

VII International conference

"Culture in Society, Between Groups and Across Generations"

Dear Conference Participant!

We are delighted that you will be participating in VII International Conference "Culture in Society, Between Groups and Across Generations" of HSE Center for Sociocultural research from 23th to 24th of April 2020 on the corporate **online platform Microsoft Teams**.

In order to join the Conference you need to download MS Teams app on your PC via the [link](#).

We strongly recommend that you DO NOT use a browser to work on the MS Team corporate platform due to technical difficulties may occur. You also recommend to disable related programs that require a lot of traffic (for example, instant messengers) for a permanent Internet connection. If you have any problems with Internet connection, we recommend disabling the video broadcast.

Before you start working in MS Teams, please check the webcam and microphone (including built-in). We also strongly recommend that you check if the conference team is available to you in MS Teams, no later than 1-2 days before the conference.

Instructions for connecting to the MS Teams platform and for working on it.

1. Logging on to MS Teams

For participants from the HSE:

To enter the MS Teams platform, use your corporate email (email@hse.ru; email@edu.hse.ru) and password.

In case of errors when entering the MS Teams platform, please contact the technical support service, the contact details of which are indicated in the "Support" section on the web portal of the HSE Unified Personal Account (UPA) (<https://lk.hse.ru/personal>).

For participants not from HSE

To enter the MS Teams platform, you must have an account on the Microsoft web portal (<https://signup.live.com/>). Please create a Microsoft account if you don't have one, and

use its credentials (username and password) to log into the MS Teams platform. Typically, a Microsoft account has mail domains like the following: @hotmail.com, @live.com, or @outlook.com.

Most likely, when you first enter the MS Teams platform, the following window will appear (see Image 1). It notifies you that the platform has been successfully logged in.

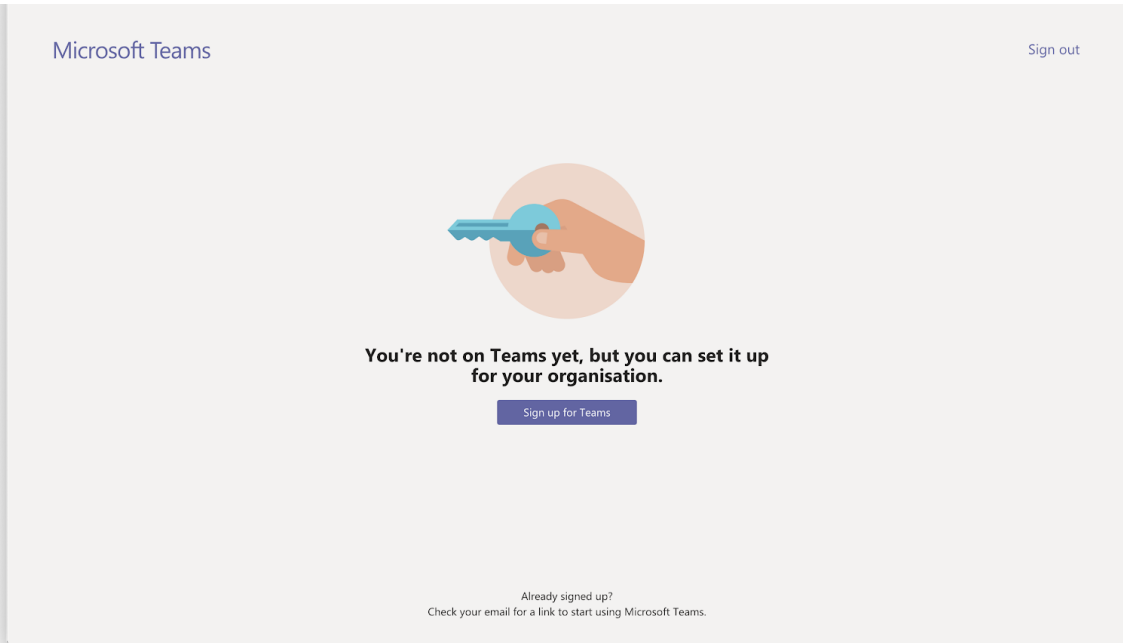


Image 1.

2. Joining the Conference team

To activate your account and continue working on the MS Teams platform, you should send your email address that you use to enter the platform to the section secretary (see the table below) in which you plan to accept participation (<https://scr.hse.ru/announcements/332819482.html>). Please indicate the following in the subject line: "MSTeams_access_email".

Section name	Secretary
Intercultural relations	Anastasia Trifonova avtrifonova_1@edu.hse.ru
Clinical and Community Health	+7 (926) 619-46-28
Individual values and transmission of values	Alexander Titov nevtiz@gmail.com

Change and development of identities	+7 (926) 262-17-54
Social capital and trust	Ekaterina Maklasova maklasova2012@yandex.ru
Multiculturalism and acculturation	+7 (977) 736-73-07
Culture dimensions	Ekaterina Vasilyeva edvasilyeva@hse.ru
Economic settings, poverty and economic distress	+7 (903) 565-63-25

After receiving your letter, the section secretary will send you an invitation to the specified email address. You will receive a link by clicking on which you can join the Conference team (see Image 2).

