ISPST 17

VIRTUAL CONFERENCE GUIDE

fara room فـــرا روم

Virtual Conference Sponsor



17th International Seminar on Polymer Science & Technology

Your guide to joining & presenting

From signing in to sharing your presentation: a practical guide to the FaraRoom virtual conference environment.

01 / SIGN IN → 02 / FIND YOUR SESSION → 03 / JOIN & PARTICIPATE

Start here

1. **Open the conference website**

   https://ispst.aut.ac.ir/en ↗

2. **Sign in to your account**

   Select **Sign in** and enter your account credentials.

3. **Open the sessions table**

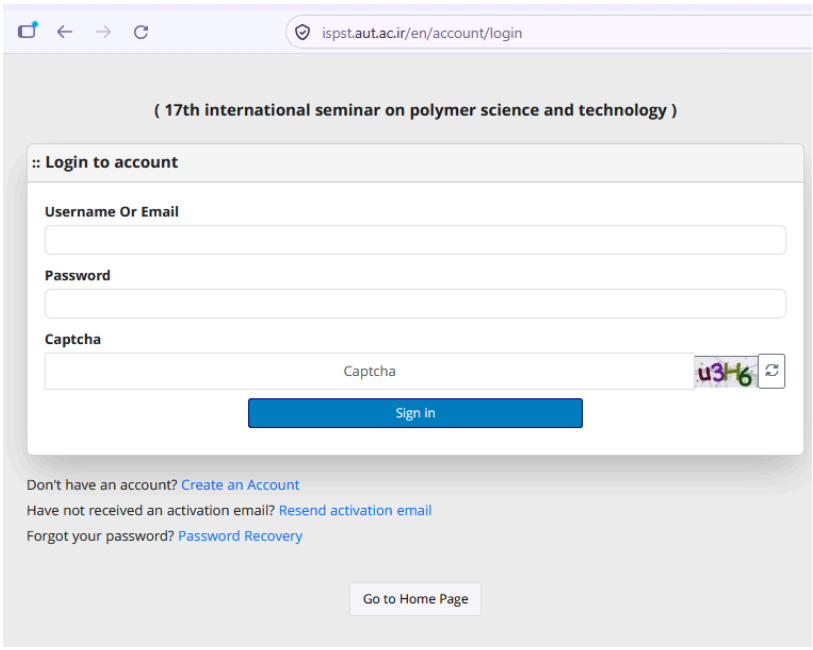
   From the left-hand menu, select **Sessions table**. On the page that opens, select **Enter the session**.

Step 1



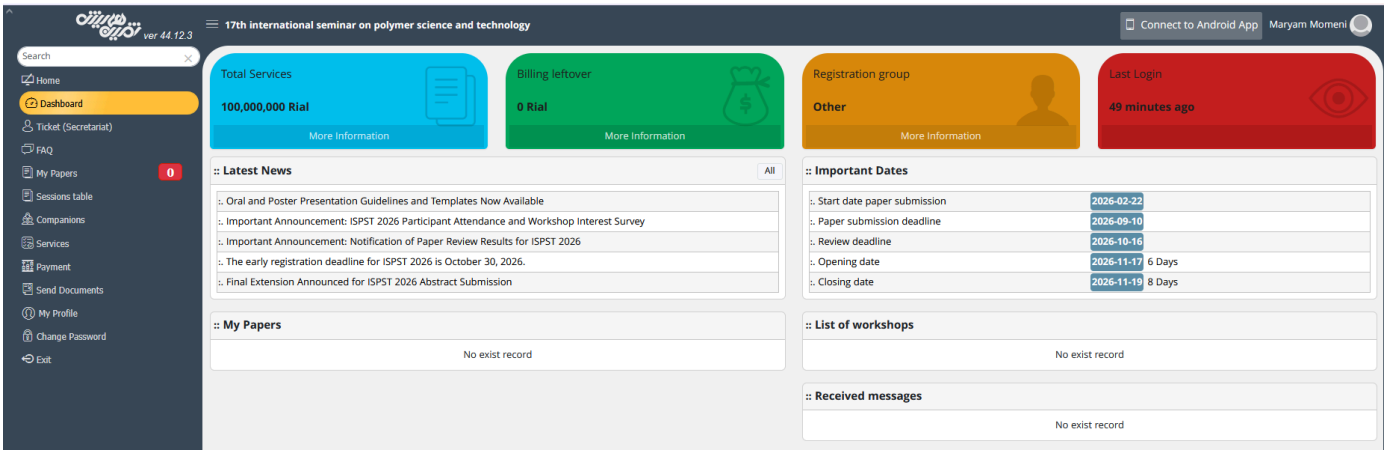
Open the official conference website and select Sign in.

