

BLACK SEA  
HORIZON



Bi-regional STI Dialogue

# webinars and online meetings



brief introduction to the online meeting room

# Welcome to our webinars and online meetings!

The **online meeting room** <sup>1)</sup> is provided by the [DLR Project Management Agency](#), a cooperation partner in the Black Sea Horizon project.

This brief introduction will help you to successfully take part in our sessions.

## All you need

- is a computer with internet access and – if you want to take part actively – a headset  , or a speakerphone  (combined speaker and microphone).

Plug them in **before** you join the session.

If you just want to listen in, but not speak yourself, the inbuilt in speakers of your computer (or earphones) are all you need.

- You will not need a password to join, you can access the online meeting room with just your name and your e-mail-address.

<sup>1)</sup> The software solution behind this meeting room is [iLinc™](#).  
Support to the DLR Project Management Agency is provided by [cme24 Ltd.](#)

## Some general suggestions

- Please join the session a few minutes ahead of the beginning of the actual webinar.

Thus you will have the time to e.g. adjust your audio setting or get support regarding any technical problems without interrupting the meeting.

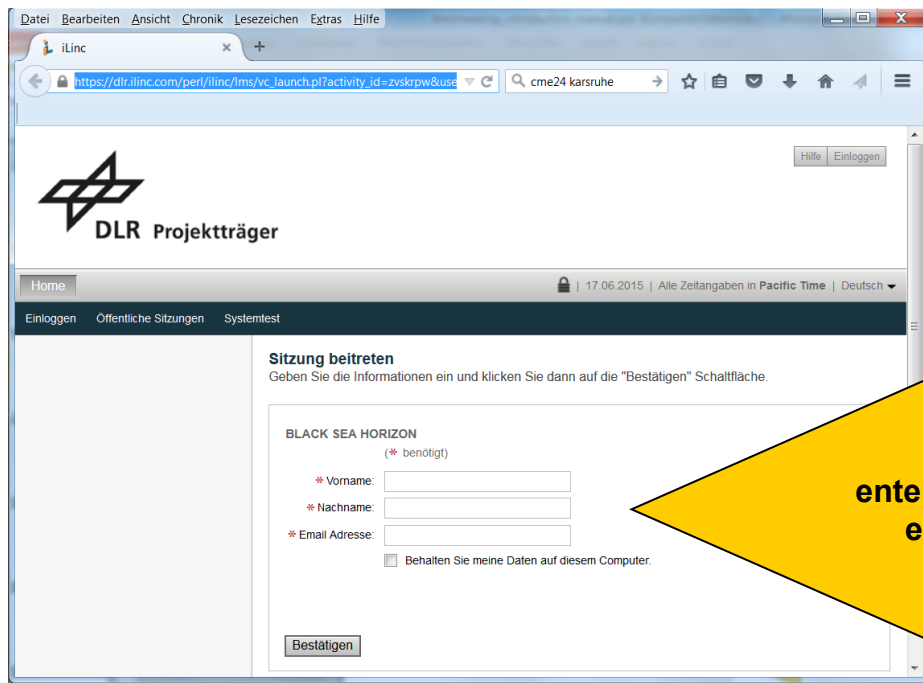
- We usually ask the webinar participants to switch off their webcams unless they want to take the floor/ hold a presentation themselves.
- Unless you are currently speaking, we kindly ask you to mute your microphone ( see page 9) to help reduce background noise.
- If you face technical problems during the session and would like to address them without interrupting the speaker/presenter, please use the chat panel (see page 11).

# How to access the Online Meeting Room

To go to the Black Sea Horizon Meeting Room follow this link:

[https://dlr.ilinc.com/per/ilinc/lms/vc\\_launch.pl?activity\\_id=zvskrpw&user\\_id=](https://dlr.ilinc.com/per/ilinc/lms/vc_launch.pl?activity_id=zvskrpw&user_id=)

A new window will open. Please enter your name and e-mail-address:



The screenshot shows a web browser window with the URL [https://dlr.ilinc.com/per/ilinc/lms/vc\\_launch.pl?activity\\_id=zvskrpw&user\\_id=](https://dlr.ilinc.com/per/ilinc/lms/vc_launch.pl?activity_id=zvskrpw&user_id=). The page header includes the DLR logo and 'DLR Projektträger'. The main content area is titled 'Sitzung beitreten' (Join Session) and contains the following form:

**BLACK SEA HORIZON**  
(\* benötigt)

\* Vorname:

\* Nachname:

\* Email Adresse:

Behalten Sie meine Daten auf diesem Computer.

