



# MENSCH UND COMPUTER 2021

Aufbruch in eine neue Zukunft

## Tech & Tools Manual

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## Overview

Beyond the official webpage (<https://muc2021.mensch-und-computer.de/>), we will be primarily using two tools:

- **Zoom:** here is where all Keynotes and the MCI Session presentations take place!
  - To ask questions to the presenters, use Discord!
  - Link is listed in the “Login” area and will also be announced in the Discord for registered participants.
- **Discord:** here is where you can discuss, meet, and ask questions!
  - Text channels for all MCI sessions.
  - General voice and text chats.
  - Requires you to register with your conference registration’s user id (NutzerIn ID) and invoice number (Rechnungs-Nr.) → you will get instructions on how to, when joining the Discord Server!

To **access all important links** (like the invitation link the Main Zoom Session or for Discord, please use the **“Login” area for registered members** at:

Link: <https://muc2021.mensch-und-computer.de/en/participation/login/>;

Password: \*\*\* see your registering email \*\*\*

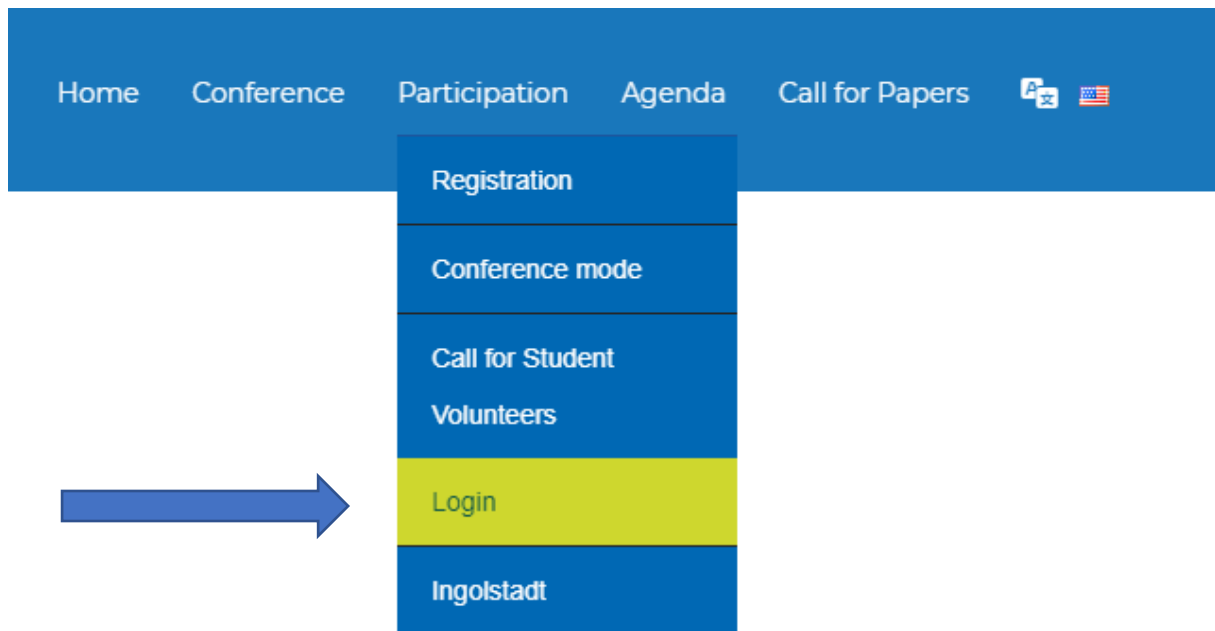
If you need further help, please read the following pages on how to setup your online conference experience. If there are still questions, please join the “Tech Q&A” before the conference, use Discord to ask them, or write an email to [local@mensch-und-computer.de](mailto:local@mensch-und-computer.de).