Step 2



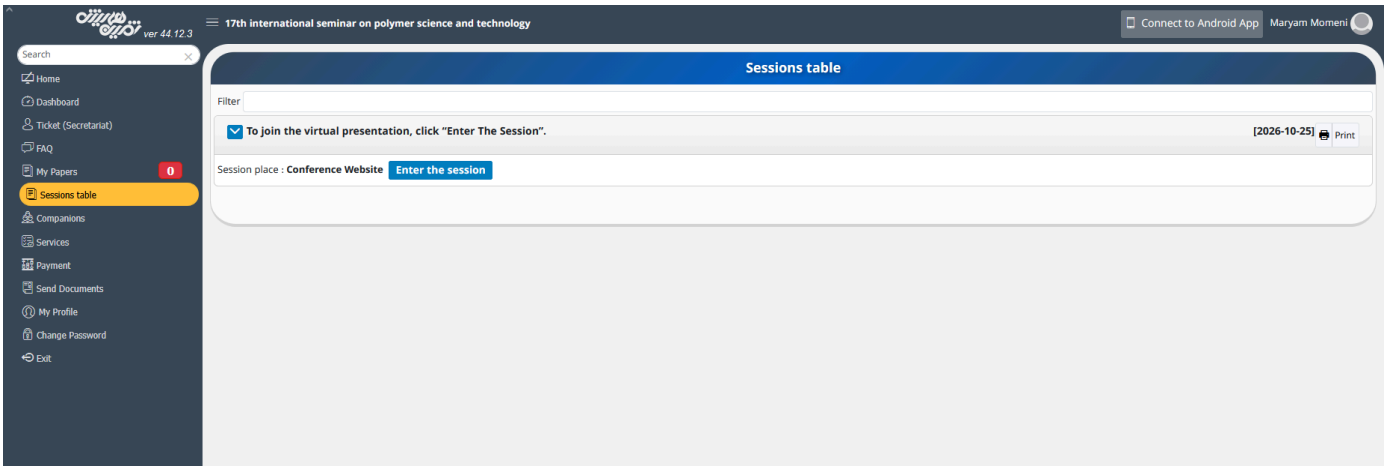
Enter your username or email, password and the displayed captcha; then select Sign in.

Step 3



From your account dashboard, select Sessions table in the left-hand menu.

Step 4



Select Enter the session to enter the virtual conference.

> Before you begin: have your login details and the conference programme ready.

GUIDE / 02

Find your hall or poster room

1 Watch or skip the sponsor video

A welcome video introduces the conference sponsors. To continue without watching it, select the skip option in the upper-right corner. You will then reach the FaraRoom dashboard.

> Look for **Skip**; the interface may display it as **skipe**.

Step 1



The FaraRoom conference dashboard: consult the programme and locate the oral halls and poster sessions.

