

# User's Guide



**DCOSS 2021**

International Conference on Distributed  
Computing in Sensor Systems

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Dear Attendant, Dear Speaker,

Due to the evolution of the health pandemic this year, DCOSS and its accompanying Workshops will be held virtually with synchronous delivery. The program comprises two interesting keynotes, presentations of the accepted papers and tutorial sessions over three days. Virtual delivery will not impact the publication of the DCOSS 2021 proceedings and presented papers will be included on IEEE Xplore.

During this pandemic, we have become familiar with the virtual delivery of events and the use of the corresponding tools. DCOSS 2021 and its accompanying Workshops will be delivered via Microsoft Teams in a way that simulates the attendance of a physical event as much as possible. This document aims to serve as a user guide on how to join the "DCOSS 2021" virtual space on MS Teams for you to get the best possible experience.

For any issues, you may come across, feel free to reach out as specified in the Helpdesk section at the bottom of this guide.

The DCOSS 2021 Organizing Committee

# How to attend

The conference will be held on Microsoft Teams. Speakers and registered attendants will be invited through Microsoft Teams as guests to contribute to the events and participate to the sessions.

Invitations will be sent to the email addresses that were used in the registration (<https://dcoss.org/registration/>).

## 1. Install Microsoft Teams

In order to attend this conference, you need to install the MS Teams client on your local computer through this [link](#) or you can use the online web-app client on the Internet browser of your preference.

It is strongly suggested to use Microsoft Teams app for desktop or mobile for a smooth and complete experience of the virtual event. However, if this is not possible, [Google Chrome](#) is the recommended browser for attending via the Microsoft teams web client.

## 2. Sign-in to Teams

After opening the MS Teams app, you will be offered a sign-in window. Please use the same email address that you used to register with DCOSS.

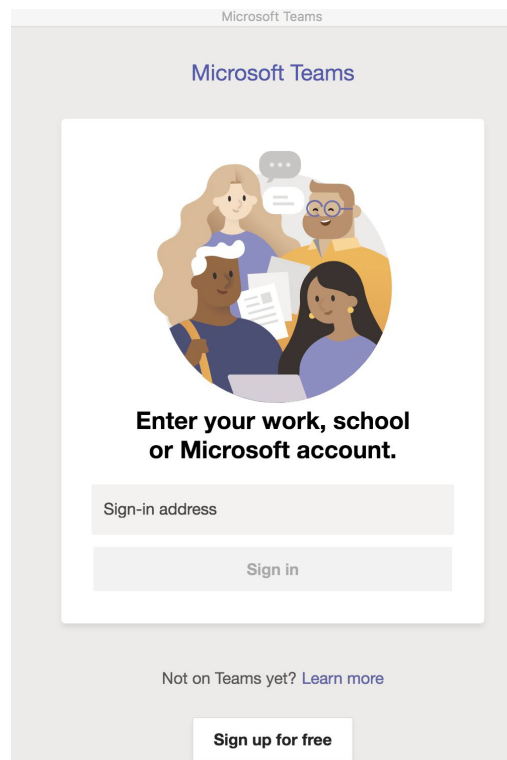


Figure 1

### 3. Log-in to the University of Patras organization

At this point, two events may occur:

- a. If you already have a Microsoft Teams account under the email address used to register to DCOSS 2021, you are almost done.
  - i. In case you are already signed-in, simply switch the organization to “University of Patras” in the upper-right corner of Teams, as shown in Figure 2.

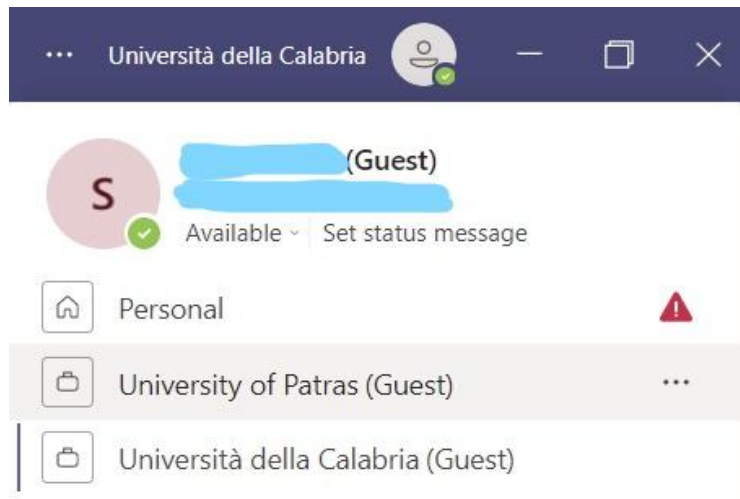


Figure 2

- ii. Alternatively, you may be presented with a window prompting you to choose your team, such as the following:

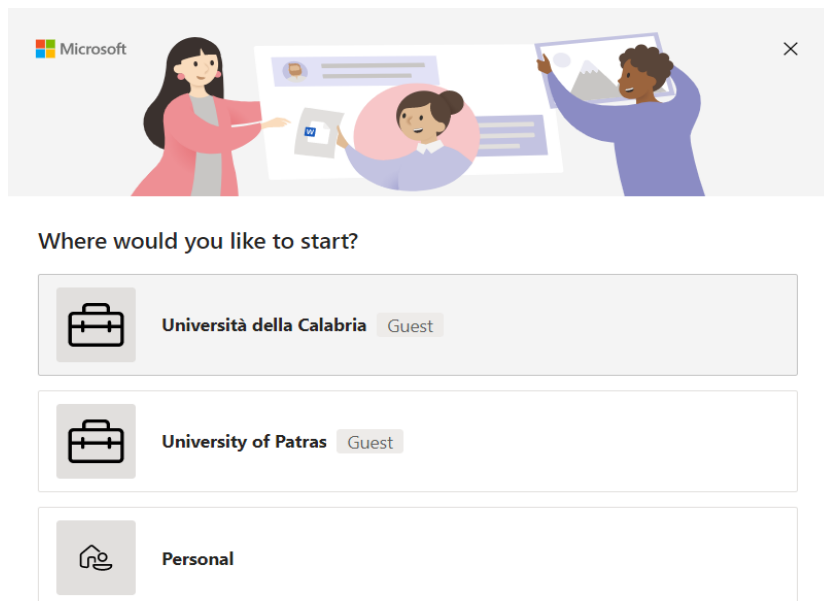


Figure 3

- b. If you do not have an account under that specific email in the Microsoft Teams platform, you will need to take additional steps to sign up and verify your successful registration to the platform. These steps will be followed only once during your initial registration.
  - i. Microsoft will inform you that no MS Teams account exists under that email.
  - ii. Microsoft will send you a verification code via mail (to the same email address you used for signing up to the platform), that is needed to complete the sign up procedure.
  - iii. In the next window, select “University of Patras (Guest)” from the dropdown selection menu and click ‘Continue’.

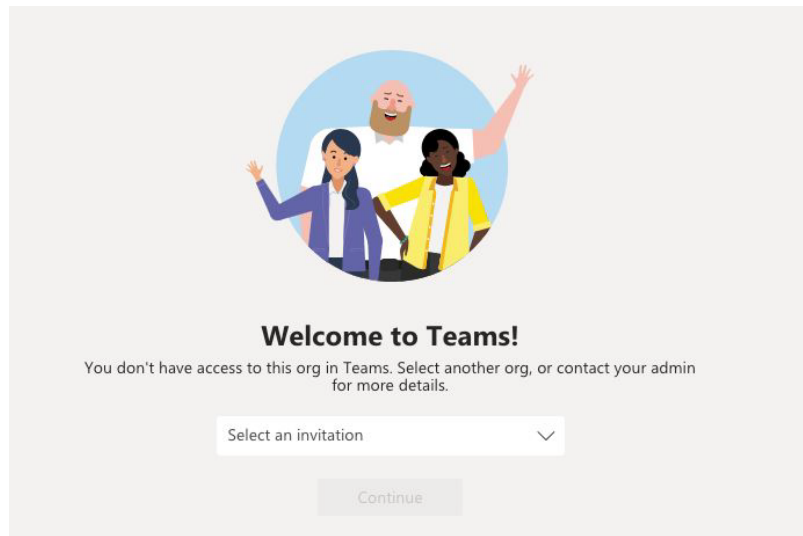


Figure 4

- iv. Follow the rest of the instructions to complete your registration:

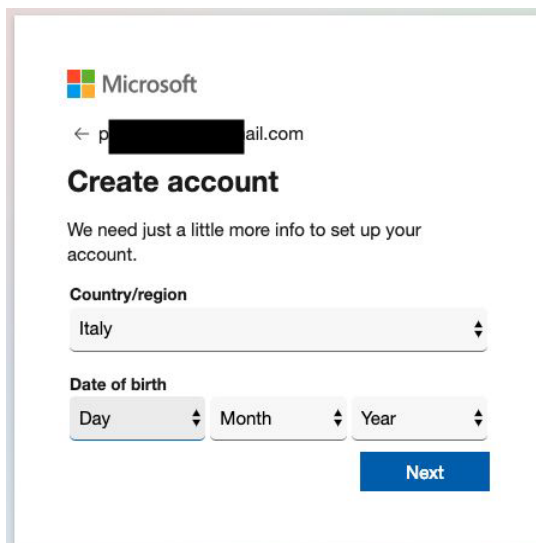


Figure 5

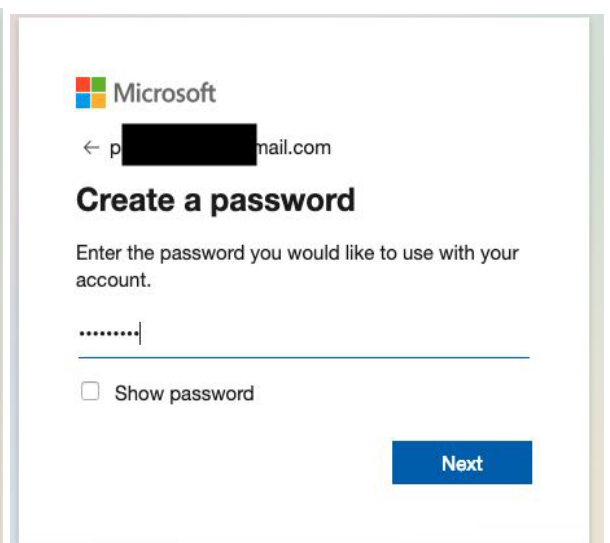


Figure 6

- v. Remember to give the needed permissions to the "University of Patras" Teams space (click "accept").



Figure 7

This requires a second verification code and an "I am not a robot" check

- vi. In case you previously selected to sign in using the web client on your browser, a new window will appear prompting you to select the desired Organization as shown in Figure 8.

