



## INTERNATIONAL MAY CONFERENCE ON STRATEGIC MANAGEMENT - /MKSM

Organized by Management Department  
Technical Faculty in Bor / University of Belgrade

# GUIDELINES FOR VIRTUAL CONFERENCE

International May Conference on Strategic  
Management – IMCSM24

The 1-day-event 31<sup>th</sup> May 2024 will be entirely hosted via Zoom. The main day for the online presentation of the submitted papers will be Friday, May 31<sup>th</sup>.

Registered authors will be provided links which will allow them to access the virtual conference room(s) and join any session at any time. The conference will be hosted and moderated from the Technical Faculty in Bor, University of Belgrade, Serbia. The flexible design of the Zoom will allow participants to come and go as they like.

### ***Hardware requirements***

The following equipment is needed in order to join the conference sessions: A computer (desktop or laptop) with a stable internet connection (Wi-Fi or cable), a microphone (built-in or external), speakers (or preferably a **headset**) and optionally a camera for video transmission (built-in or external). Although we don't recommend it, the application can also be accessed via smartphone.

### ***How to join***

Join the online meeting using the Zoom desktop application (recommended) or Web Viewer via an internet browser.

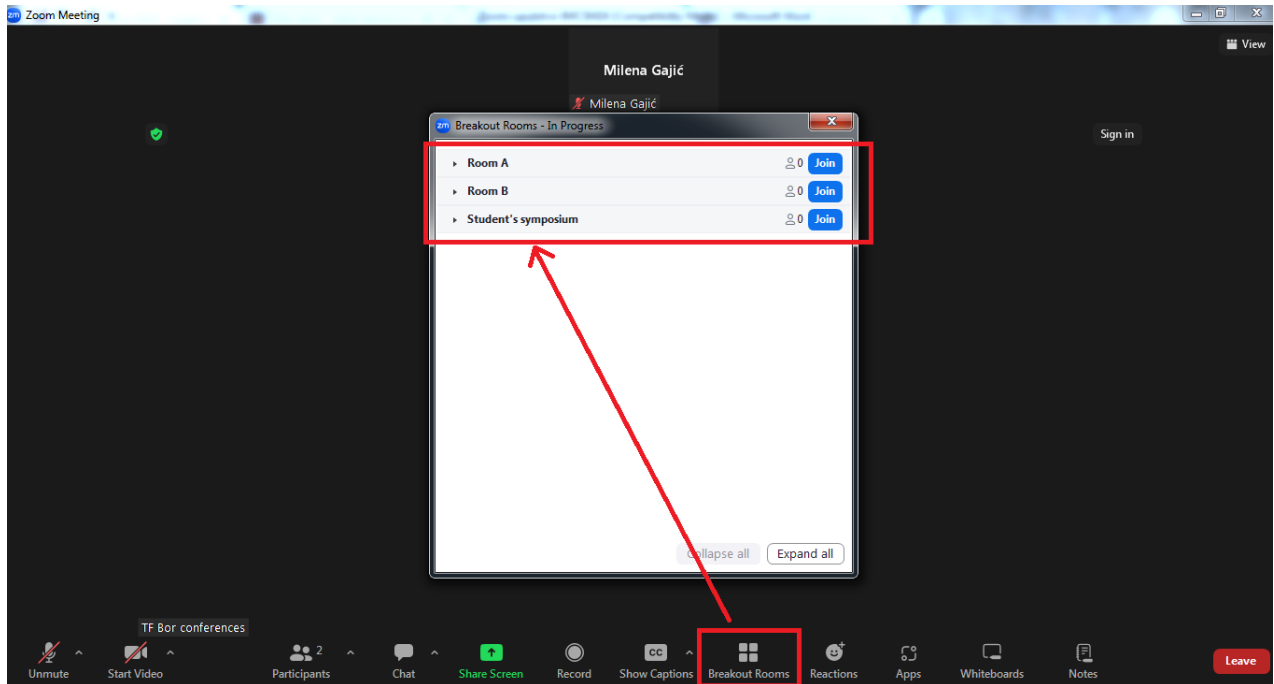
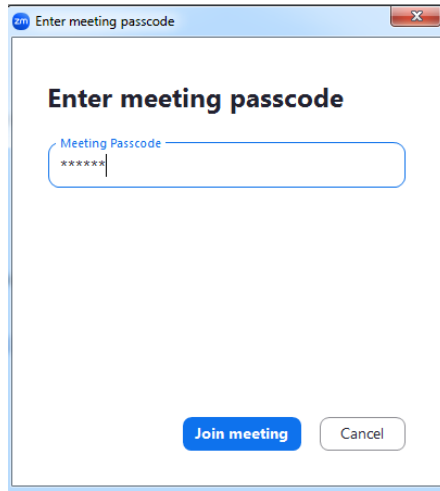
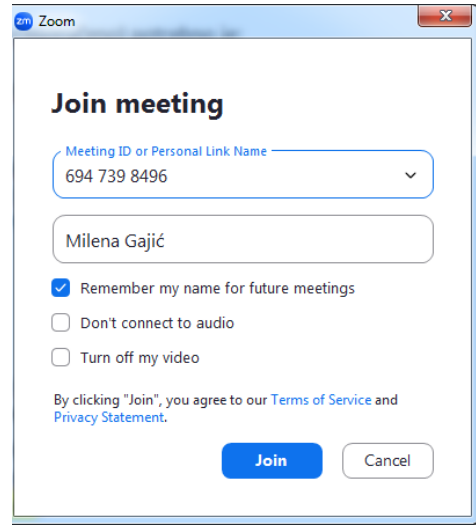
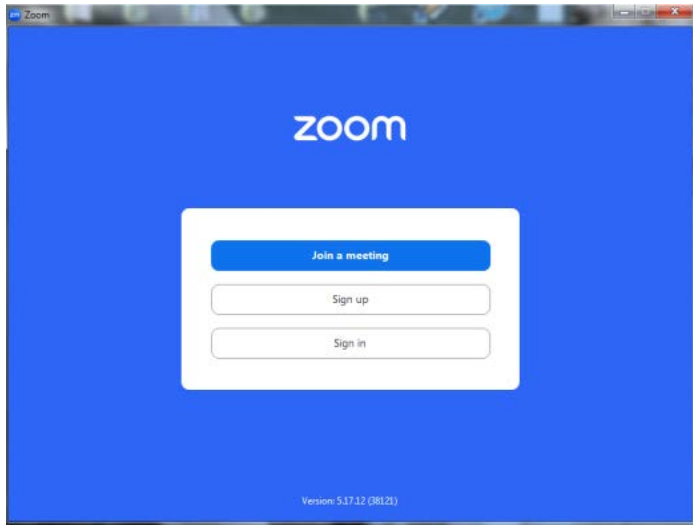
#### ***To join with the desktop application (recommended):***

1. Install the Zoom desktop application in advance. It can be downloaded from <https://zoom.us/download>
2. Launch the Zoom desktop application.
3. Click **Join a Meeting** and enter your name (please provide full name of the person who previously informed the organizer that he/she will present the paper), and the online **Meeting ID**, after you will be required to enter the **Meeting Passcode**.

**Meeting ID: 694 739 8496**

**Meeting Passcode: 688950**

4. When you access to the Zoom conference, you enter the Main room. If your presentation is in one of the remaining rooms, select the **Breakout Rooms** option, then click on **Join** and choose one of the offered rooms in which you are arranged according to the Conference Program (Room A, Room B or Student's symposium).