As a webinar participant you will NOT need a password to join and you will not need to disclose any personal information apart from your name and e-mail address.

**enter first name (Vorname), family name (Nachname), e-mail address and click „Bestätigen (submit)“**

# Join the session

Now – depending on the security settings of your system – some other windows may open. Just click yourself through the process...

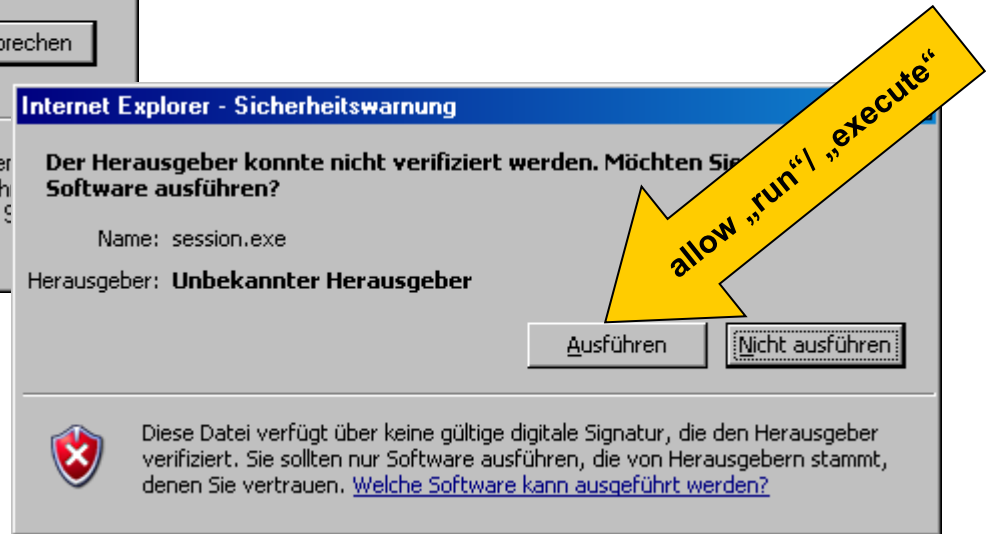
The image displays two screenshots of a Microsoft Internet Explorer browser window. The browser title is "iLinc - Joining iLinc Session - Microsoft Internet Explorer bereitgestellt von IKT-Service BG unter 110". The address bar shows "http://ilinc.pt-dlr.de/lms/vc\_launch.pl".

**Left Screenshot:** The page content includes the heading "Joining Session" and the text "Connecting to iLinc Session..". Below this, it says "To simplify joining, right-click the yellow bar above to install the ActiveX control." A yellow bar contains a message: "Joining Session - Windows Intern... This website wants to install the follow... the... Install ActiveX Control...". A red arrow points to the "Install ActiveX Control..." button. Below the bar, it says "Installing ActiveX will refresh page." and "Manual join option will display momentarily, if needed." At the bottom, it provides contact information: "If you have questions, please contact technical support at +49 (0)721 9595 611 or support@cme24.d". A large yellow arrow-shaped callout box contains the text: "wait a minute (please be patient) and see, if this window opens automatically...".

**Right Screenshot:** The page content is similar, but the "Manual Join" button is visible. A red arrow points to the "Install ActiveX Control..." button. Below the bar, it says "Installing ActiveX will refresh page." and "If you prefer not to install our ActiveX control, please click 'Manual Join' below and choose 'Run' from the resulting dialog box". There is an unchecked checkbox labeled "Always use Manual". A large yellow arrow-shaped callout box contains the text: "You do not need to install Active X. Just select „Manual Join“". At the bottom, it provides contact information: "If you have questions, please contact technical support at +49 (0)721 9595 611 or support@cme24.de".