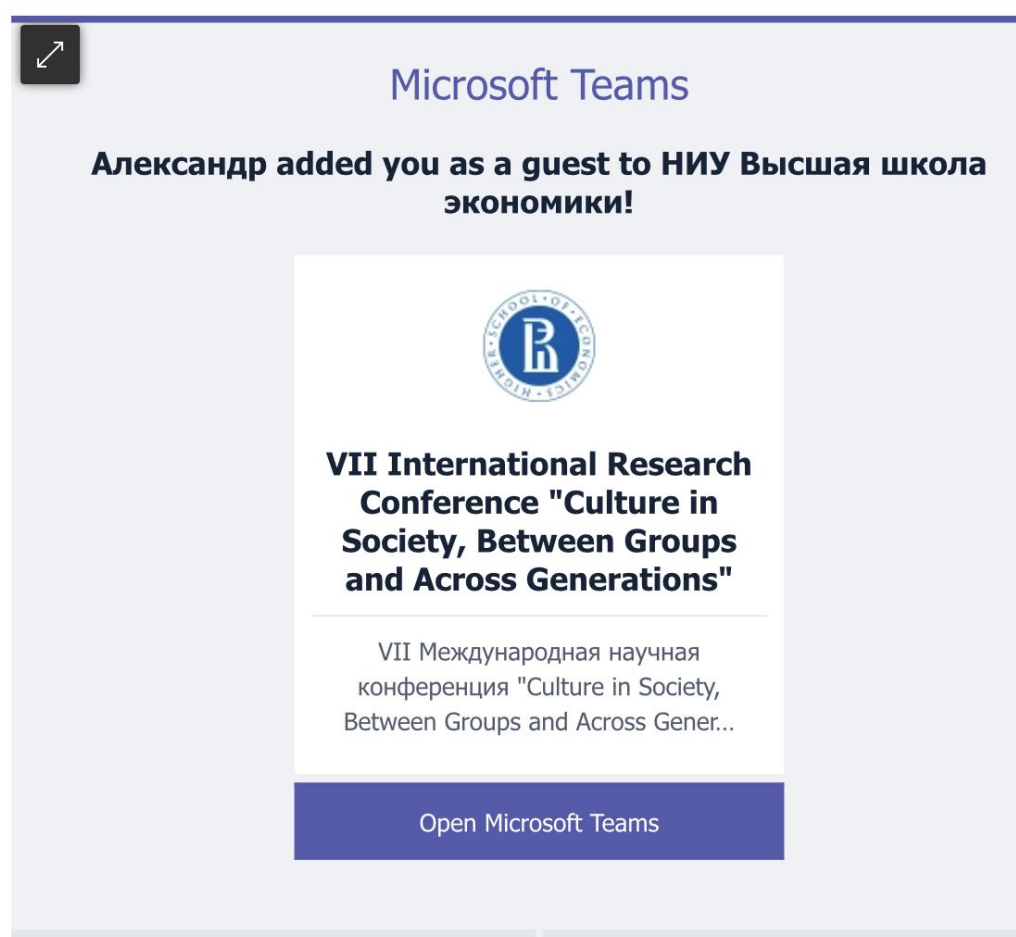


Image 2.

Please note that when you click on the link, either the Microsoft Teams web portal page opens with the offer “Launch” the previously installed MS Teams application (see

Figure 3), or the MS Teams application opens immediately with the offer to join Conference team (see Image 4).

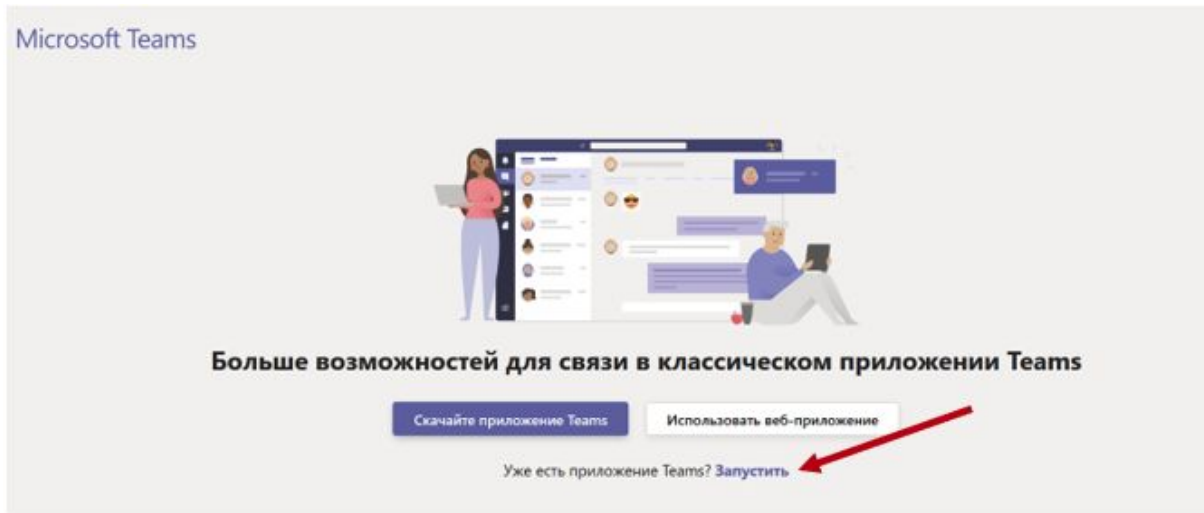


Image 3.