2 Join a conference hall

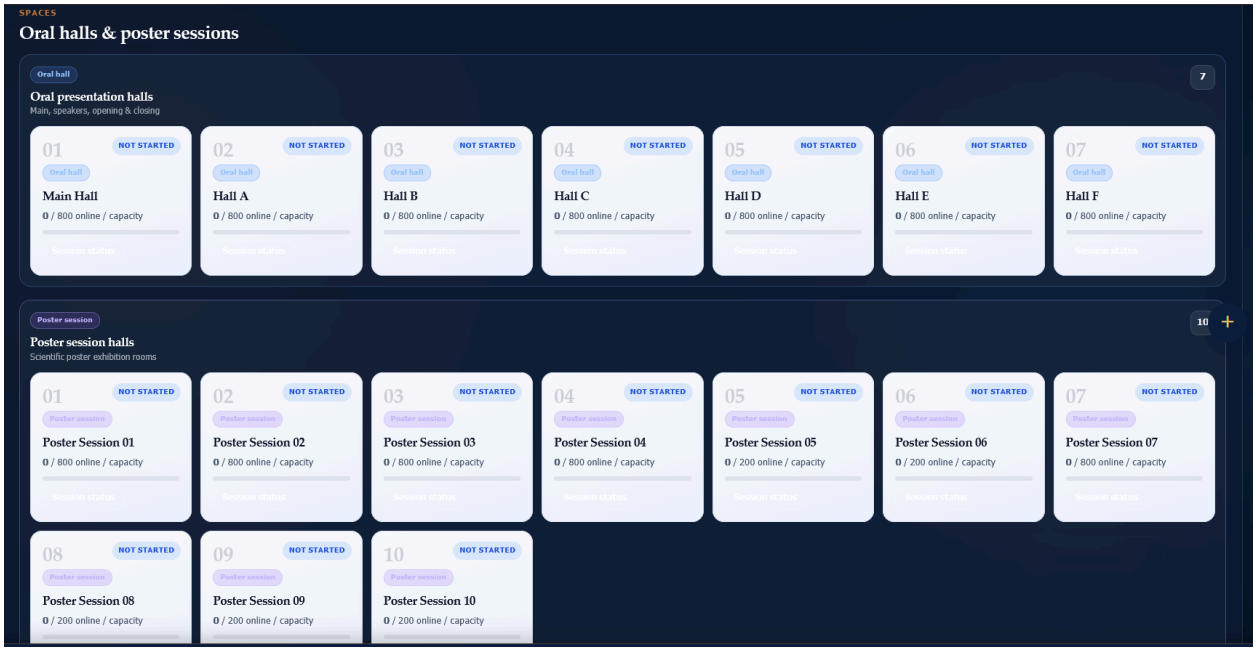
Check the programme for the session date, time and hall. From the dashboard, open the corresponding hall at the scheduled time.

3 Join a poster presentation

Check the poster's scheduled date, time and assigned room. Open the posters area, select the relevant poster session or room, and enter it at the scheduled time. Match the room title to the programme.

POSTER ROUTE / Programme → Posters → Assigned session or room → Join

Step 1



Choose the oral hall or poster session that matches your assignment in the official programme.

> Use the time zone stated in the official programme. Do not assume that displayed times match your local time.

> **Before presenting:** visit the Support Room to test your equipment or request technical assistance.

Support Room
Test before you present

Visit the Support Room before your talk or poster presentation to test your equipment. You can also visit whenever you need technical assistance during the conference.

1 Find the Support Room

In the virtual conference environment, look for the Support Room. If you cannot locate it, ask a moderator or contact FaraRoom using the number below.

2 Check your equipment with the support team

Use the same device, browser and internet connection you plan to use for your presentation. Test your microphone, speaker or headphones, camera, screen sharing and presentation PDF. Ask for any presenter permissions needed for the test.

3 Return to your scheduled room

After the test, enter your assigned hall or poster room according to the official programme. Keep your microphone muted until invited to speak.

Support Room: location and equipment test

Step 1



FaraRoom · Virtual Conference Sponsor

The conference’s virtual environment is provided through FaraRoom. Participants can join oral and poster sessions, connect their audio and camera, and present using screen sharing or uploaded slides, subject to moderator permissions.

FaraRoom contact: 0098 2191 308 063

> Allow enough time for testing before your scheduled presentation. Support Room availability follows the arrangements announced by the organisers.

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Choose how you will join

When prompted to connect your audio, choose the option that matches your role.

Join as a listener

If you are attending without speaking, select **Listen only** (or the equivalent listener option).