# Join the session

Now – depending on the settings of your system – some other windows may open. Just click yourself through the process...



Depending on the security settings of your system, you may be warned against unknown software here. Allow „session.exe“ to be executed.

# Join the session

You are now in the actual meeting room, which looks more or less like this:

The screenshot shows the iLinc CAUSE meeting room interface. The window title is "iLinc | iLincNet CAUSE". The menu bar includes "File", "Edit", "Controls", "Tools", "Session", and "Help". The toolbar contains icons for "Internet Audio", "Audio Settings", "MY STATUS", "AUDIO", "VIDEO", "SHARE", "PRESENT", "WHITEBOARD", "HELPING", "POLL", and "MEGA". The "Attendees" panel on the left shows a video feed of "Stephanie Franke" and a list of participants with "no other participants online". The main content area displays a PowerPoint slide with the "BLACK SEA HORIZON" logo, a star rating, and the text "Bi-regional STI Dialo" and "Basic Webinar on Horizon 200". The "Chat" panel at the bottom left is labeled "Public" and "Private".

**presentation tools for floor holders**

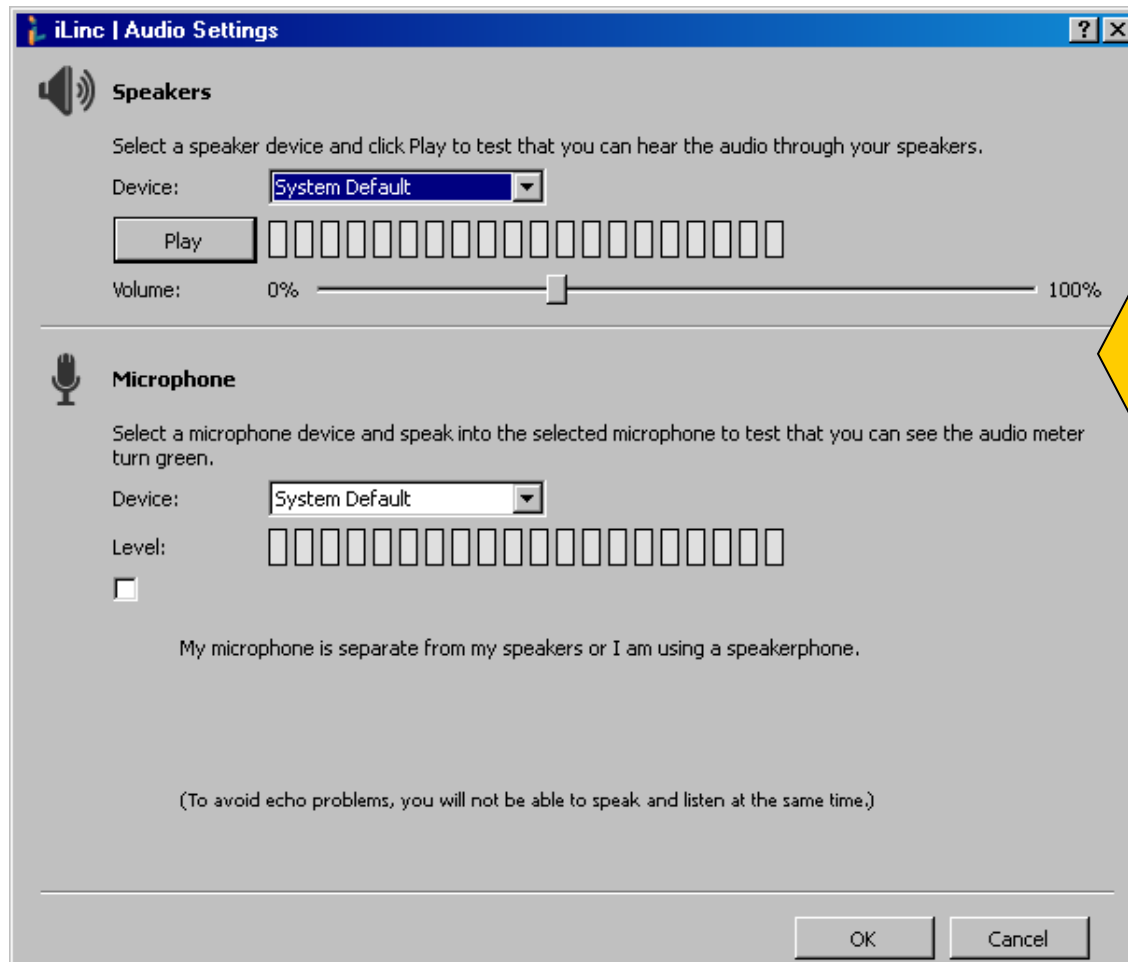
**current floor holder (presenter),  
list of participants (here = no other participants online)**