## (Private) Login Area

In this password-protected area, all important links to the conference will be available to registered members. Instead of “tbd” (as seen in the Screenshot below), we will list the respective links to the main sessions, where the conference takes place!

Link: <https://muc2021.mensch-und-computer.de/en/participation/login/>

Password: **muc2021access**

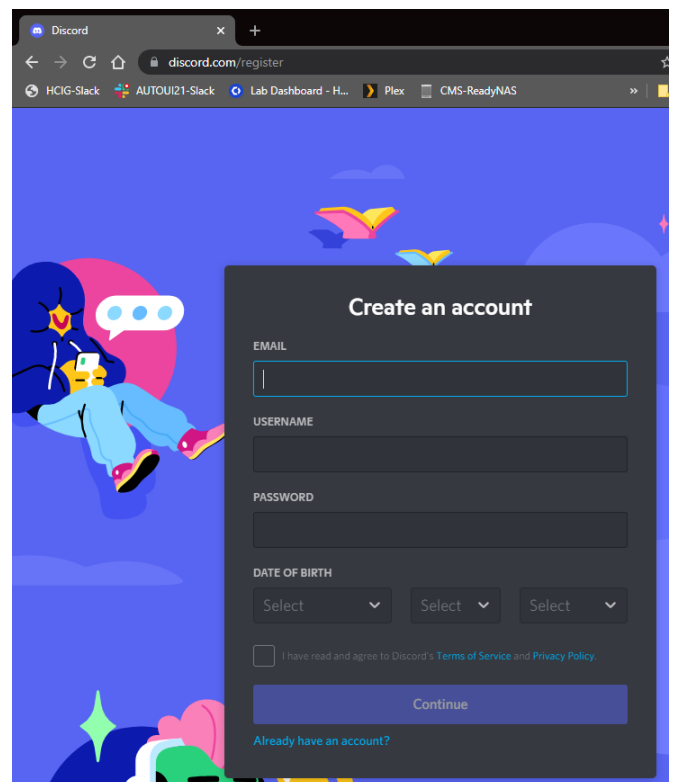


## Discord Instructions

Already got a discord.gg account? Proceed [here!](#)

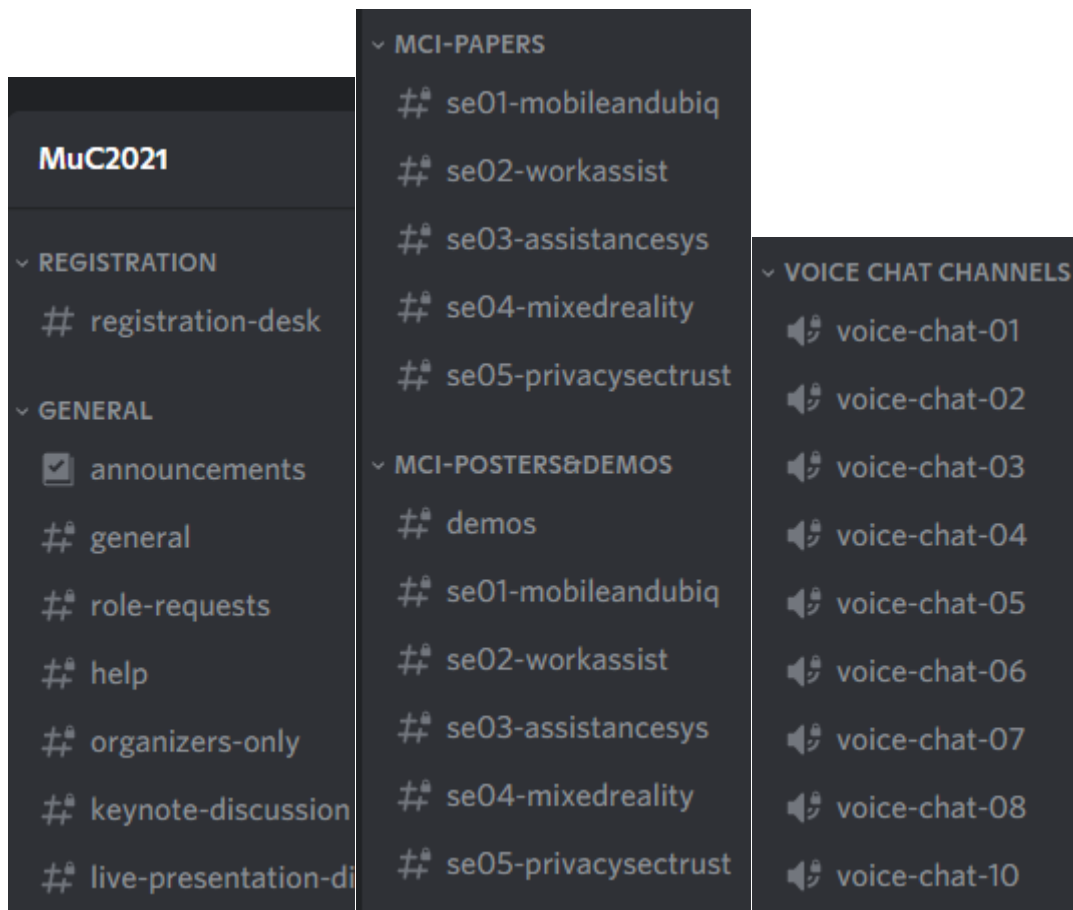
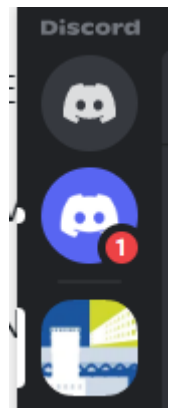
### Registering

