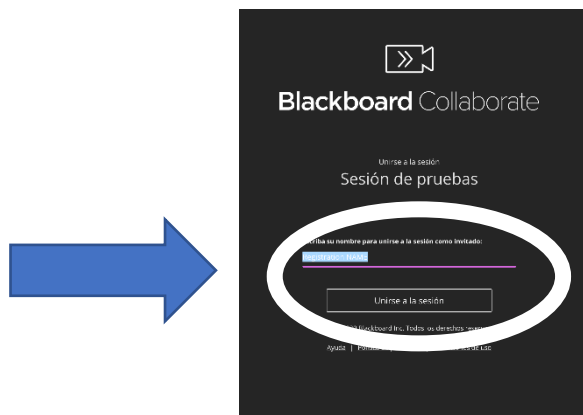

International Workshop on Stochastic Processes and their Applications

Instructions on the talks and access to the talks

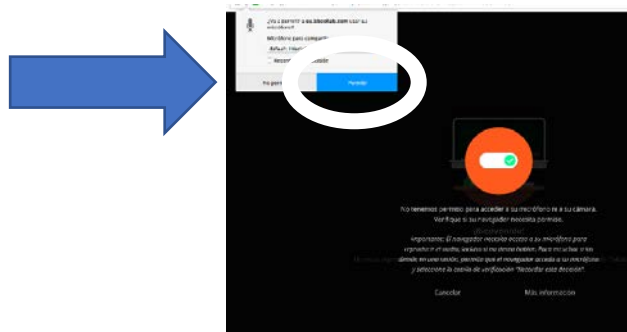
The workshop will take place by using the videoconference software tool *Blackboard Collaborate* provided by the UCM. On the morning of November 24th and 26th and December 1st, 3rd and 9th, an email with the link to each day's talks will be sent to the participants.

How to access the talks

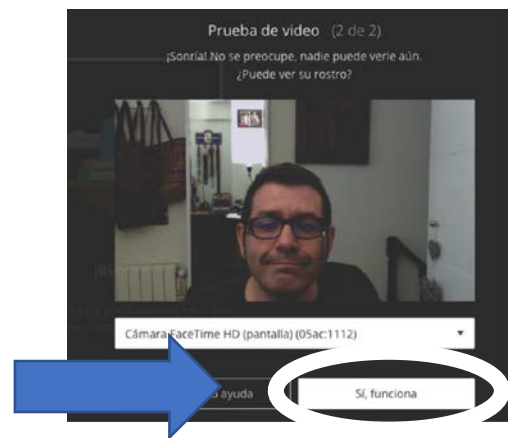
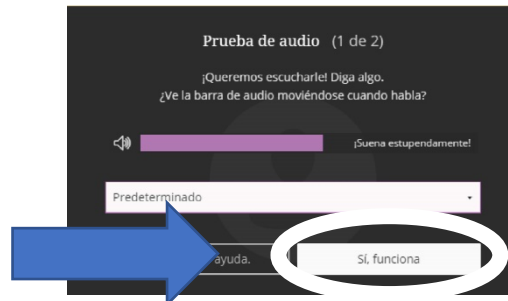
- Participants will be able to access each day's talks by clicking on the daily provided link. This means that the link to a specific day (for example, November 24th) will not allow participants to access the talks of any other day (for example, December 3rd).
- Participants will be able to access the virtual room 15 minutes before the start time of the first talk.
- Use the link to access the virtual room where the talks will be given and you can interact with other participants. For the best experience with your screen reader in Blackboard Collaborate, use Chrome™ on a Windows® system; on a Mac®, use Safari®.
 - After the page loads, enter your name (i.e., the name used to register) and select “Unirse a la sesión” (i.e., join the session).



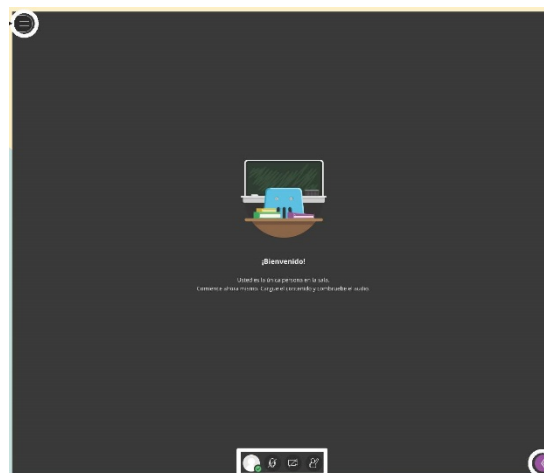
- If this is your first time joining the session, set up the audio and video. You must allow the browser to use audio and video to participate in a session. That way, everybody in the session can see and hear you.