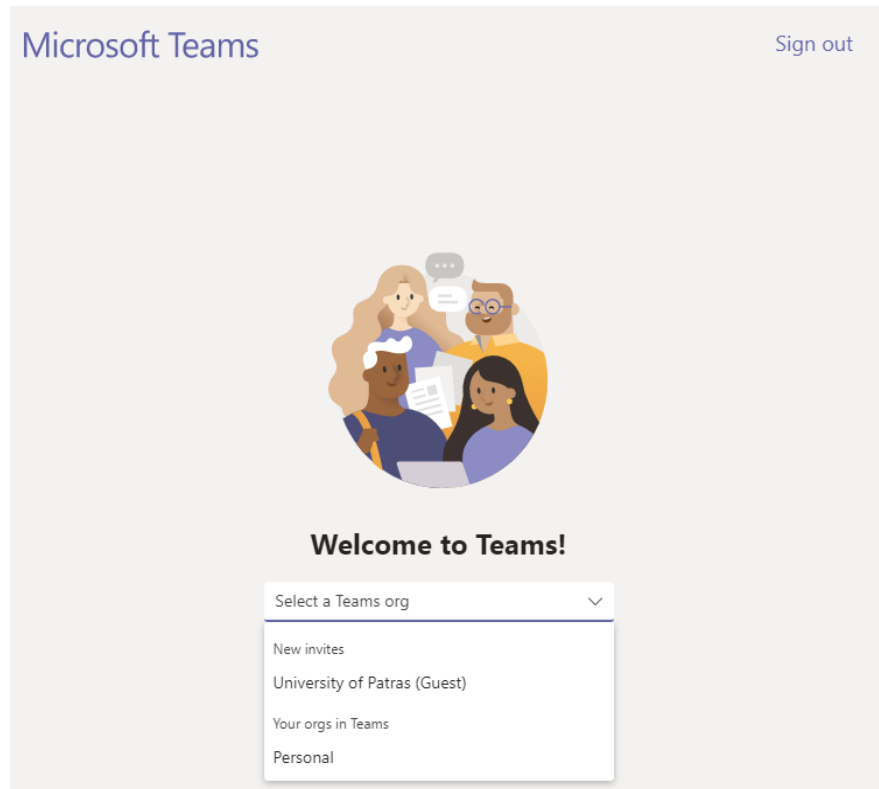


Figure 8

Now the sign-in window is shown again, this time with you being registered. Sign in to the Teams App by using your email address (if necessary, restart the Teams app).

#### 4. Verify that you joined the team

In any case, you can check that you joined the team “DCOSS 2021” by clicking on the “Teams” tab in the left bar: you should see the conference rooms/channels, as shown here.



Figure 9



## During the conference

### How to join the sessions and access the events

The virtual space of DCOSS 2021 is organized in multiple e-rooms (called channels in Microsoft Teams) to enable parallel sessions. Our help desk will be available in the e-room “Helpdesk”. During the conference, you can actively switch e-rooms freely, similarly to a physical event. This allows you to attend the sessions and the presentations that are of interest to you.

E-rooms can be accessed from the left navigation panel and will be available on the left bar, as shown in Figure 9. If a meeting is taking place, a camera symbol is displayed next to the room’s name; if a chat is active there, the room name appears in boldface. To join an active meeting you must click “Join” on the relevant post which will be visible in the “Posts” tab of that specific e-room similar to the one depicted in Figure 10.



Figure 10

After joining the meeting, you will be greeted with a similar window to the one depicted in Figure 11.

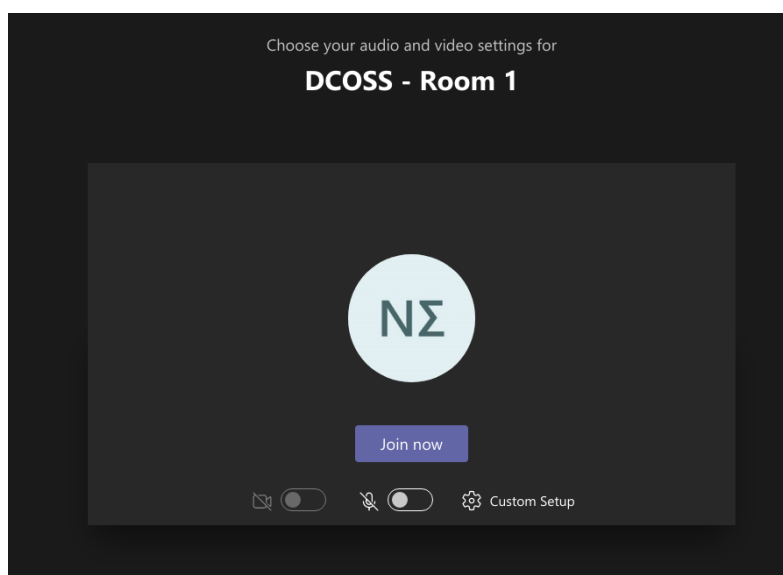
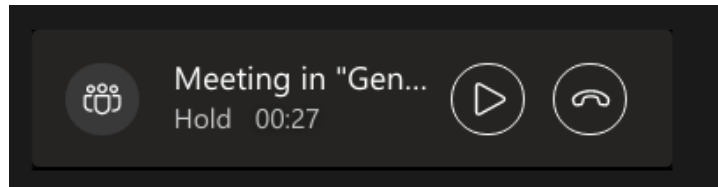


Figure 11

At this point, please ensure that your microphone and camera are switched off (in case they are not disabled by default) and click “Join now” to finally join the Session of interest.

In order to transition from one e-room to another, you can follow the same procedure as previously described. A small window will pop-up to your Meeting window (as depicted in Figure 12), that allows you to either terminate the previous meeting you were on or resume it.



*Figure 12*

Once you join a session, please be sure that your microphone and camera remain switched off, unless you are one of the Speakers or the Session Chair. You will be allowed to use your microphone and the chat during Q&A.

