

## INTERNATIONAL CONFERENCE: BOSNIA AND HERZEGOVINA 25 YEARS AFTER THE DAYTON PEACE ACCORDS

Organizers: Faculty of Political Sciences, UNSA and the European Regional MA program in Democracy and Human Rights in SEE, Center for Interdisciplinary studies, UNSA, and UNIBO

November 24 2020, 10:30 – 16:00 CET

### INSTRUCTIONS FOR ATTENDEES

The working languages of the Conference are BCS and English. The Conference will be streamed at [www.fpn-forum.ba](http://www.fpn-forum.ba) and at the official [FB page](#) of the Faculty of Political Sciences, without the translation.

For a simultaneous translation, please access the event through the Zoom platform by using this link: <https://us02web.zoom.us/j/85960056773?pwd=WHV5bnNObDhDOE81OVVZQkY0emVtQT09> Passcode: 646719. Please note that the Translation option is available only through a downloaded ZOOM application.

#### Set-up:

Please use a laptop or computer to connect. Don't use your smartphone – you will need a bigger screen to fully participate in the workshop. We will be using the video function of zoom if the connection is strong enough. Please close/silence other functions on your computer such as incoming email notifications, Skype pings etc. during the Conference sessions.

If possible, please connect to the workshop via LAN instead of Wi-Fi.

Please do a sound-check before the meeting. Sound tends to be much better when people wear headphones.

#### Tools: ZOOM

- Chat function in Zoom: The chat function can be found in the bottom menu and if it is clicked on, the chat window will open on the right. You can use the chat function anytime during the meetings to express thoughts, concerns and ideas, and raise questions. The chat will be monitored simultaneously and its content will be fed into the discussion through the moderator of the meeting and her/his technical support.
- 'Raise-hand function': During discussions, you will be able to raise your questions and comments directly to the plenum. By raising your hand in Zoom, you can indicate to the moderator that you would like to speak. In order to do so, please open the participants list by clicking on 'participants' in the main bottom menu. A window will pop up on the right-hand side showing all participants.
- On the bottom of that window, you can find the function 'raise your hand'. If you click on it, a blue hand will appear next to your name in the participants' list, indicating that you would like to speak.

Next to the 'raise your hand'-button, you can also find a button to unmute yourself. Please don't forget to 'un-raise' your hand afterwards by clicking on the 'raise your hand'-button again.

- Annotate Function in Zoom: When a power point presentation or other document is shared or you are using the whiteboard, the menu bar shows a green button that says 'view options'. Click and find 'annotate' in the drop down menu. The annotate function allows you to insert text, place little stamps or draw etc. If you don't see that function, please go into your zoom settings to change it.
- Simultaneous interpretation: Simultaneous interpretation from English to local languages will be available in the main Zoom call. If you want to make use of interpretation, it will make it easier for you if you familiarize yourself with the interpretation function [here](#). During the conference, an interpretation button will appear on the Zoom menu. If you want to make use of translation during the conference, we advise to sign in 15 minutes early to make sure translation is set up for you and works properly.

If you encounter any technical problems or have any questions, please do not hesitate to send an email to [enastava@fpn.unsa.ba](mailto:enastava@fpn.unsa.ba).