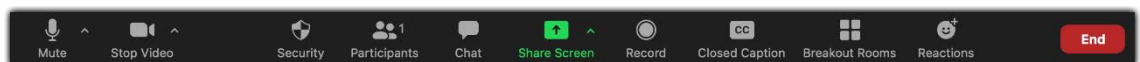


2nd International Workshop on Stochastic Processes and Their Applications – IWSPA 2021

Some instructions on the talks and access to the talks

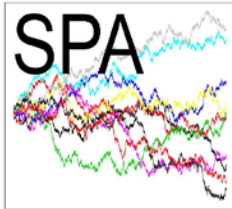
This document contains some preliminary information about the talks and access to them.

- The workshop will take place by using the videoconference software tool Zoom (<https://zoom.us/>) provided by the University of Extremadura.
- All the times in the programme are in CET (GMT+01:00). On the morning of November, 23rd, 25th, 30th and December 2nd, an email with the link to each day's talks will be sent to the participants.
- For security reasons, the links must not be shared in any social media. If you know somebody interested in attending the workshop, please, encourage him or her to send an email to [mvelasco\(at\)unex.es](mailto:mvelasco@unex.es) to be included in the contact email list.
- Registered participants will be able to access the talks by following the link associated with that day; i.e., the link of a specific day (for example, the link sent on November, 23rd) will not allow participants to access the talks of another day (for example, November, 25th).
- Participants will be able to access the virtual room 10 minutes before the start time of the first talk. Anyone can join a meeting with a link using the free Zoom mobile apps or desktop applications for Windows and Mac or using the Zoom web client on their web browser. When you join a Zoom meeting, please enter in the meeting with your name.
- When joining the session, please turn off your video and mute your microphone to avoid any background noise during the talk. Once you are in the Zoom window, move your mouse to the bottom of the screen to see the Zoom menu bar.

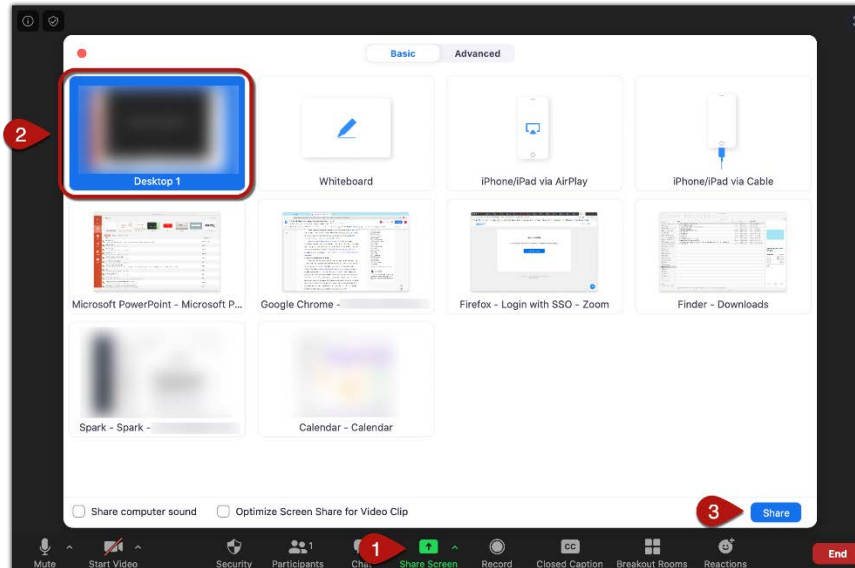


You can mute/unmute your microphone or stop/start your video at any time using the first two buttons.

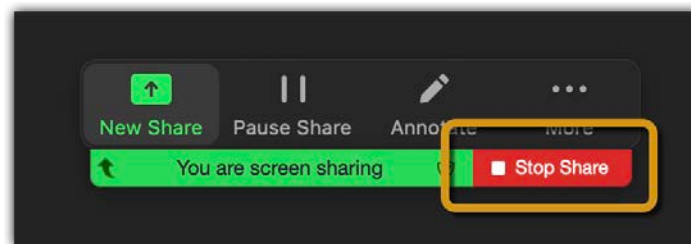
- The conference is live streaming. Each participant will give his/her talk by sharing the screen of his/her computer. To share the screen, click the “Share Screen” [1] button in the bottom menu bar of your Zoom window, then select what you want to share [2], and hit “Share” [3]. When selecting what you want to share, you can either select the first option–Desktop–which shares your entire computer screen with participants (whatever you are seeing, they will see), or you can share specific applications with your participants such as your PowerPoint application.



2nd International Workshop on Stochastic Processes and Their Applications – IWSPA 2021

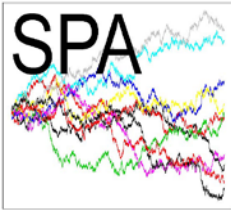


Once you begin sharing your screen, a green frame will appear around the application you have selected to share, or the entire screen if you chose to share your Desktop.

