

Instructions for participating at the  
**4<sup>th</sup> International Festival “The Reflection of Disability in Art”**  
through the Zoom platform

The microphones will be closed to all participants from the beginning. The program of the event will be presented initially. Then, movie screenings or speeches will be followed.

During the discussion and speeches, a spotlight will be placed so that the speakers and the interpreter are displayed on the screens of all participants.

You will be able to participate via chat. A volunteer will read the questions in the panel and if someone wants to speak, they can ask us to turn on the microphone or the camera. The reply process will be coordinated by the chair.

Below you can read relevant information and instructions for connecting to the zoom, any problems at the connection or view of the movies, the interpretation in the Greek sign language and the pseudonymization.

Each movie will be shown for only 1 day, in one screening, according to the **screening program**. There is a limit of 300 participants in each screening, and provided that the link to the program is pre-registered. You will then receive an email with the link and password. Each view has a different link and should not be given to another person as it will appear as a duplicate and will be deleted automatically.

### **CONNECTION**

During the movie screenings, you may notice some delay in picture or sound. This is most likely due to your connection.

### **DISCONNECTION**

If for some reason the internet connection is lost, the show for all participants may be terminated. It is a good idea to reconnect after 2-3 minutes.

## INTERPRETATION IN GREEK SIGN LANGUAGE

There will be interpretation in Greek Sign Language every day.

During the discussion and speeches, a spotlight will be placed so that the speakers and the interpreter are displayed on the screens of all participants. Maybe a deaf person asks a question written via chat or otherwise he should open the camera.

## Instructions for connecting from a desktop or laptop computer.

### Step 1

Click on the conference link that was notified to you to participate in the video conference.

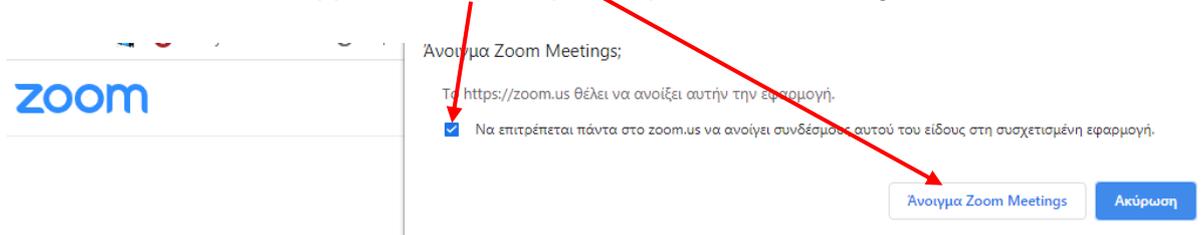
The link will be in the form:

Join Zoom Meeting

<https://zoom.us/j/99048809918?pwd=N3ZxRUY0d2NnWE9SMXJHZjBwa0RBQT09>

### Step 2

In the window that will appear, check and press open zoom meeting.



Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below.

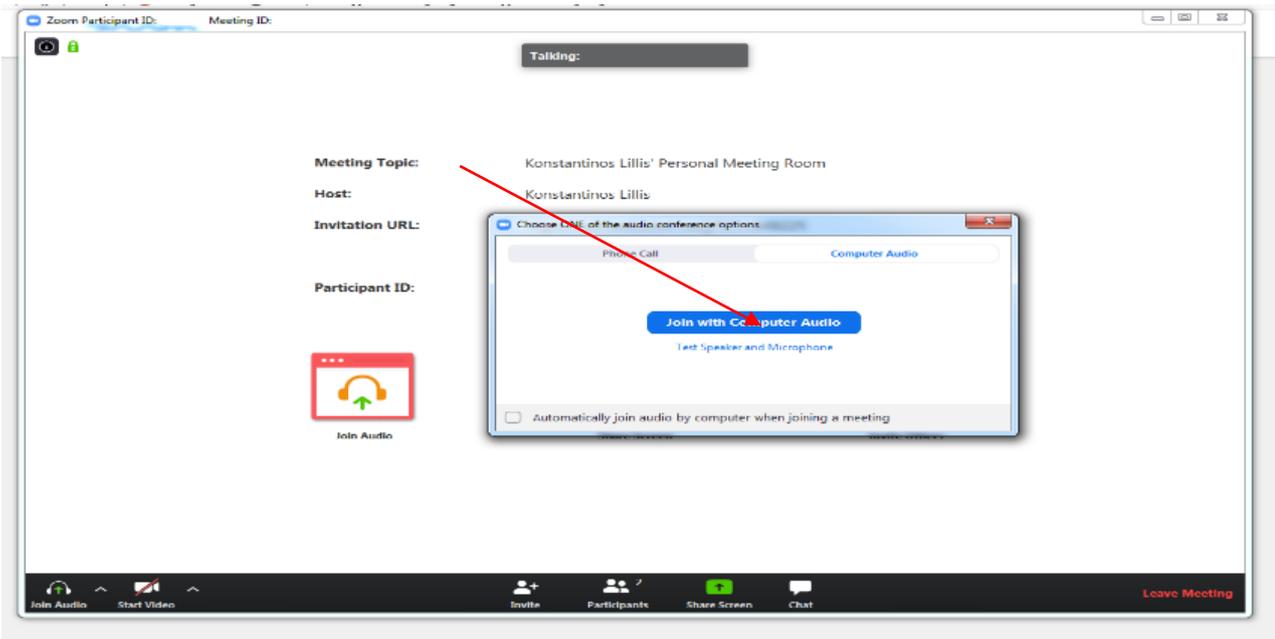
Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

