

15th Quadrennial Solar-Terrestrial Physics (STP-15) Symposium and STEPSYS workshop

Presenter Guidelines

WebEx Virtual Platform

All the participants may please take note that STP-15 Symposium and STEPSYS workshop will be conducted on the WebEx virtual platform.

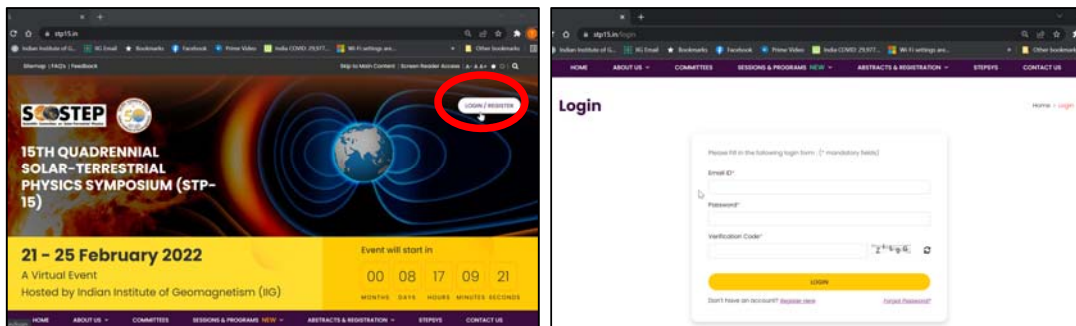
It is recommended that all the participants download and install the CISCO – WebEx Application (App) on your Desktop/Laptop/Tablet PC that is being used to join the STP-15 and/or STEPSYS virtual sessions.

One can freely download the latest WebEx app from <https://www.webex.com/downloads.html>

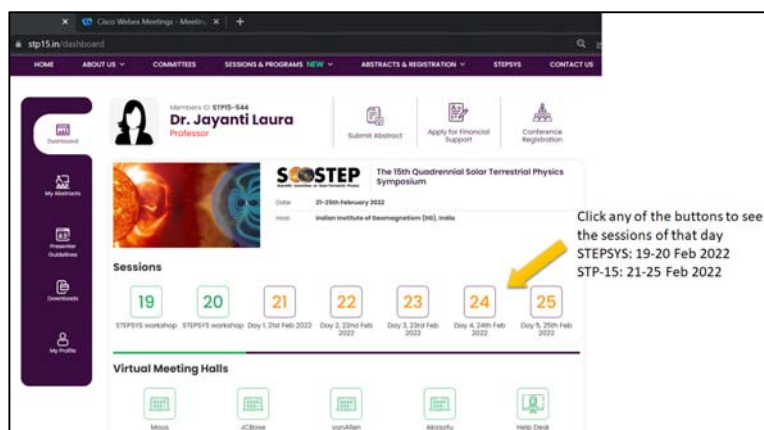
Please make sure that one has good internet connectivity, and audio (headphones with mic) and video (webcam) peripherals are properly connected.

Joining the virtual sessions and making a presentation

Login to <https://stp15.in> with your registered user-id (email-id) and password credentials.



Login will take you to user dashboard. Click on any of the buttons under “Sessions” to see the sessions of that day



One can view the program of that day. Click on the desired virtual hall to enter the WebEx Meeting

The screenshot shows the 'Day 1, 21st February 2022' program page. It features a navigation bar with links like HOME, ABOUT US, COMMITTEES, SESSIONS & PROGRAMS, ABSTRACTS & REGISTRATION, STEPSYS, and CONTACT US. The main content is organized into time slots: Session 1 (vanAllen Hall, GMT 03:00-04:20), a Break-out Session (30 mins), an Inaugural Session (Moos Hall, GMT 04:50-06:10), a Meal/Nap Break, and Parallel Sessions (GMT 11:00-12:20). Three virtual halls are highlighted with orange circles: vanAllen Hall, Moos Hall, and JCBose Hall. Each hall has a corresponding session card with details like chair names, topics, and abstract IDs.