## Virtual conference architecture

The event's sessions will be hosted in separate e-rooms according to the Program of each event (make sure to check the home page of DCOSS 2021 ). In particular, the following e-rooms are going to be available inside the DCOSS 2021 team:

- Main Event (hosting all sessions of the main event)
- UrbCom
- IoT14
- ISIoT
- WiDroIT
- WCNEE
- Emerging Topics in Sensor Networks (a joint event of the SmaCE, WPSN, REFRESH)

Participants are able to transition freely among the e-rooms and attend the corresponding sessions.

### **Social room**

An additional e-room named "DCOSS Lobby" will allow participants to network and interact with each other in a less structured environment.

## How to ask questions during presentations

### By microphone

1. Following each presentation, there will be a Q&A session moderated by the Session Chair. You can request the floor to ask your question by using the "raising hand" feature of Teams (see Figure 13).

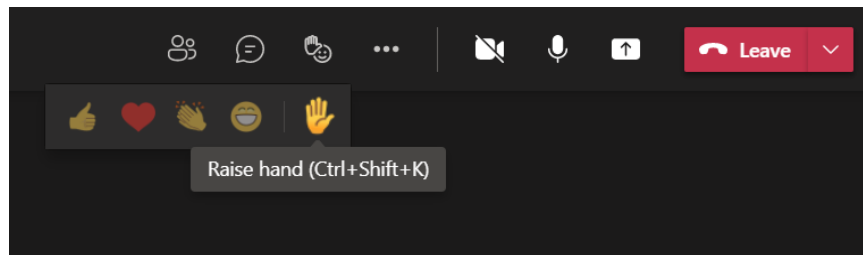


Figure 13

2. When you are given the floor, remember to switch your microphone and camera ON.
3. When you give the floor back, remember to switch your microphone and camera OFF.
4. After you finish the interaction, please lower your hand by pressing the same button in case the Session Chair did not do it for you.

### By chat

You will also be able to write down questions in the chatbox. The session chair will then read the question out loud.

## How to Present

In order to present your paper, the Session Chair must grant you Presentation rights. When that happens, the option to share your screen will be visible in the menu bar (located either on the bottom or on the top of the Meeting's window).

Consequently, to present your paper you should unmute your microphone and press the "Share content" button (or "Open share tray" button depending on your client version).

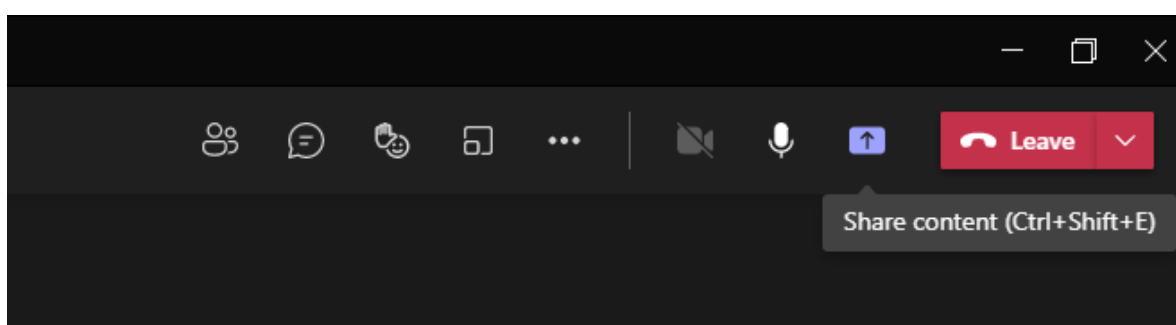


Figure 14

## Helpdesk - Do you need support?

- If you need help with setting up Microsoft Team or you have other questions, please contact Mr. Stefanos Panagiotou, [spanagiotou@ceid.upatras.gr](mailto:spanagiotou@ceid.upatras.gr), Mr. Dimitris Markantonatos, [markantonatosdimitris@gmail.com](mailto:markantonatosdimitris@gmail.com) and Mr. Konstantinos Timpilis, [timpilis@ceid.upatras.gr](mailto:timpilis@ceid.upatras.gr).
- Also, our helpdesk will be available for chatting in the channel labeled “Helpdesk” throughout the duration of the conference.