



## Instructions for active participants VII. International Congress of boarding schools of Slovenia, "Challenges of Education in Global Society"

The Congress will take place on March 25 and 26, 2021 – online

Given that we are moving Congress online - ZOOM,  
we invite you to cooperation, understanding, creativity and, flexibility!

### BEFORE THE CONGRESS:

#### PAPERS - PRESENTATIONS:

In order for not all presentations to take place in real time online, as this would mean sitting in front of computers for more than 3 days, we urge you to record your presentation of the paper and upload it to our drive folder.

Participants will prepare for the congress by viewing the contents from home (they will be available 10 days before the congress), and at the congress we will debate the contents without re-presentations.

**No worries, here are more detailed instructions:**

1. Download the ZOOM app: <https://zoom.us/download>
2. Open the ZOOM app by clicking on and starting to type "ZOOM" in the lower left corner of your screen and clicking on the option provided.
3. The zoom opens, click on the orange "new meeting" icon.
4. You will see yourself on the screen, not recording yet. Make sure you have your microphone (and camera) turned on.
5. Click on "record", recording starts.
6. Greet the listeners and introduce yourself, start with the presentation.
7. If you have PPT (or videos, photos), click "share screen" and present your PPT - click ahead and explain, everything is recorded. Listeners will see your screen all this time.
8. When you want to finish sharing your screen, click "stop share". Then the listeners will only see you again.
9. Say goodbye and click "end" or «End meeting for all».
10. Zoom starts to 'convert' the clip itself and asks you where you want to save it, so by choosing any folder, it can be your desktop. Let the process of conversion to finish the video and then forward it to us.

### You can also use another application to record - PowerPoint:

1. Design your slides in PPT.
2. Return to the first slider, click **Slide show**, click **Record slide show**, and then click **Record**. Countdown 3, 2, 1 and recording start.
3. You can choose to record only your voice, but you can also record a video.
4. Take a walk on the slides and explain them.
5. CAUTION: As soon as you click forward after the last slider, the recording stops!
6. Press escape (on the keyboard), and then save the file to any location.

### • Recordings should be up to 15 minutes long.

- We suggest that you first record only 1 minute of your lecture, save it and watch it. If everything is OK, repeat and record.

### SHARING YOUR VIDEO WITH US:

If you have a g-mail, upload the recording to our drive no later than **March 10, 2021** by first opening this link:

<https://drive.google.com/drive/folders/1xCLHU7LyF3i6OdvG3FaoXJRF1ZCxuSAE?usp=sharing>

then right-click on the blank and select "**upload files**" and select your clip. Downloading may take some time, please wait.

If you do not have a g-mail (and for a moment you cannot 'borrow' it from someone close to you for this purpose) or you have problems, write to us at [kongres@dvdds.si](mailto:kongres@dvdds.si) .

You can also send us via We transfer - [www.wetransfer.com](http://www.wetransfer.com)



You can also contact Marina Ristić for help: [marina8ristic@gmail.com](mailto:marina8ristic@gmail.com), 040 471 991.

### AT THE CONGRESS:

On Thursday, March 25, 2021 and Friday, March 26, 2021, we will arrange you into different rooms - sections - along with two or three more contributions.

You will have 60 minutes or 90 minutes, depending on how many posts are put together in one piece. This time will be devoted to a discussion of the articles. You will not be presenting papers again in the rooms, as participants will be able to view them before the congress. This time is devoted to debate.

We will send you the exact program (when and with whom you are in the section, including contacts) very soon. You will have enough time to agree with colleagues from the section whether you will spend all this time together for a joint discussion or you will share it in order, first first and so on...

**There will also be a member of the preparatory committee present in the room/section, who will moderate and help you.**

**We believe that all this will be a great challenge for many,**

**so we are absolutely available to support you!**

The preparatory committee of the Congress,

Feb 1, 2021