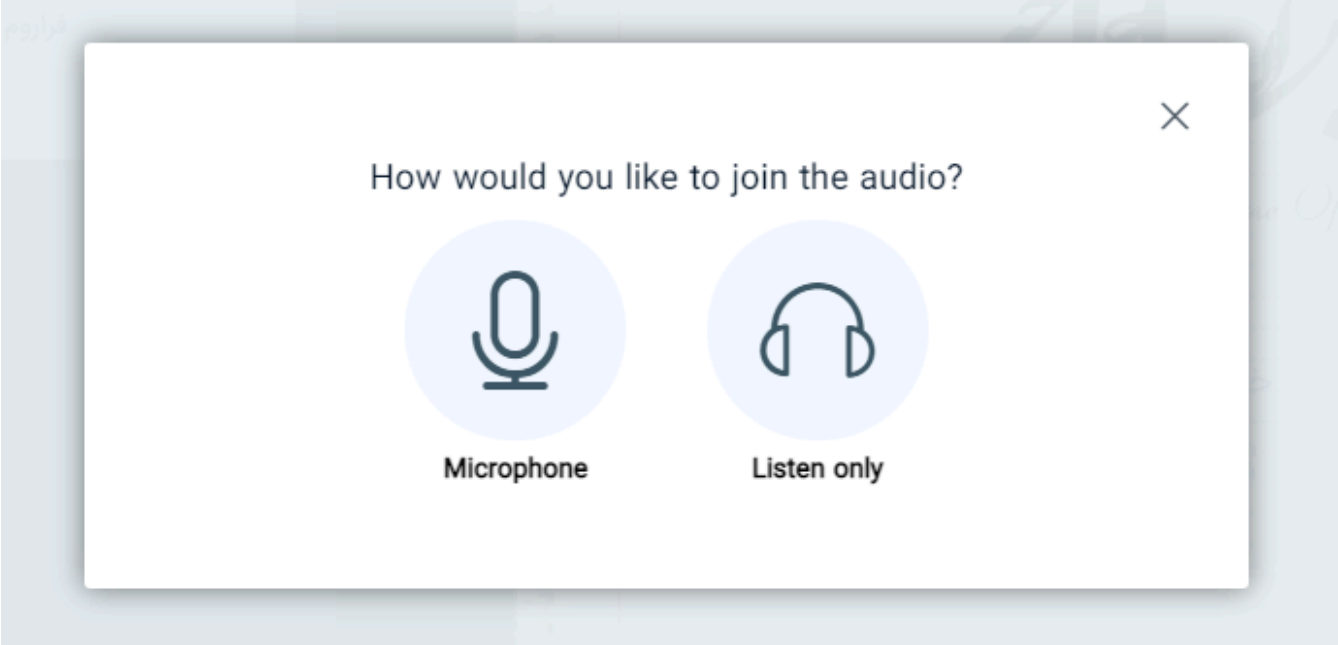
You can hear the session without connecting your microphone.

Join as a speaker

If you need to speak, select **Microphone**. Allow microphone access when your browser asks, and complete any audio test shown.

Use headphones to help prevent echo.

Step 1



Choose Microphone to speak or Listen only to attend without connecting a microphone.

Permissions matter. Selecting Microphone does not automatically grant presenter privileges. Microphone, camera, screen sharing and presentation controls may be restricted by moderators.

Need to speak after joining as a listener?

Ask the moderator for permission. You may need to reconnect your audio using the Microphone option before you can speak.

Browser recommendation

Use an up-to-date browser. Google Chrome is a practical choice for presenting; Safari may also be used where supported. Test audio, camera and screen sharing on your device before your session.

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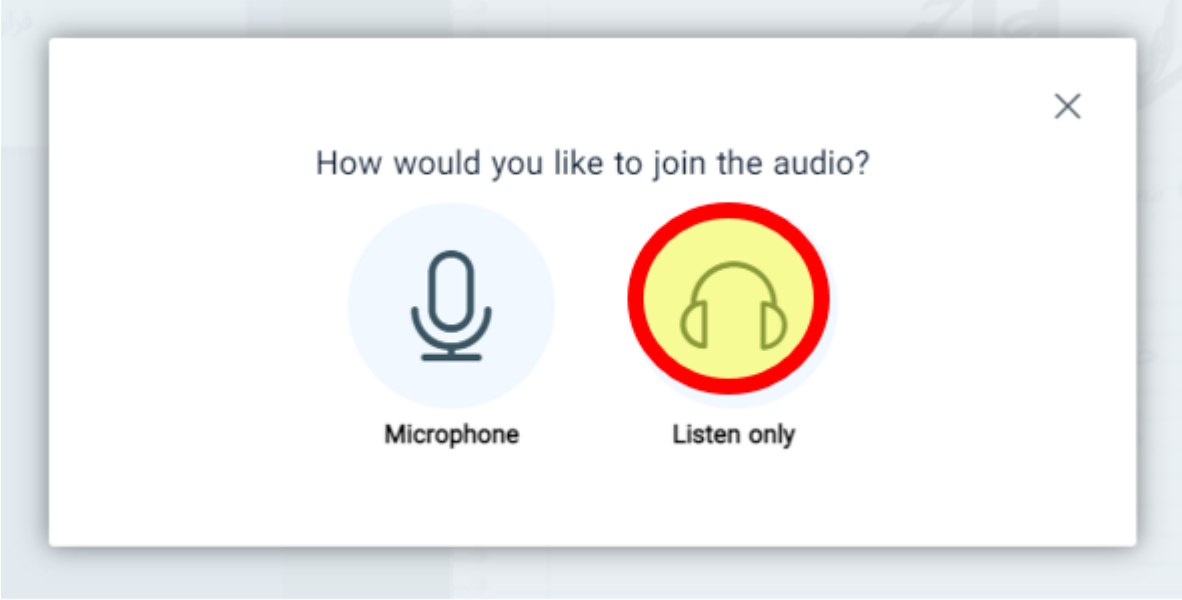
Set up your audio and video