**content area for viewing  
PowerPoint presentations  
or other documents/ pictures**

**chat panel for public  
or private side discussions**

# Adjusting your equipment

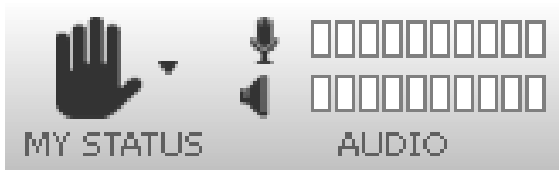
In the top left corner you will find a link to the „Audio settings“.



**Just follow the instructions on your screen, to adjust the settings of you headset or speakers and microphone (only if you are not satisfied with the present settings).**



# Using the meeting room



On the top left you see

- your own microphone (here: open/ just click this icon to mute your own microphone),
- your own headphones/speakers (here: open/ just click this icon to mute your own speakers)
- a button you can use to „raise your hand“ to get the floor holder's or session leader's attention, to indicate that you temporarily „step away“, etc.

Usually a session leader will coordinate the meeting.

He/ she will give the floor to a participant, mute microphones of participants who are currently not speaking (to reduce background noise), answer to questions from the chat panel a.s.o.

The session leader can be supported by an assistant, who also has the user privileges and additional tools to coordinate the meeting.

# Using the meeting room



In this panel you can see,

- who is currently „holding the floor“ (i.e. speaking, presenting)
- who is participating
- what participants are currently able to do:
  - Participant 1 can talk and listen
  - Participant 2 can listen, but not talk
  - Participant 3 can talk, but not listen

## Using the meeting room



A **chat panel** allows you to write short messages to other participants during the session. You can address all participants („public“) or choose just one participant („private“).

This can, for instance, be used to let the session leader know that you face technical problems - without interrupting the general discussion.

As long as the session is still active, the chat log can be saved and printed out. Once the session is closed, it will be deleted automatically.

Write your message here and click the arrow icon or press enter.  
Your text will be visible to the other participants immediately.

# Using the meeting room

 **Share your Desktop**  
This is the quickest way to start sharing and will share everything on your desktop.

 **Share a Region**  
A great way to keep attendees focused on the specific area you are trying to share.

 **Share an Application**  
Select the specific applications to share. Any application that is not selected to be shared will be masked if placed on top when you are sharing. Try not to bring other applications to the front when sharing.

 **Draw on a Whiteboard**  
Create a clean slate to diagram or brainstorm.

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 **Send Quick Invitation**

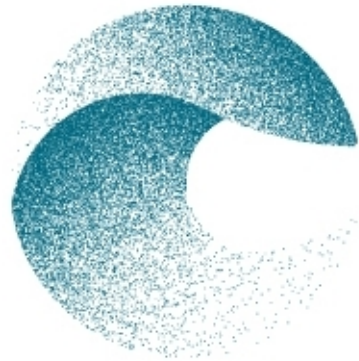
 **Send Invitation via IM (copy)**



The session leader has an additional set of tools.

He or she may for example share his/her desktop or an application (like MS Word™), so that all participants can see, what he/she is doing there.

Sessions can be recorded, although this isn't done routinely. If a session is recorded, the session leader will inform participants about this at the beginning of the meeting.



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Bi-regional STI Dialogue

We hope this brief introduction will help you to successfully participate in our web meetings and webinars.

*Please note that you are not entitled to use the Online Meeting Center for other purposes than web meetings / webinars initiated by the DLR Project Management Agency itself or facilitated by the DLR Project Management Agency on behalf of its cooperation partners.*