Then, in the MS Teams application, a window opens with a notification that “you are invited to a client of the NRU Higher School of Economics” (see Image 4). Please click “Continue.” After a few minutes (see Figure 5), you will be switched to a HSE guest account.

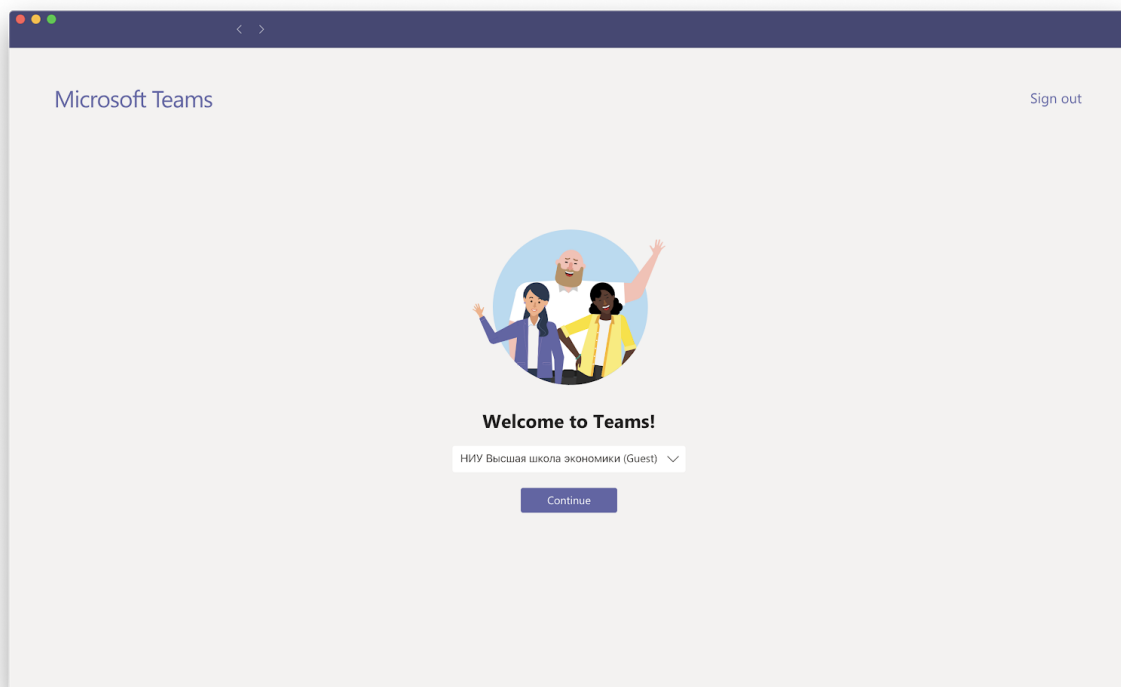


Image 4.

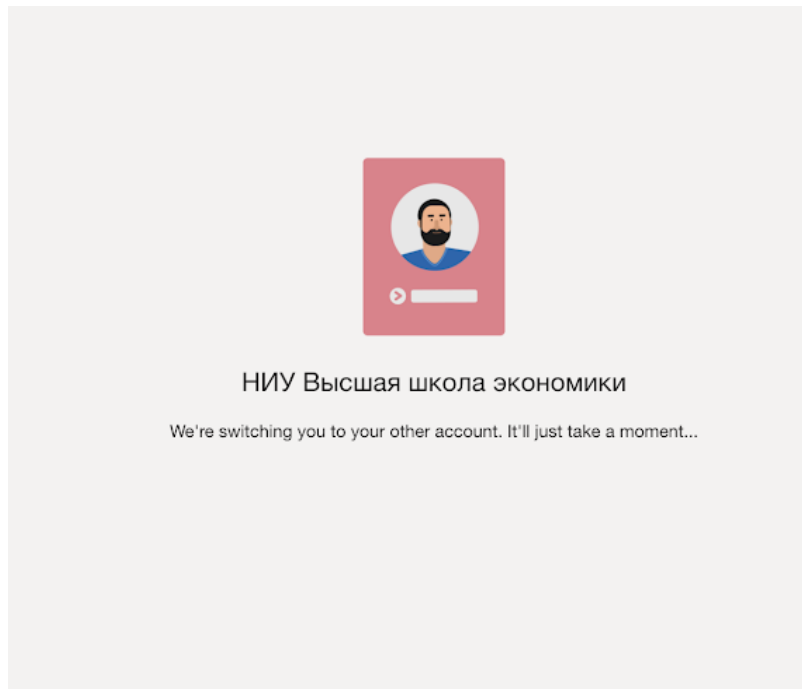


Image 5.

Upon completion of this process, you will have access to the user interface of the MS Teams platform and the Conference team, in which the work of the sections will be implemented (see Image 6).