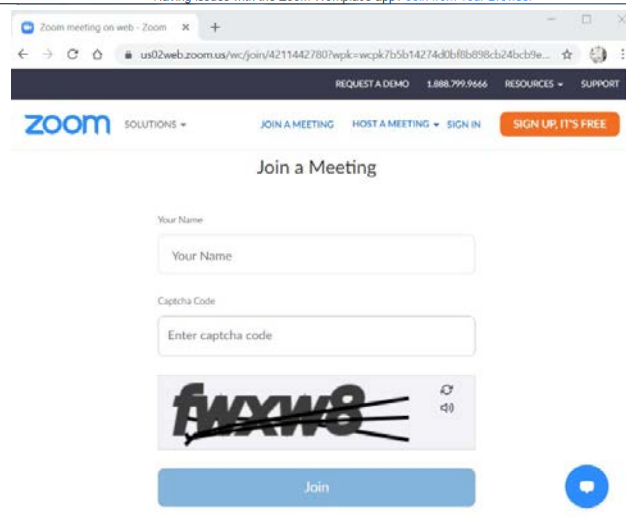
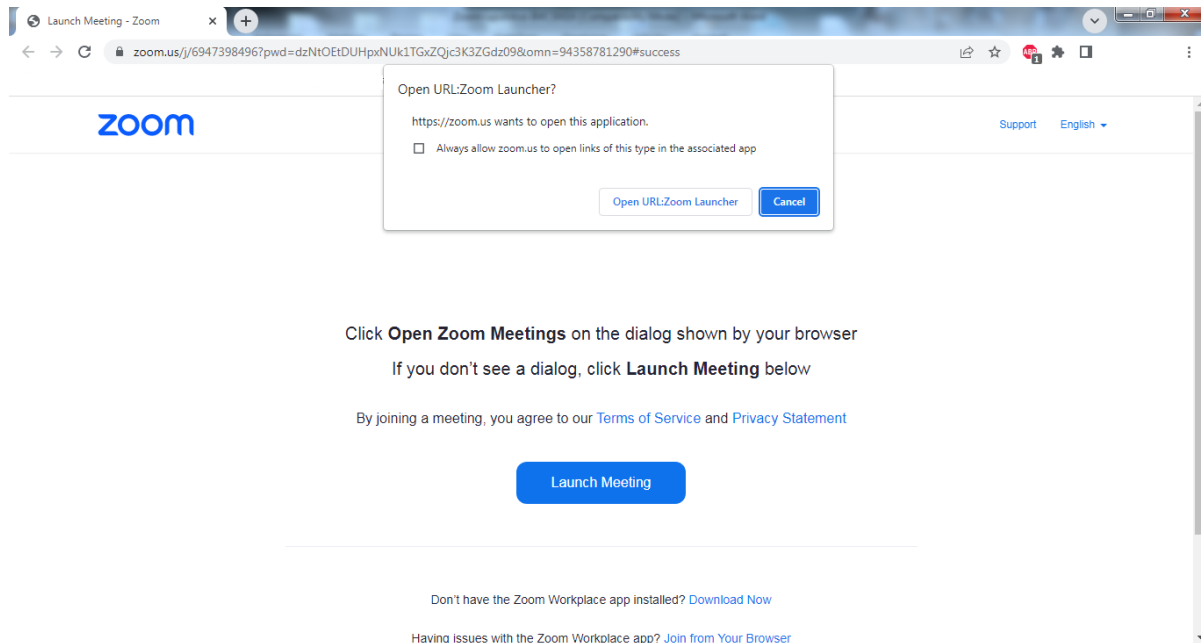