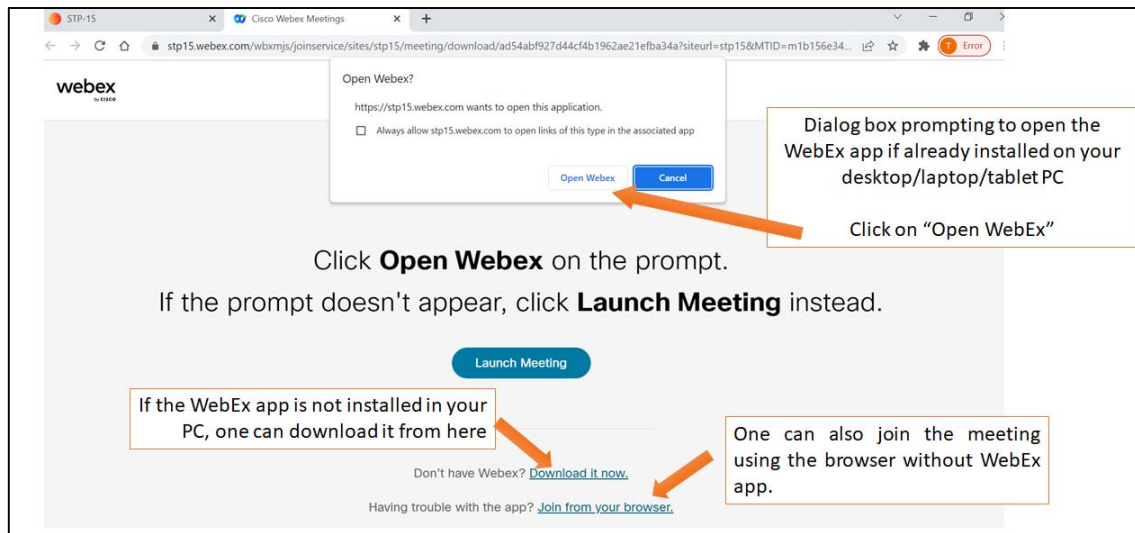
Click on the desired virtual hall to join the WebEx meeting

One can also enter the WebEx meeting of the desired virtual hall directly from the dashboard.

The screenshot shows the 'stp15.in/dashboard' page. The user profile for Dr. Jayanti Laura (Members ID: STP15-544, Professor) is visible. Navigation options include Submit Abstract, Apply for Financial Support, and Conference Registration. The dashboard features a 'Sessions' section with a calendar for days 19 to 25. Below this is the 'Virtual Meeting Halls' section, which lists Moos, JCBose, vanAllen, Akasofu, and Help Desk. A yellow arrow points to the JCBose virtual hall icon.

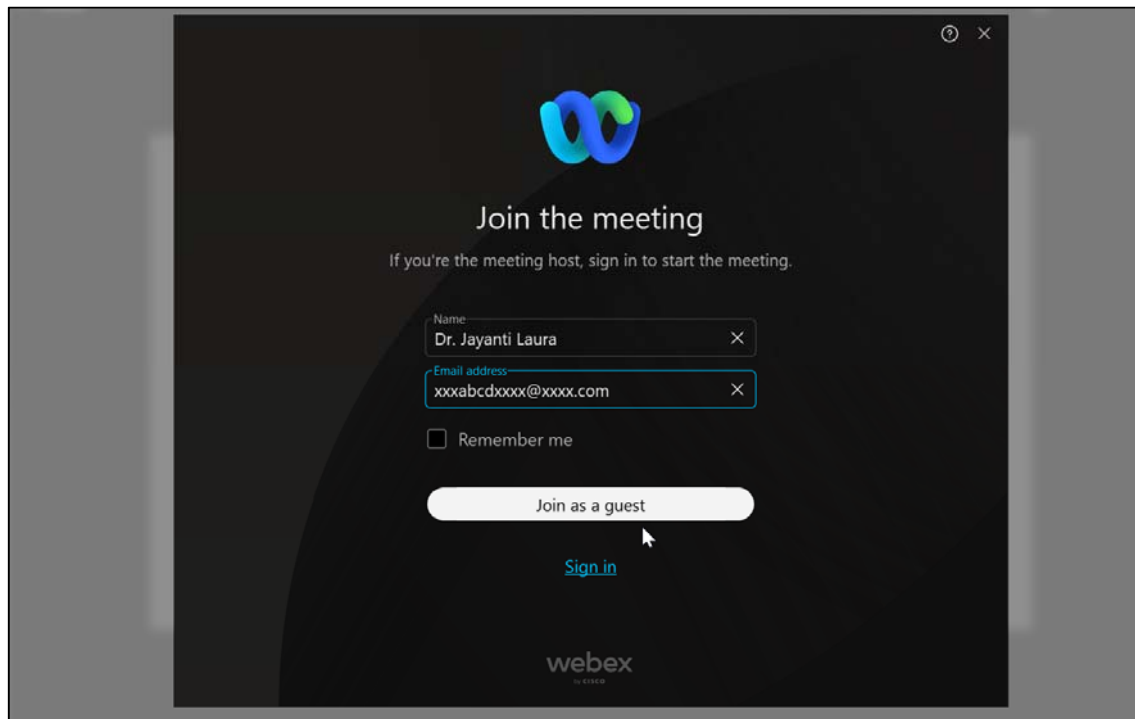
Click on the desired virtual hall to join the WebEx meeting directly from the dashboard