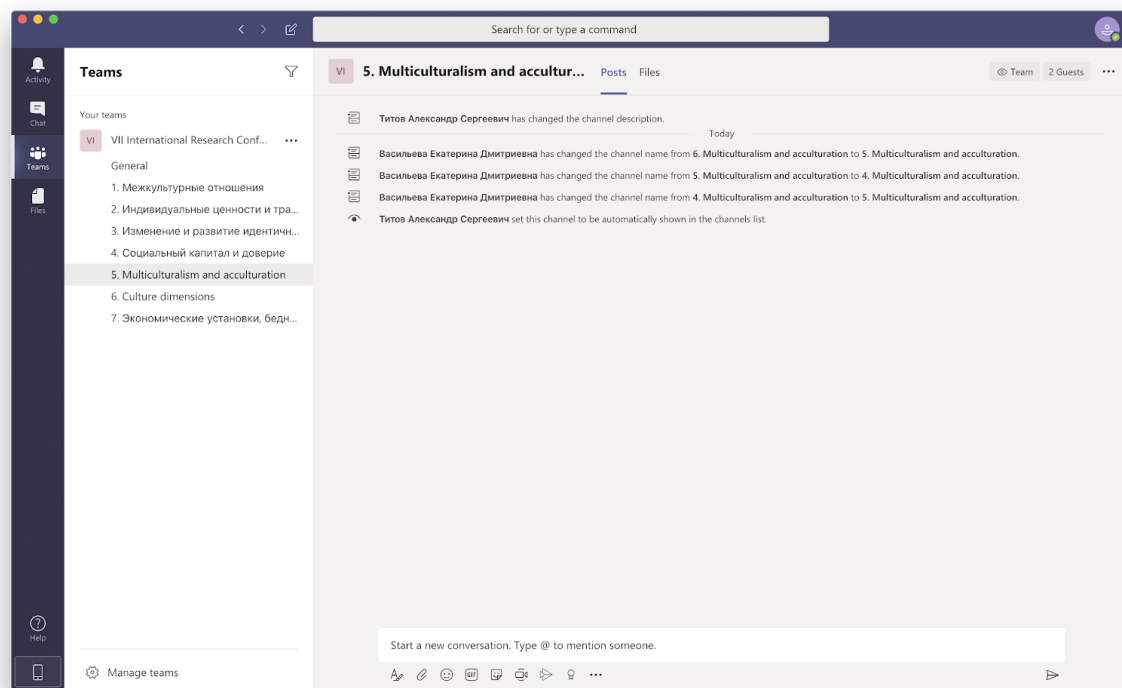


Image 6.

By default, you get to the **General channel of the conference**, in which all participants gather and the opening and closing ceremonies will be held. To go to the section you are interested in, select its name in the list on the left side of the screen and click on it. If the name of your section is missing, go to “Hidden channels” and select the name of your section in the drop-down list. To return to the general channel of the conference, click on the inscription “General channel” in the list of channels. (see Image 6).

3. Checking the operation of the camcorder and microphone

To test the webcam and microphone, please click on the round user icon located in the upper right corner of the interface (see Image 7). Then, in the pop-up menu, select the “Settings” section.

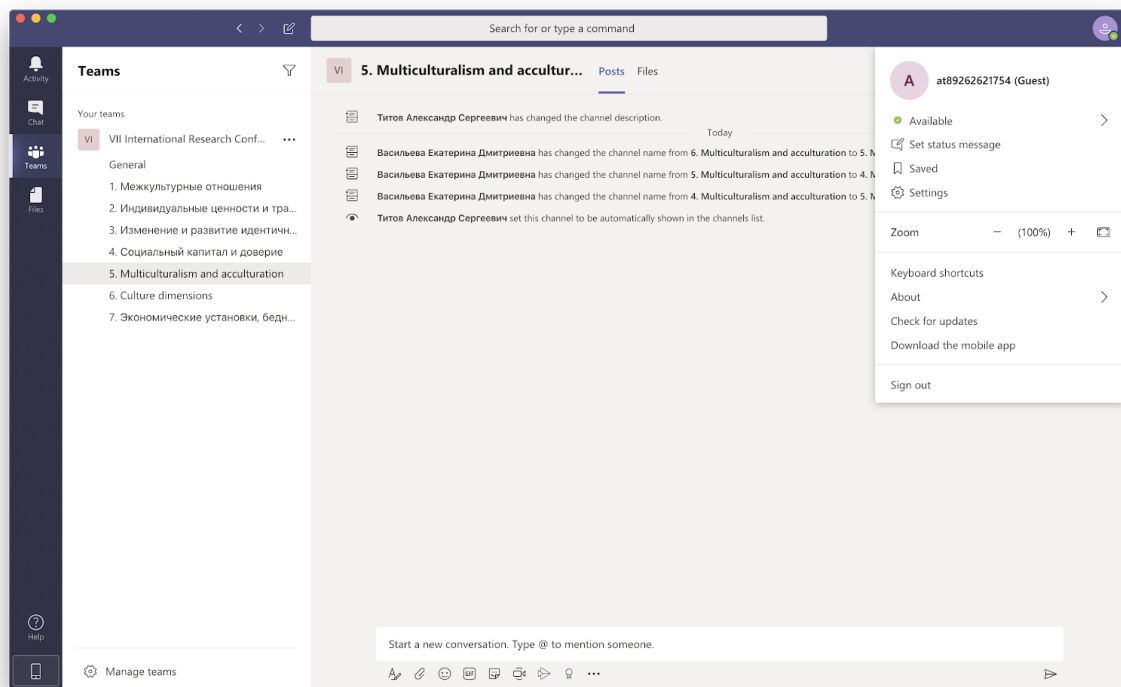


Image 7.