1. Follow the link here to **register**: <https://discord.com/register> & fill the form
2. Make sure you use your **real name** as user name so people have an easier time identifying and talking to you!
3. **Verify your email address** by clicking “Verify email” in the email you receive from Discord!
4. (Optional) Download the Desktop/Mobile client at <https://discord.com/download>  
➔ we recommend installing the Desktop and Mobile clients for the best experience!



## Joining the MuC'2021 Discord Server

1. Before you join, **make sure you are registered, your email address is validated, and you are logged in** on the Discord webpage and/or desktop client.
2. **Join the MuC'2021 Server** with this link:  
<https://discord.gg/ASDyfJ7pvf>
3. After joining, you should have **received a private message by our "JConferenceBot"**. The bot sent you instructions on how to register and gain access to the server. Reply to the bot (without quotation marks):
  - a. **"!register <yourUserId> H<yourBillNumber>"**  
→ you can find both on them on your registration bill email!
  - b. E.g. **"!register 1234 H12345"**  
→ make sure there is only a single space between all the parts of this command!
  - c. If you have a "free" registration, just skip the invoice number: e.g., **"!register 1234"**
4. **After that, you should see all the discord channels** to chat and discuss! In the announcement channels, sessions etc. will also be announced during the conference.



On the very bottom, you will also find “Voice Chat Channels” where you can have a quick voice chat with colleagues!

- a. If something didn't work, **make sure to ask for help in the #registration-desk** channel! A student volunteer or organizer should contact you shortly.
5. If you need a special role like Student Volunteer or Presenter, please use channel General > #role-requests and maybe tag @studentvolunteer !

## Zoom Instructions

A single Zoom session each day will be the main place of the online conference.

- **As a listener**, make sure you are muted during the conference
  - **Questions to presenters should be asked in the Discord's text channel for the respective session**, such as “General > #keynote-discussion” or “MCI-Papers > #se01-mobileandubiqu”. The session moderators will then read the questions for you!
  - If your question didn't make it into the Zoom session, make sure to remind the presenter by tagging the presenter (“@PresenterName”) in the Discord channel.
- **As a (long/full/invited paper) presenter**, make sure your webcam and microphone work sufficiently well!
  - For Q&As during the session, use your webcam and microphone to answer questions that the moderator will ask after your presentation
  - If you present live, please also make sure that you are able to share your screen successfully and that audio works for listeners if you have music clips or similar in your presentation.
  - Please also make sure to check the Discord regularly after the presentation during the whole conference. People may ask you important questions or want to chat about cooperations!