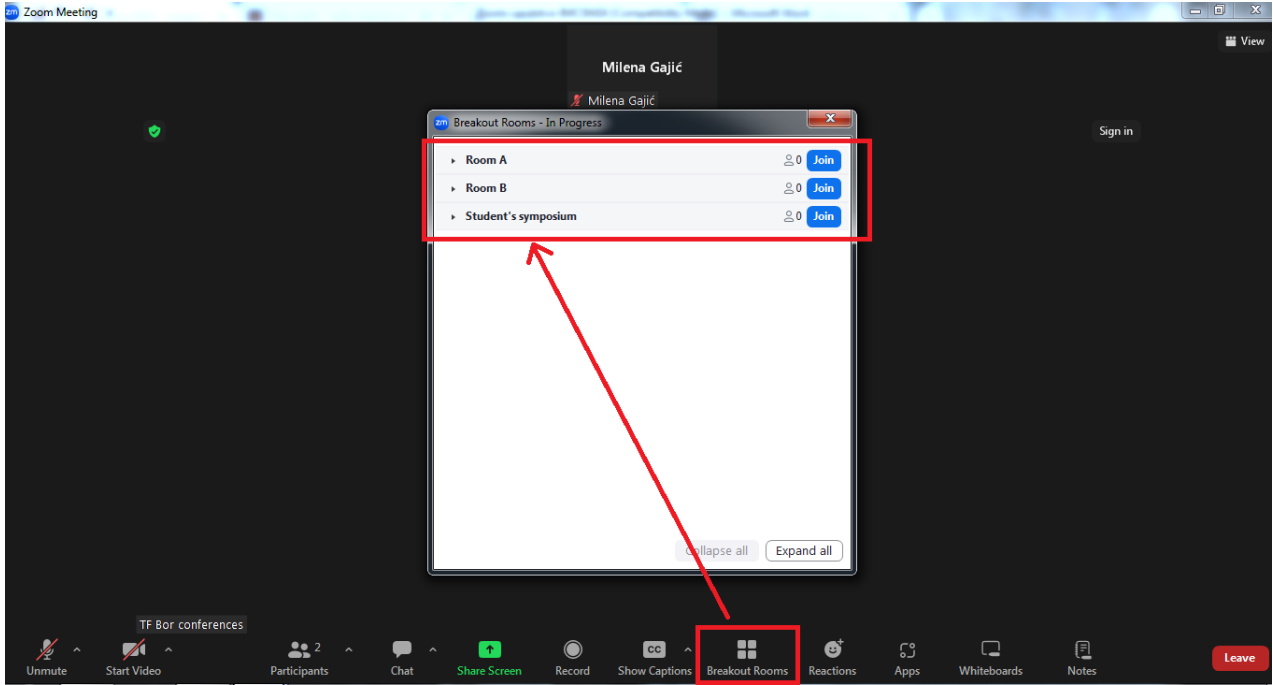
## To join with Web Viewer (no application download necessary):

1. Open the following online meeting link in a browser to load Web Viewer:

<https://zoom.us/j/6947398496?pwd=dzNtOEtDUHpxNUk1TGxZQjc3K3ZGdz09&omn=94358781290>

2. On the Web Viewer window, click **Open Zoom Meetings** (or **Launch Meeting**).
3. In required field enter your name (please provide full name, rather than nickname or else) and Captcha Code and click **Join**.
4. After this step, you access the Zoom conference, which means you enter the Main room. If your presentation is in one of the remaining rooms, select the **Breakout Rooms** option, then click on **Join** and choose one of the offered rooms in which you are arranged according to the Conference Program (Room A, Room B or Student's symposium).







## ***Basic session structure:***

- **15 minutes before the Session:** The host will start the designated Zoom meeting.
- **Beginning of the Session:** The Session Chair will open the session and introduce the first presenter.
- **The duration of a single presentation:** 10 minutes
- **Q&A Session:** After finishing the last presentation in the session the host will announce Q&A session.

Online events during the conference should start and end according to the planned time schedule. We kindly request that all presenters join their sessions at least several minutes prior to the scheduled time of the session. Also, the hosts and the moderator will notify speakers when they exceed their allocated time limit.

## ***Your presentation***

When it is your turn to present please follow the next steps:

1. Open your presentation.
2. Click the **Share Screen**  button located in your Zoom meeting controls.
3. Select the **Application Window**, select your presentation (it is necessary to have the presentation open in order for it to appear in the Application Window) and click the **Share** button.
4. Once you have shared your presentation, you can start the slideshow.
5. To stop sharing your presentation, click the  **Stop Share** button.