Next, in the “Settings”, select the “Devices” section and click the “Make a test call” button (see Image 8).

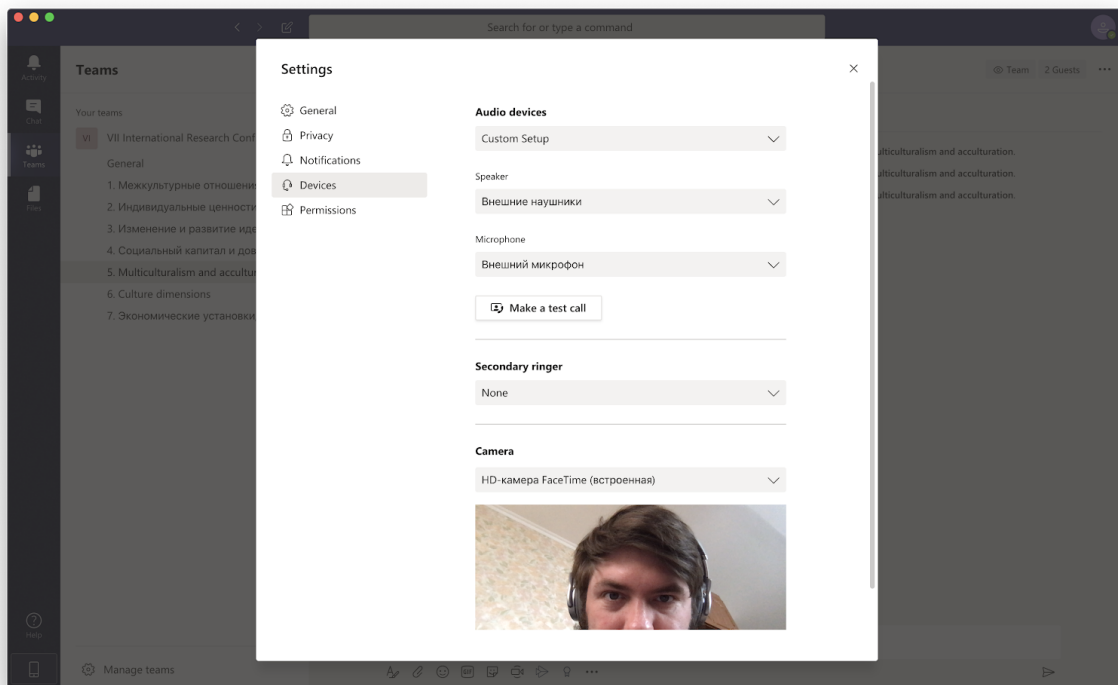


Image 8.

The test call window that opens allows you to test the operation and quality of audio and video. In particular, to check the audio connection, the system will prompt you to make a small audio recording and then listen to it. You can see your own display in the interface window located in the lower right corner (see Image 8).

In order to be able to implement such additional user interface options as “Share” and “Show conversation” you need to wait until the section secretary switches your “Guest” status to the “Speaker” status.

4. Joining a section to a videoconference

The operation of a section begins with starting a videoconference in a section channel.

In order to join it, you need to select the Section in the list of the General conference channel, which is located on the left side of the interface. Please note, if you did not find the name of your section in the list, then you need to go to the “Hidden channels” section and select the section in the drop-down list (see Image 9).

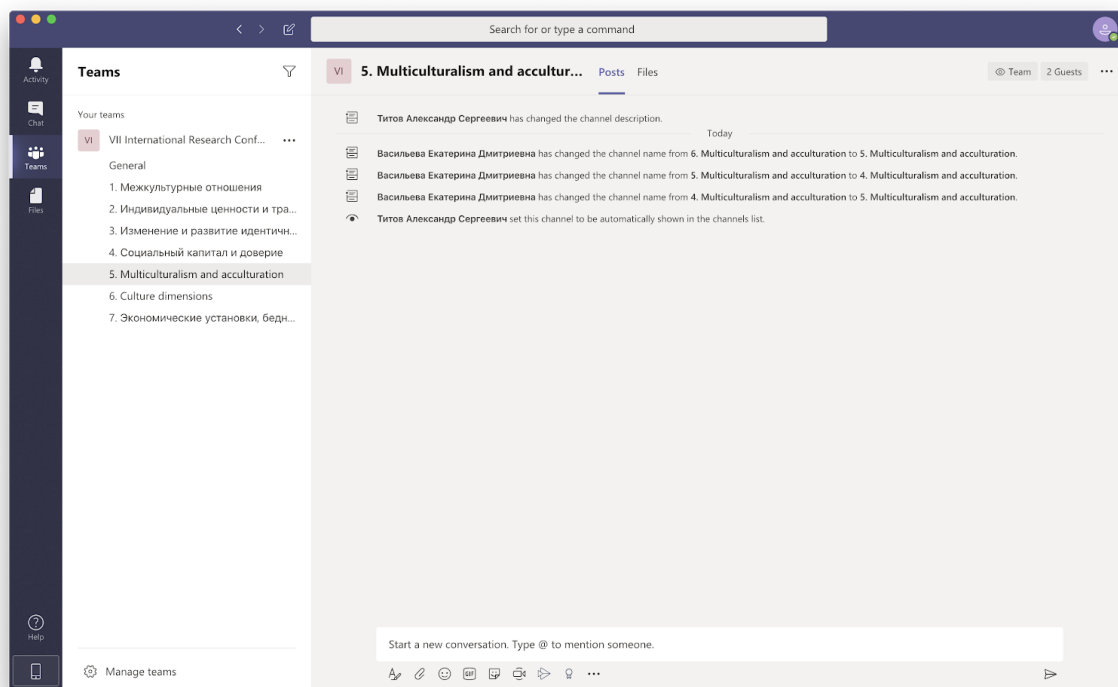


Image 9.