1 Allow access & choose your microphone

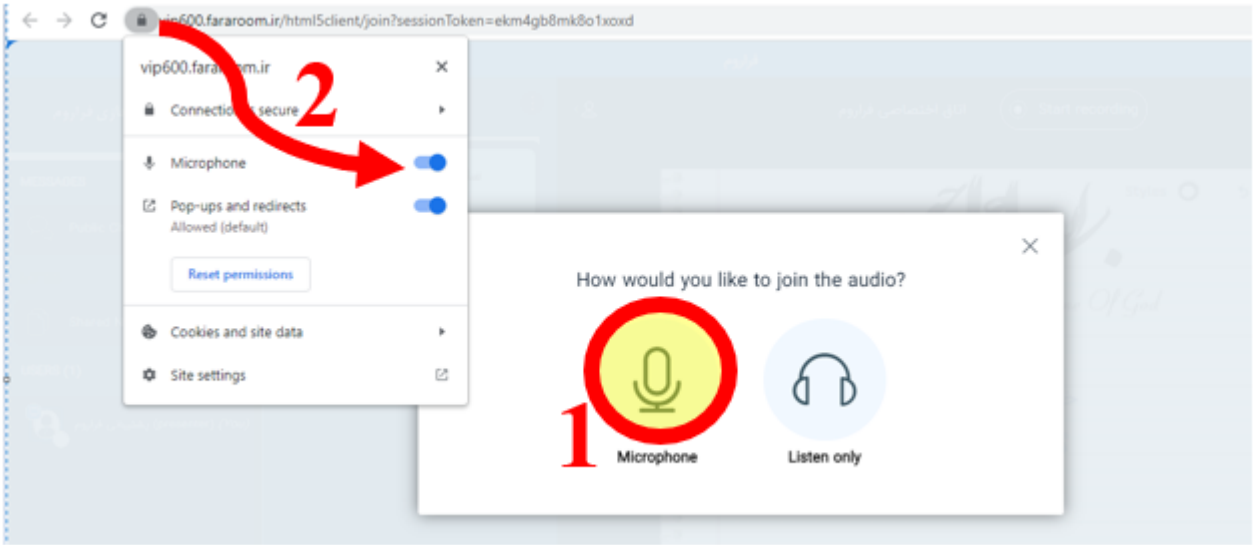
In Chrome, open the site controls beside the address bar to check microphone permissions. The icon may appear as sliders or a lock, depending on the browser version. If access is still blocked, check your operating system's privacy settings.

If the wrong microphone is selected, open the audio/device menu next to the audio controls and choose the intended input device. The available devices and menu icon may vary.