On clicking the desired virtual hall, one will be directed to WebEx virtual platform as shown below

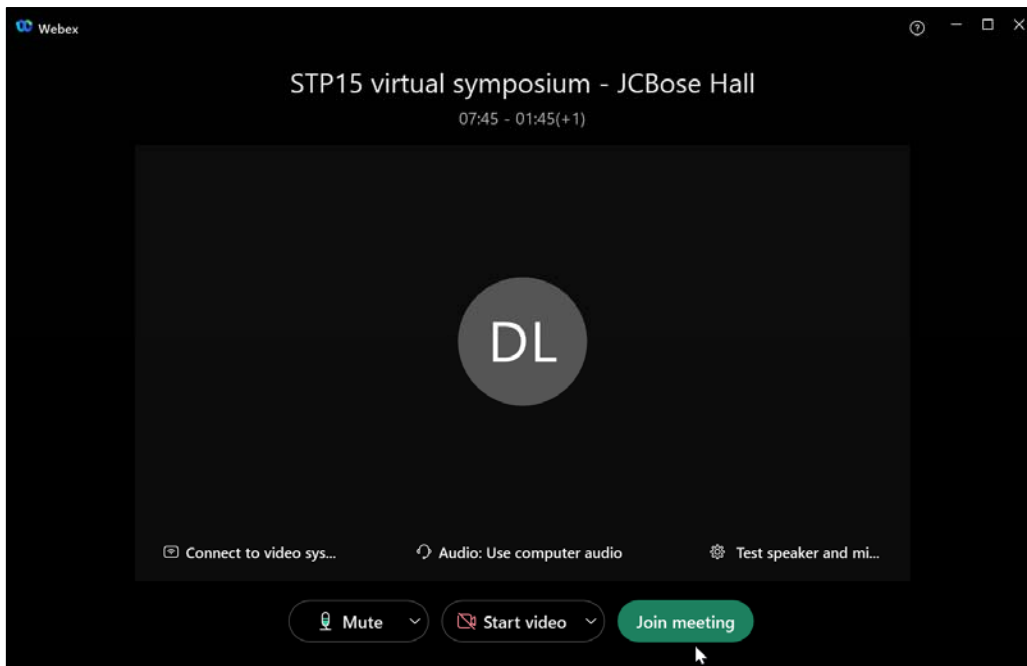


Open WebEx app when prompted. It is recommended to join the virtual meeting using the WebEx App instead from the browser.