In the section chat, you will see a message that notifies you about the start of a video conference. In order to join the videoconference, you need to click on the “Join” button (see Image 10).

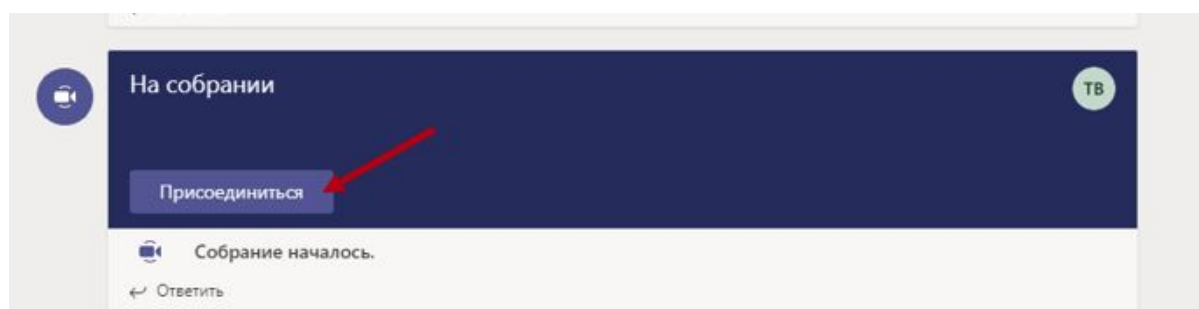


Image 10.

Please note that the **opening and closing of the Conference** will take place in the General Channel, you can also see a notification about them in the general chat of the Conference. The process of joining a general videoconference organized at the opening and closing of the Conference is carried out according to the same principle as joining a section of a videoconference.

5. Presentation demonstration

Send a presentation to your section secretary in order to upload it to the MS Teams platform.

Step 1. Before you start your own presentation, please turn on the microphone (see Image 11)

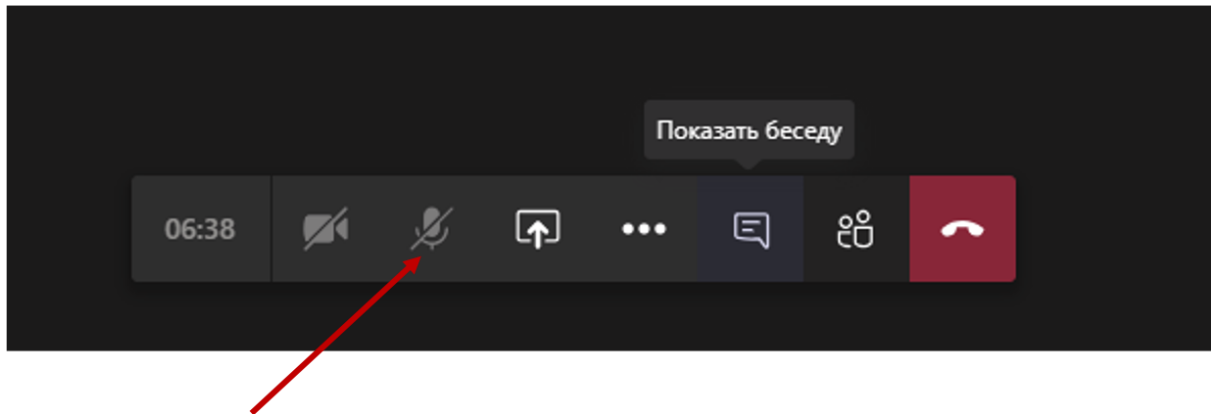


Image 11

Step 2. After the section secretary opens the presentation of your report, it will appear on the screen. To show the presentation, ask the secretary to manage the file by clicking “Get Control” button on the interactive panel located in the lower left corner of the interface (see Image 12). Use this panel to scroll through slides in a presentation (see Image 12).