Step 1



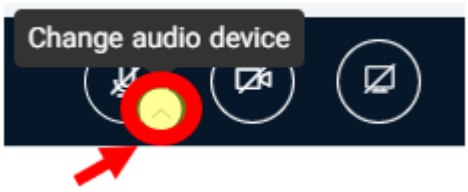
Step 2



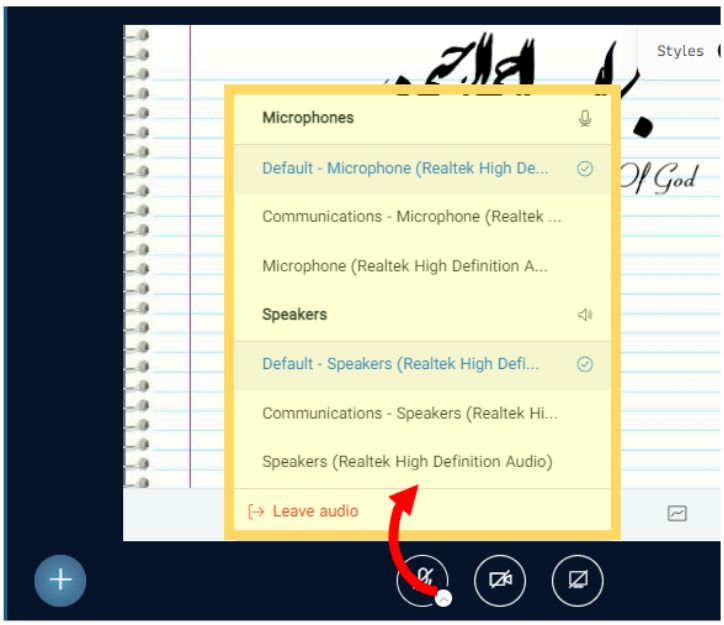
Step 3



Step 4



Step 5



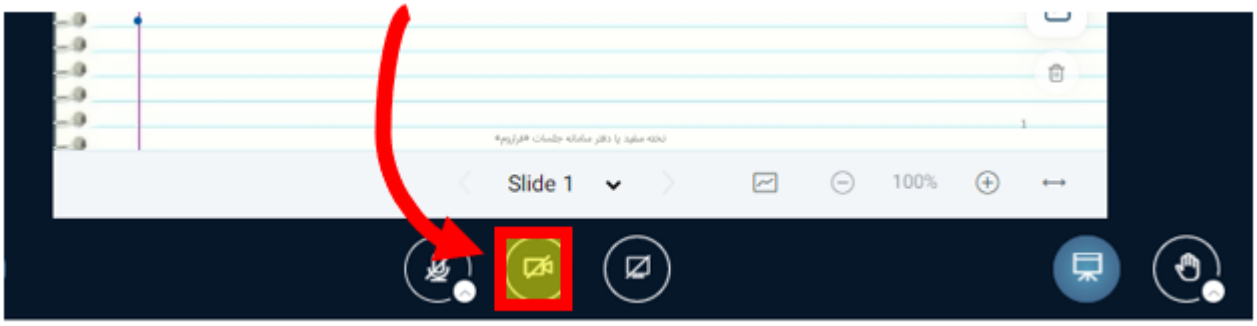
2 Unmute only when you need to speak

Use the microphone button at the bottom of the meeting window to mute or unmute. Keep it muted when you are not speaking. If the control is unavailable, contact the moderator.

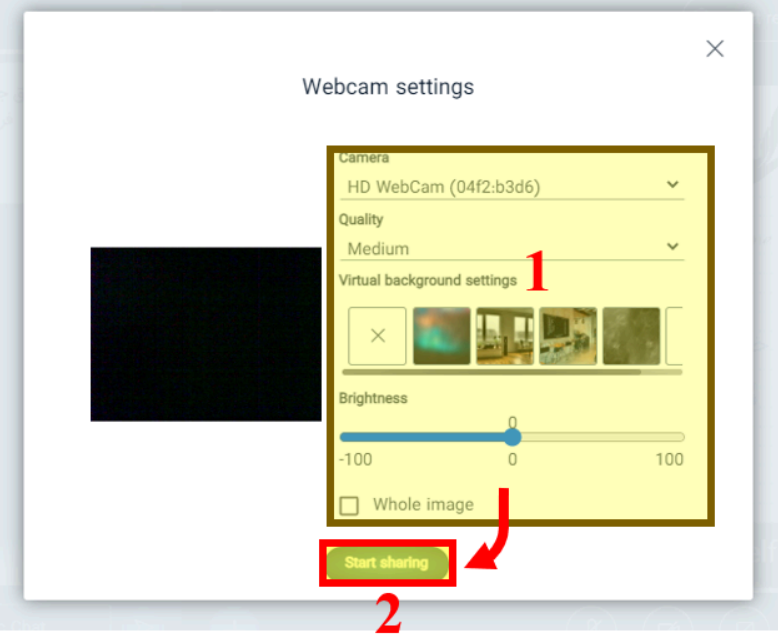
3 Start your camera

Select the camera button, allow browser access, and choose the correct camera. Select a video quality suitable for your connection. If background blur is offered, you may enable it. Then select **Start Sharing**.

Step 1



Step 2



If your connection becomes unstable, reduce camera quality or turn off video to prioritise clear audio.

GUIDE / 05

Share your screen with confidence

Use screen sharing when you need to show animations, a live demonstration or content outside your uploaded slides.

1 ## Prepare your workspace

Open your presentation, close private windows and disable notifications. Confirm that the moderator has enabled presenter or screen-sharing access for you.