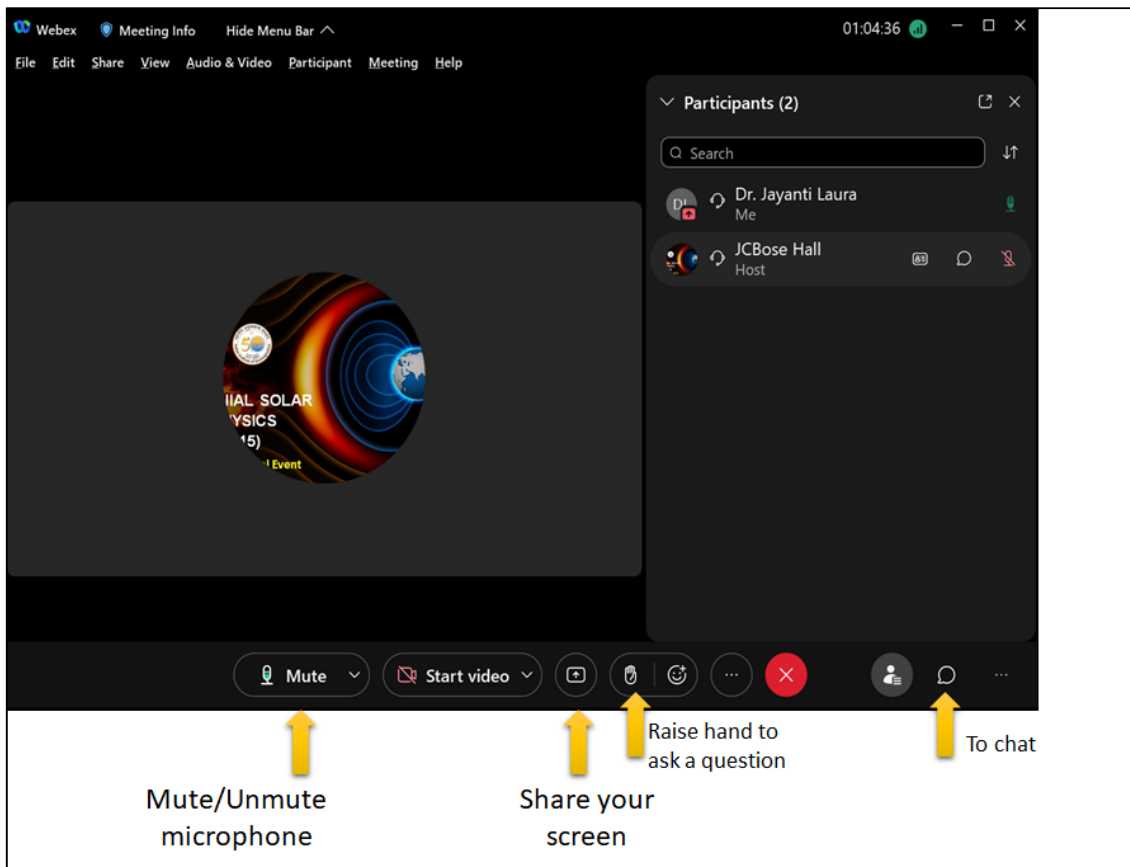
Enter your full name (to correctly identify you) and email when prompted. Click on "Join as a guest".



Now you are entering into the selected virtual hall. Click on “Join meeting”.



Now you are in the virtual meeting. Note the essential control buttons as shown below.