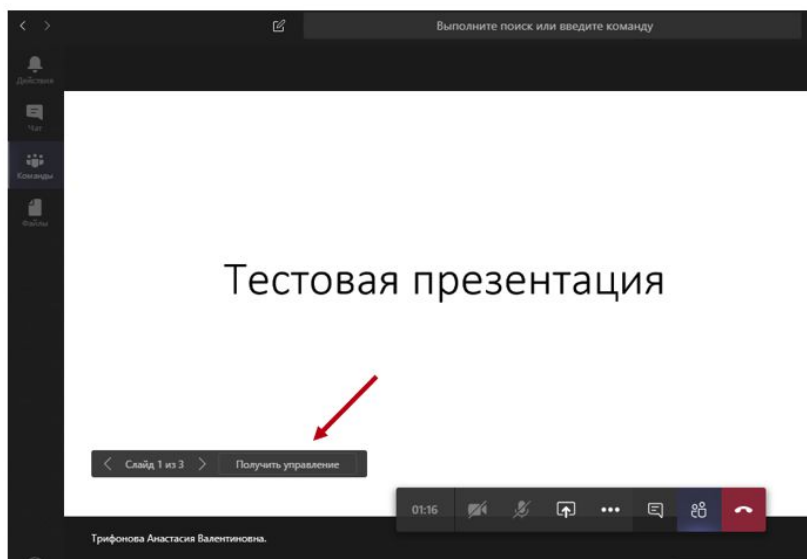


Image 12

Step 3. Please, at the end of your presentation, click on the “Stop Demonstration” button and disconnect the microphone (see Image 13).

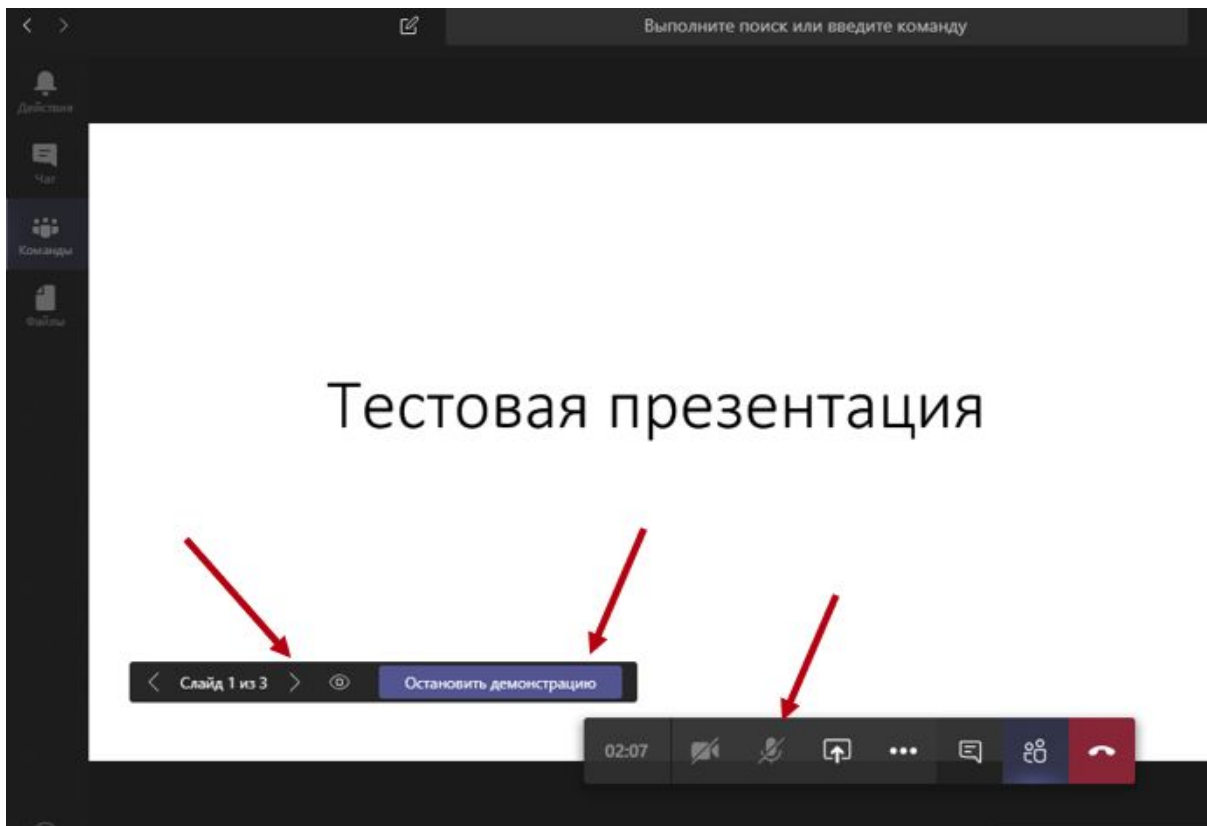


Image 13

6. Work in the chat section

To go to the chat section, click on the “Show conversation” button located on the interactive interface panel (see Image 14).

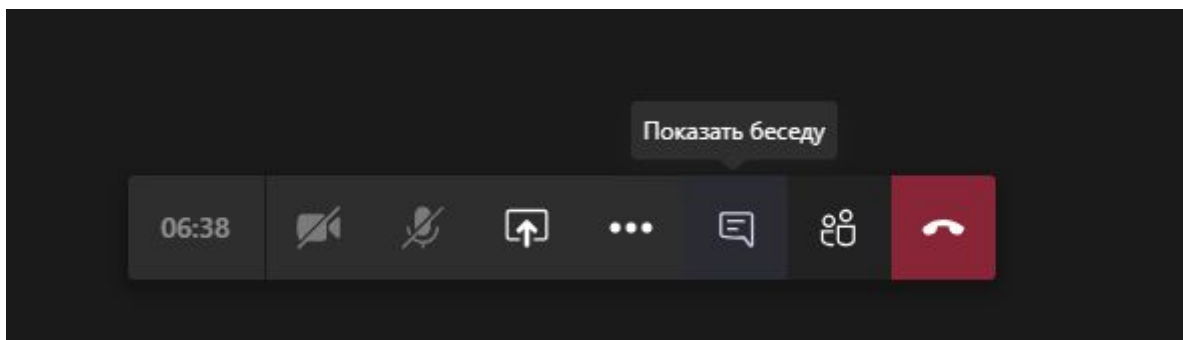


Image 14.