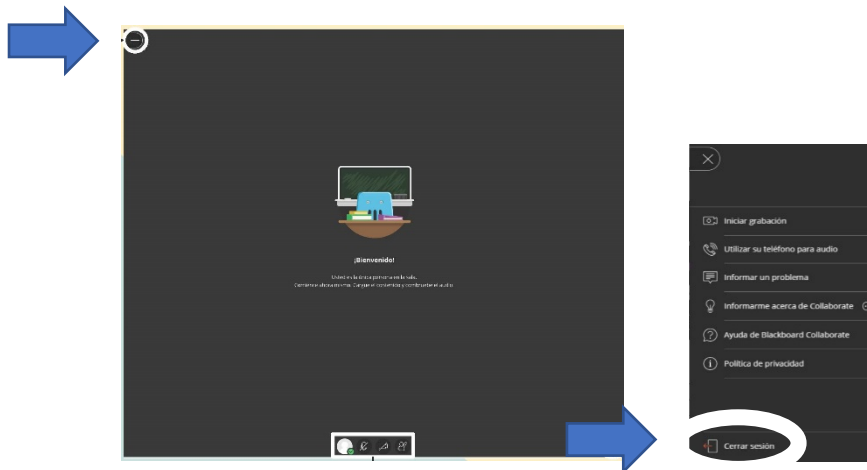
- Some browsers need access to your microphone to play audio, even if you don't plan to speak. To hear other participants in the session, allow the browser to access the microphone.
- The microphone turns on automatically once you enable it, but you will have a preview of how you will look on screen before sharing your video.



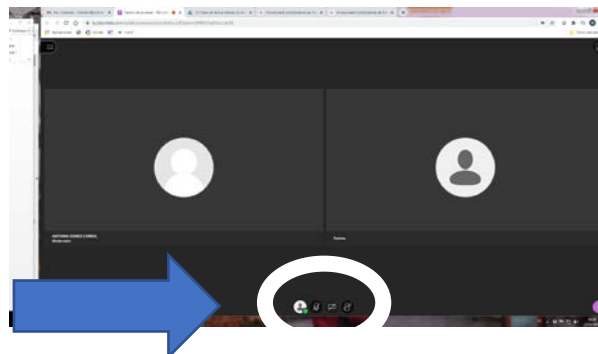
- This is the initial view of the virtual room.



- At any time, you can leave the virtual room by clicking on the icon in the upper left and selecting “Cerrar sesión” (i.e., logout).



- At any time during a session, you can select the microphone and video camera icons to turn them on or off.



Four icons: your status; microphone; camera; raise the hand.

- At any time during video playback, you can use the display controls (zoom in, zoom out, best fit and actual size) in the upper left.



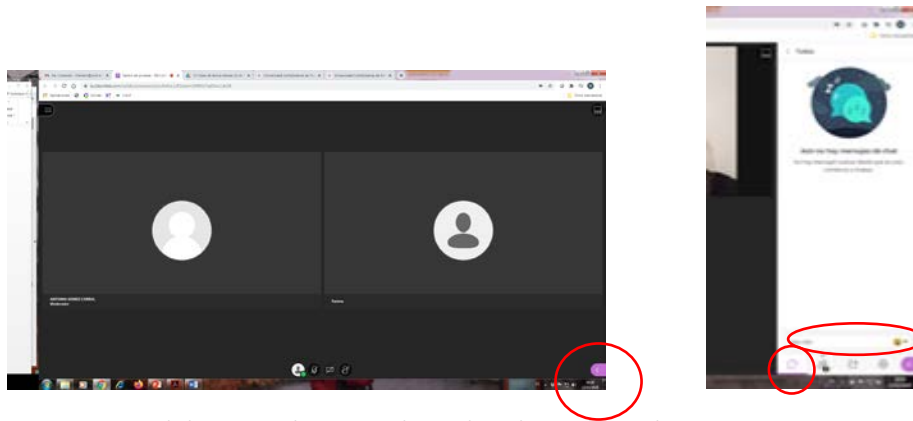
Format of the talks

- To avoid possible unforeseen events, the talks have to be pre-recorded by the speakers and sent to the organizers either by email (fpalacio@ucm.es) or via Dropbox or Google Drive. Maximum size 50MB.
- During the workshop sessions, the pre-recorded video will be shared from the organizers' terminal.
- Speakers will be required to send the pre-recorded video of their talks in the days prior to the workshop. At that time, the organizers will check that the recordings are suitable for sharing.
- The pre-recorded video has to be sent to the organizers (fpalacio@ucm.es) according to the following calendar:
 - Session 1 (Tuesday, November 24th): before November 21st
 - Session 2 (Thursday, November 26th): before November 23rd
 - Session 3 (Tuesday, December 1st): before November 28th
 - Session 4 (Thursday, December 3rd): before November 30th

- Session 5 (Wednesday, December 9th): before December 6th
- Speakers may record their presentation using either any videoconference software tool (Zoom, Google Meet, Microsoft Teams, etc.), which usually generates a file in mp4 or similar format, or the multimedia tools of their own device.
- The duration of keynote talks is 45 minutes (35' video + 10' questions).
- The duration of contributed talks is 30 minutes (25' video + 5' questions).

A step-by-step session

- First, the session chair will introduce the first speaker, who should have the microphone and camera turned on. Other participants should have their microphones and cameras turned off.
- Second, the video of the talk will be played. All participants, without any exception, should have their microphones and cameras turned off.
- While the video is playing, any participant can type their questions using the chat. Questions will be answered by the speaker after the playback of the video ends.



Click to open the options bar, select chat and type the question.

- Third, the session chair and the speaker will turn on their microphones and cameras. The session chair will give the floor –in chronological order– first to those participants who typed questions in the chat and then to those who raised the hand using the icon “Levantarse la mano” (i.e., raise the hand).
- The above structure will be repeated for subsequent speakers of the session.

For any questions or more information, contact the organizers (agcorral@ucm.es).

Miguel González Velasco & Antonio Gómez-Corral