Every day should have a single zoom session for the conference's keynotes and MCI sessions. Access the in the [login area](#).

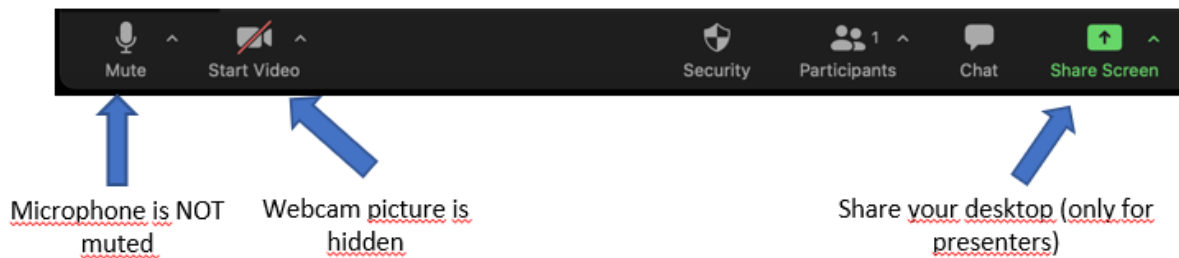
## Zoom Installation & Usage

Registering a Zoom user is not necessary. However, please download and install the Zoom app for your operating system: <https://zoom.us/download>

During the conference, please make sure that

- you are using your **real name as username** ([How do I change my name and picture? \[Link\]](#))
- you are **muted during the conference**, unless you are live moderating as a session chair, presenting or answering questions as a presenter.

On the bottom (or top) of your screen, you should have a bar similar to this one:



A red line through the microphone or video symbol mean that they are disabled. Click them to enable your configured device. To configure a different device as microphone or camera, use the “tick symbol”.



## Joining the MuC'21 Keynote + MCI Track Zoom Session

To join the daily Keynote+MCI Track Zoom Session, use the login provided in the [login area](#).

## FAQ

- Q: I am having troubles using the !register command in Discord, what can I do?
  - A: You have 3 options:
    1. Make sure you typed the correct information in the !register command. I.e., “!register <UserId> H<billNumber>” – use a single “space” between every part of the command!
    2. If that didn't help, ask a student volunteer for help in the “#registration-desk” channel! To get help even faster, make sure to tag them by typing in “@studentvolunteer”
    3. If that still didn't help, you can always write an email to [local@mensch-und-computer.de](mailto:local@mensch-und-computer.de) and [website@mensch-und-computer.de](mailto:website@mensch-und-computer.de).
- Q: Where can I ask a question to the presenter? The Zoom-chat is disabled!
  - A: Please use [Discord](#) for questions in the fitting channel. With it, we can enable discussions and answering questions beyond the conference schedule.
    - E.g., “MCI-Papers” > se02-workassist” if you have a question on a long paper presented during the MCI Session 02 “Work Assistance”
- Q: I have lost the Zoom Link!
  - A: Please check out the [login area on the homepage](#). We will also announce short-term changes and upcoming sessions in the Discord channel General > #announcements .
- Q: Will I be recorded when joining the Zoom session?
  - A: Generally, no. If any session wants to record, you will be asked in advance for permission.
- Q: I am stuck in the waiting room in Zoom. What can I do?

- A: Be patient and make sure you are using your real name as username in Zoom. A student volunteer will admit you soon to the main session.

## Sponsors

We thank our sponsors for the financial support and cooperation that made this conference possible!



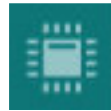


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