The chat window allows you to create a message text, send it to other members of the section and read messages sent by other participants (see Image 15).

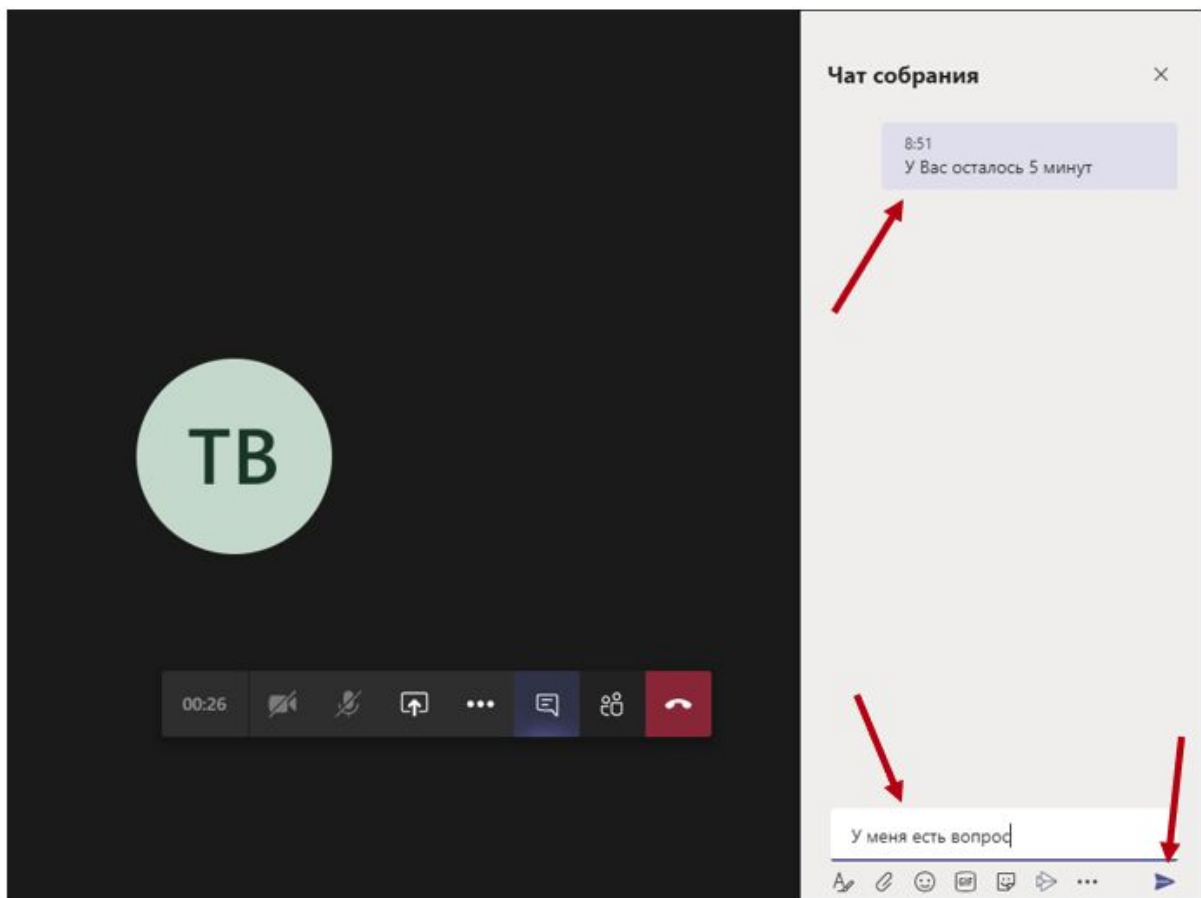


Image 15.

6. Organizational matters

1. All the Conference participants presentation will **be recorded**.
2. During the presentations **microphones** of the audience will be **muted by** section secretaries in order to reduce audio interference.
3. The **speaker** should **independently turn on the microphone** before starting his presentation **and turn off the microphone** when it is finished (see. see paragraph 4 of this instruction).
4. Sections are divided into two stages - presentations and discussion. **Each presentation** should take **no more than 15 minutes**. The section secretary will notify the speaker of the remaining time. The remaining time in sections is reserved for discussion.
5. In order not to interrupt the speaker, please **send your questions in the chat section** (see paragraph 5 of this instruction). At the discussion stage of the section, speakers will be asked questions in the order that has developed in the chat.

For technical and organizational issues, please contact the section secretaries (their contacts are indicated in the table in clause 2).

7. Useful links

- 1) [Microsoft Teams videos Microsoft Teams](#)
- 2) [Instructional help and training](#)
- 3) [Introducing Microsoft Teams](#)

Looking forward to seeing you online!