

Welcome to the BigBlueButton-Interface. It is here where all the talks will take place. The following descriptions are a small guide to the various options you have. The explanations are not given in numerical order but from left to right.

- 6: Here, a list of all participants will be shown. Your own name will always be on top of the list, followed by the team members. You can always start a direct chat with them by clicking on their name and following the instructions. If you click on your name in the users list, you can set status signs like "Raise Hands", "Yes/no".
- 1: On the settings symbol, breakout-rooms are created and status symbols are cleared.
- 7: Here, you can send a message to the public Chat, or, once you have started them, to a private chat.
- 2: Here, the speaker will have various options, e.g. to start a poll with all attendees.
- 5: In the bottom line, you can find technical options for mute/unmute and screen-sharing. Please note that the Session Chairs will be the ones unmuting you.
- 3: Here you can find some options for the interactive whiteboard. Speakers and Session Chairs will be able to start it and then, everybody can start drawing, annotating, etc.
- 4: In this corner you can find some more general settings like Audio/Popup Alerts, Fullscreen, language and Keyboard Shortcuts.