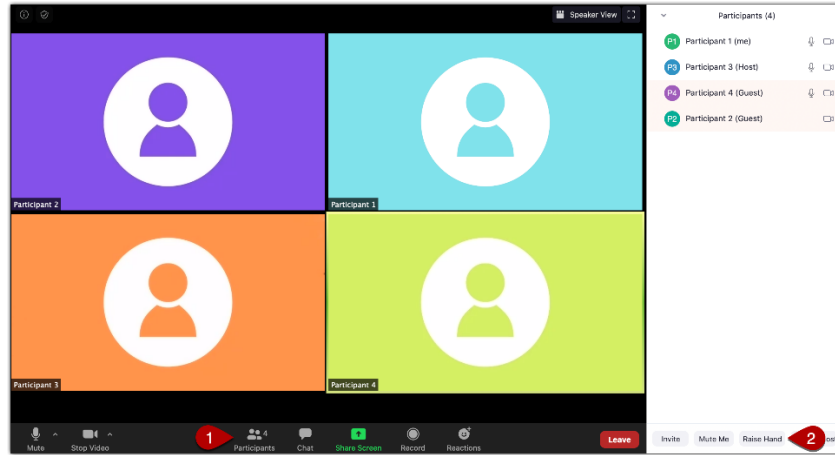


You can end the screen sharing by clicking “Stop Share”—this will bring you back to your regular Zoom view.

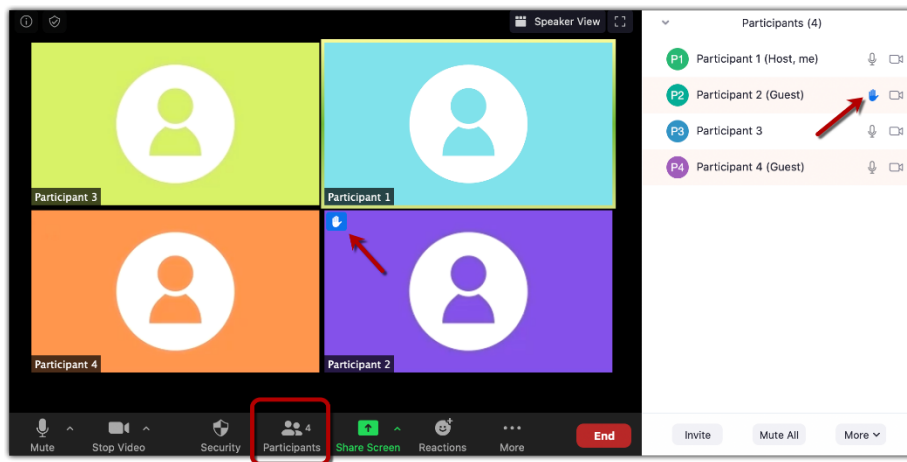
- If you would like to prevent any possible unforeseen event, you can record your talk and send it to the Organising Committee at [idelpuerto\(at\)unex.es](mailto:idelpuerto(at)unex.es), or via Dropbox, Google Drive or another clouds. If any problem happens, the talk will be shared from the organisers' terminal. Speakers may record their talks using either any videoconference software tool (Zoom, Google Meet, Microsoft Teams, etc.), which usually generate a file in mp4 or similar format, or the multimedia tools of their own device. Recordings of the talks are NOT required.
- The duration of the keynote talks is 45 minutes (40' of talk + 5' questions).
- The duration of the contributed talks is 30 minutes (25' of talk + 5' questions).
- We encourage participants to ask their questions with their microphone during the question time instead of using the chat during the talk. You can use the option “Raise the hand”. For this click the “Participants” [1] button and then pressing “Raise Hand” [2]



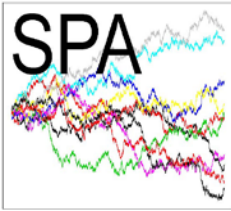
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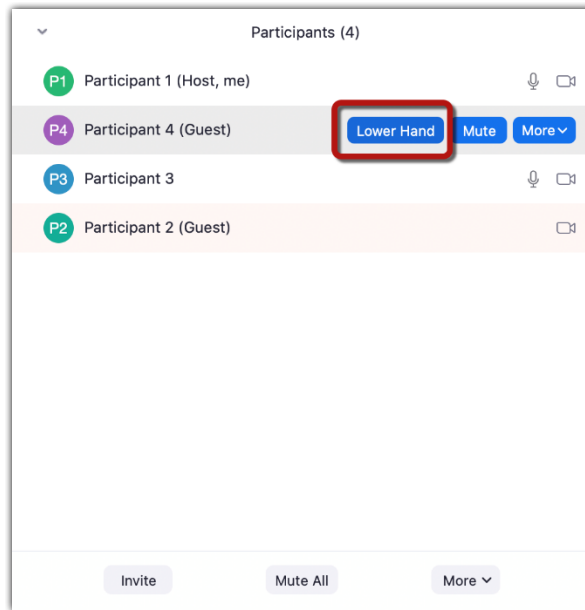
If you open the “Participants” tab in the menu bar at the bottom of your Zoom window, you will have a blue hand-shaped icon next to your name, and will move to the top of the participant list. There will also be a blue hand icon on the top left-hand corner of your video windows.



One can lower the hand by hovering over the name and clicking “Lower Hand”.



2nd International Workshop on Stochastic Processes and Their Applications – IWSPA 2021



- As usual in in-person conferences, the session chair will introduce the speakers and lead the question time.
- If you have any question regarding the format of the conference, please contact us at [mvelasco\(at\)unex.es](mailto:mvelasco@unex.es).

The Organising Committee