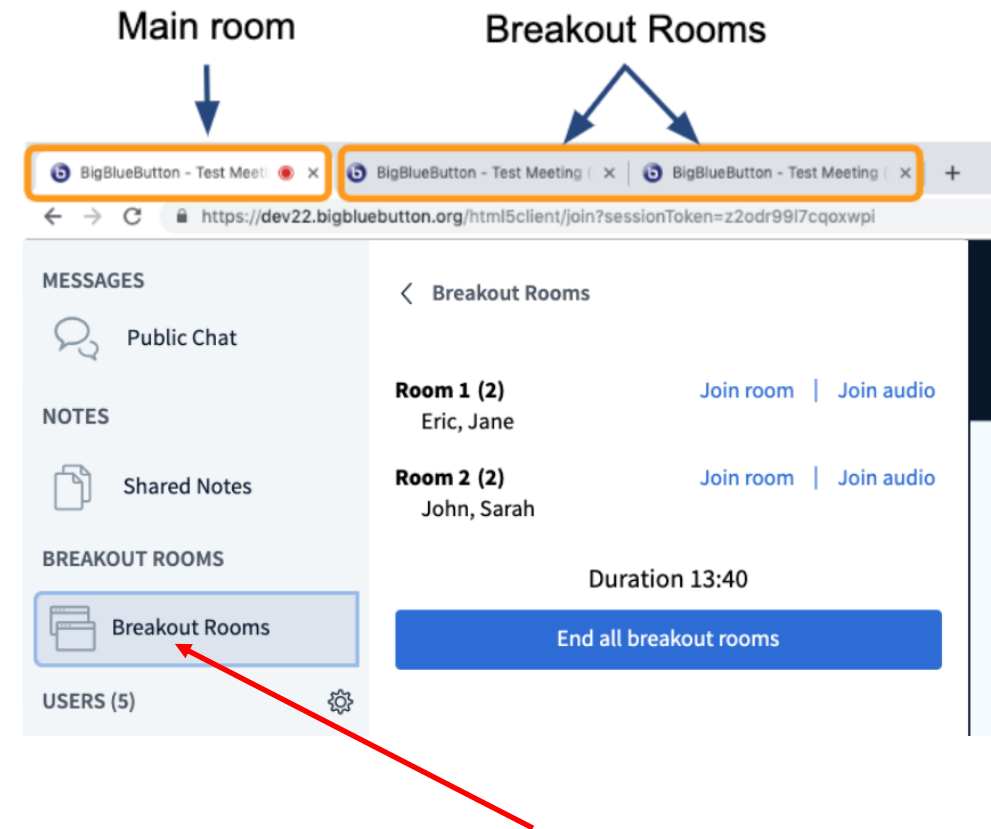
# Breakout Rooms

3. Please choose „only listening“, when entering the breakout room



# Breakout Rooms

- To change the breakout room:
  - you have to close the browser tab of the breakout room you are currently in.
  - in the main room, you can choose another breakout room on the left side, just above the participants list
- If you need help: Go to the main room tab and write in the chat there or send private message to GBS Support



# Breakout Rooms

- The breakout room has a time limit. After the time is up, the room will close and everybody will be brought back into the main room.

# Tips and tricks

- Make sure you have a stable internet connection. A wired connection would be preferred.
- Do not use mobile devices, use a PC or laptop
- Use an updated version of Chrome or Firefox as a browser (known technical issues occur with Safari and Edge)
- All information on the content of the workshop can be found on <https://gbs2020.net/program-workshops/>
- Be aware: The capacity of each room is limited!
  - Workshops will be recorded and online on demand, some time after
  - Use the Networking Area on the GBS2020 Website. There will be open rooms to network and discuss about the topics of the current workshops [www.gbs2020.net/networking](http://www.gbs2020.net/networking)