### Step 3a

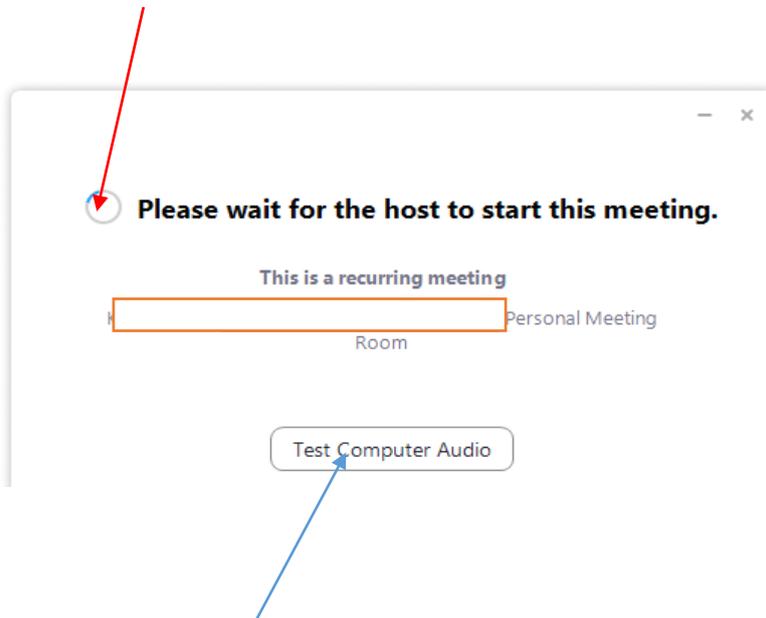
If the conference call is enabled by the administrator, you will see the following image asking if you want to connect to the computer's audio settings. At this stage you can test your speakers and microphone.

Press **«Join with Computer Audio»** in order to connect to the video conference



### Step 3b

Alternatively in case the administrator is not logged in, the following message will be displayed "**Please wait for the host to start this meeting**"



In standby mode you can control the audio settings.

When the conference administrator logs in and activates the participants then the conference starts.

## Instructions for connecting from a mobile phone or tablet

### Step 1

Install the "Zoom Cloud Meetings" application on your mobile phone  
*ZOOM Cloud Meetings supports Android and iOS.*



### Step 2

To log in to the Conference, click on the link provided by the administrator.

*The link will be in the form:*

Join Zoom Meeting

<https://zoom.us/j/99048809918?pwd=N3ZxRUlY0d2NnWE9SMXJHZjBwa0RBQT09>

### Step 3

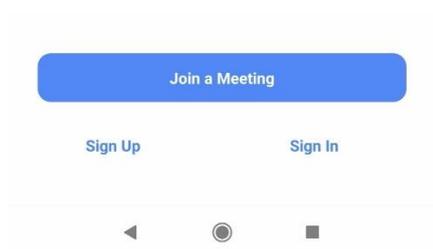
*You will be suggested by your device to open the application:*

*ZOOM Cloud Meetings or a web browser.*

*Select the ZOOM Cloud Meetings application*

### Step 4

*Open the ZOOM Cloud Meetings application and press Join Meeting.*



### Step 5

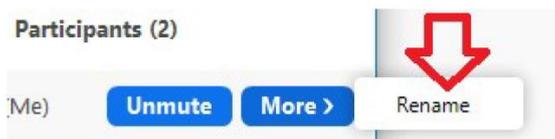
*If the administrator has activated an increased level of security, then by clicking Join Meeting you will be asked for the code that has been communicated to you.*

*Fill in the **code** you have kept and a **distinctive name** that will be requested. This name will be shared with participants as your ID in the video conference.*

## Instructions for the Pseudonymization of the Participants

In case you do not want your name to appear when you enter the zoom platform, please set the "Nickname" when entering the participant in the online learning platform. (e.g. instead of Maria Panou to define user1). Next to your name you can do Rename (i.e. change of name).

You can find your name at the participants and rename



### Technical Measures taken for the pseudonymization

1. Definition of "Nickname" when the participant entering in the online learning platform. (e.g. instead of Maria Panou to define user1)
2. Refusal to grant camera rights to the online learning platform.
3. Refusal to grant microphone rights to the online learning platform.
4. Use of "Chat" to communicate with the speaker and the rest of the room.
5. Informing the speakers and participants about the protection of Personal Data during the Festival.