2 ## Select Share screen

Select the screen-sharing button in the meeting controls. Your browser will ask what you want to share.

Window or browser tab

Prefer a specific window or tab when available to limit what others can see.

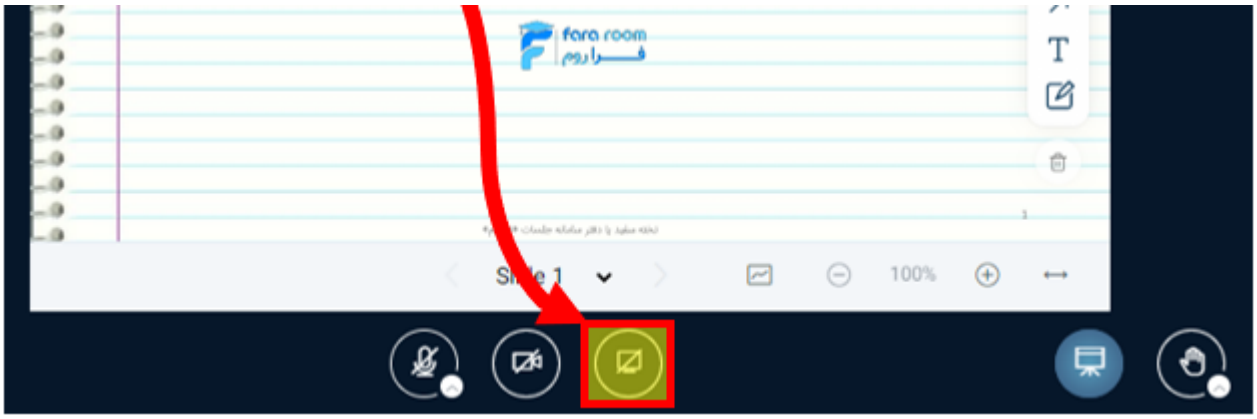
Entire Screen

Use this when you need to move between applications. Everything visible on the selected screen may be shown.

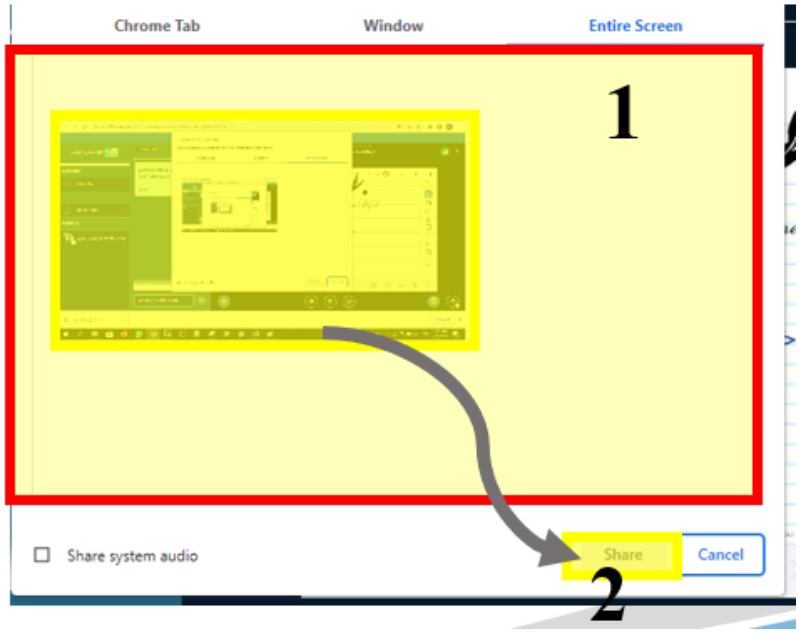
3 ## Choose the source, then select Share

In the browser's sharing dialog, select the screen, window or tab you need, then select **Share**. Confirm with the moderator that your content is visible.

Step 1



Step 2



> For video or audio playback, check whether sharing system/tab audio is available and test it beforehand. Screen sharing alone may not transmit the sound.

Finish safely: select **Stop sharing** as soon as your presentation ends.

GUIDE / 06

Upload and control your slides

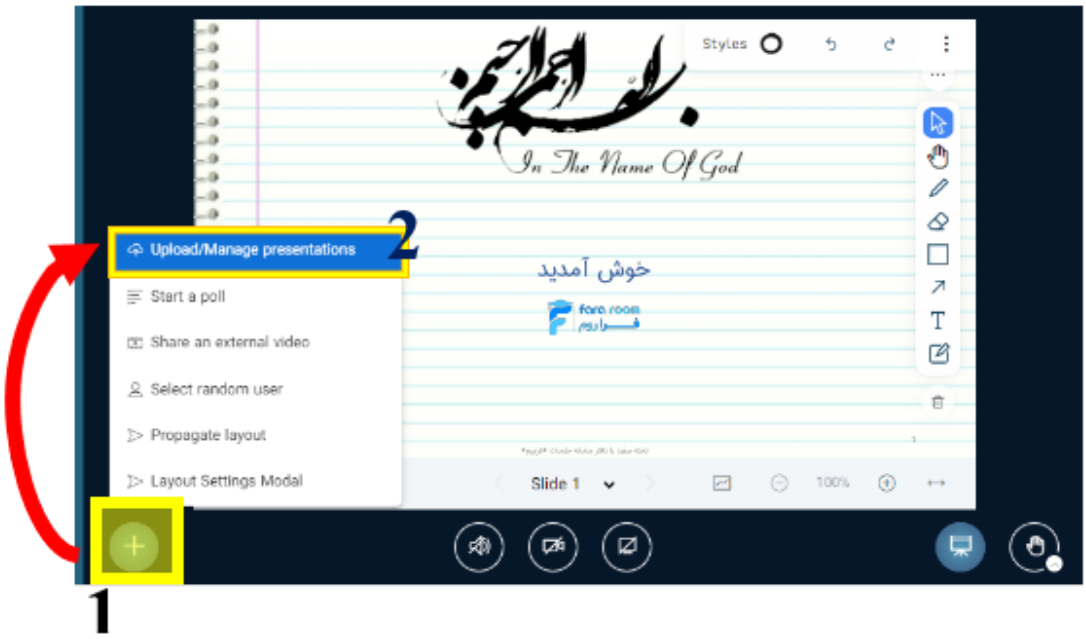
1 Prepare a PDF

Export your slides to PDF to help preserve fonts and layout. Uploaded slides are static: animations will not play. Use screen sharing if animations are essential.

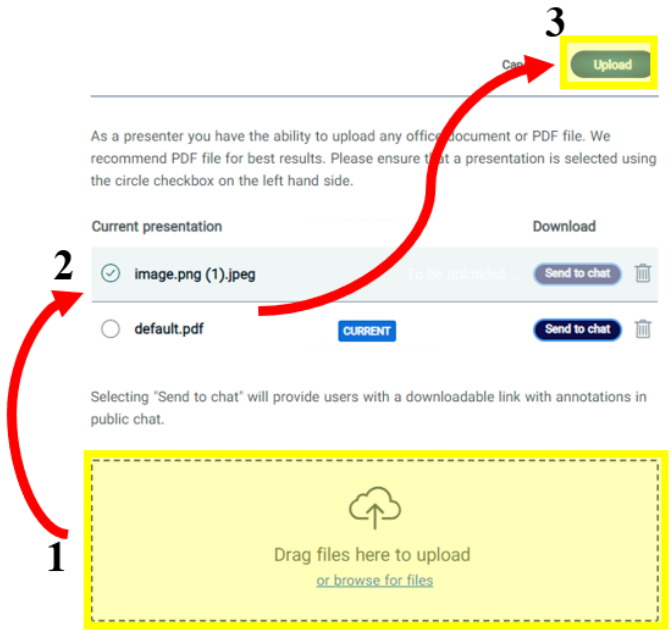
2 Open presentation management & upload

Using the meeting's presentation controls, open the presentation management option. Select your PDF or drag it into the upload area, then select **Upload**. If the controls are missing, ask the moderator for presenter access.

Step 1



Step 2



3 Check the slides & navigate

Wait for uploading and processing to finish. If the file does not appear automatically, select it in presentation management. Review every page for font and layout issues. Use the arrows below the slide pane to move forward or back.

Click the slide area to focus it, then try your keyboard arrow keys. Test any presentation remote before your session; support may vary.

Step 1



Use Previous slide and Next slide below the presentation to move through your slides.

File issues? Re-export the PDF with fonts embedded if text displays incorrectly. For large files, optimise or compress the PDF using a trusted tool; avoid uploading confidential material to public compression services.

READY TO PRESENT?

✓ Correct room ✓ Audio tested ✓ Presenter access ✓ Slides checked