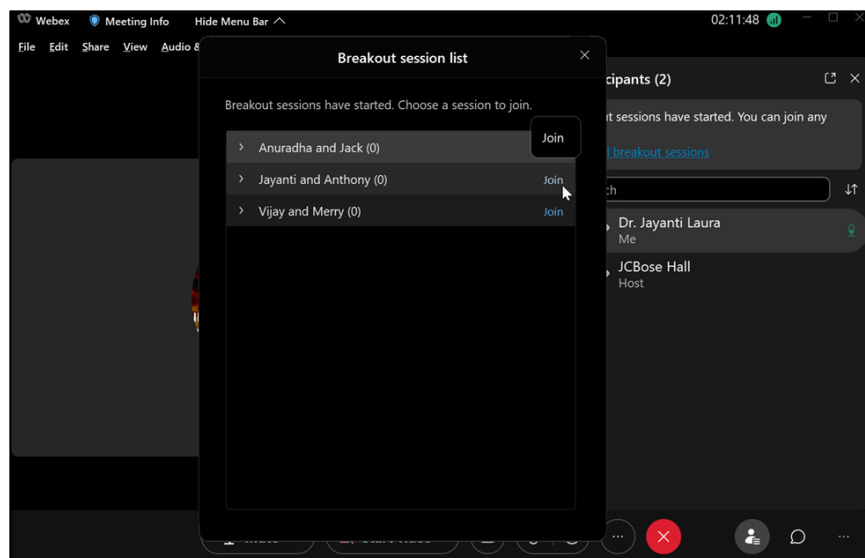
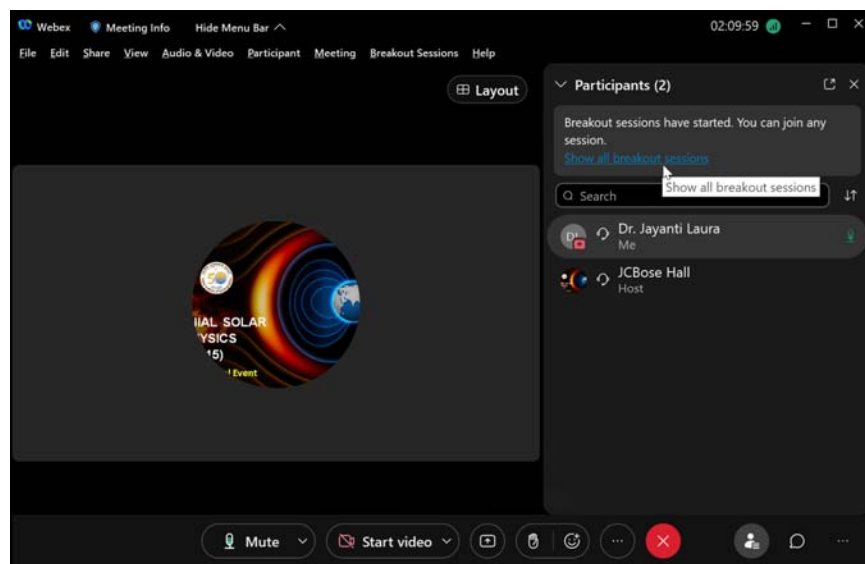
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Guidelines for Breakout Sessions

Each 80-mins scientific session is followed by a 30-mins breakout session for more extensive discussion and/or interaction of participants with the speakers. All the speakers are requested to remain in the same virtual hall throughout the session and join the breakout rooms at the end of session.

The speakers from the preceding session will form 2 or 3 groups. Each of the groups will form separate breakout session rooms. Participants can enter any of the breakout session rooms for discussion/interaction with the speakers. They can move freely from one breakout session room to another and participate in the discussion therein.

Breakout session looks like this:



Join any of the breakout session for more discussion/interaction.

Please take a note of the essential control buttons in the breakout session as shown below.

The screenshot shows a Webex meeting interface during a breakout session. The main display area shows the name 'Dr. Jayanti Laura' and 'Me'. On the right, a 'Participants (1)' panel shows the user's name and a 'Show other breakout sessions' link, which is highlighted by a yellow arrow. At the bottom, a control bar contains buttons for 'Unmute', 'Start video', and a red button with a white exit icon. Two yellow arrows point from callout boxes to these buttons. The first callout box, labeled 'Mute/Unmute microphone', points to the 'Unmute' button. The second callout box, labeled 'To leave the breakout session', points to the red exit button.

When you are in a breakout session, Click here to see other breakout sessions in your hall

For any further assistance, one may contact the Help Desk from the dashboard.

The screenshot shows a conference dashboard for 'SOSTEP The 15th Quadrennial Solar Terrestrial Physics Symposium'. The dashboard includes a navigation menu at the top, a user profile for 'Dr. Jayanti Laura' (Professor), and a sidebar with options like 'My Abstracts', 'Presentator Outlines', and 'Downloads'. The main content area features a 'Sessions' section with a calendar view for days 19 through 25. At the bottom, there is a 'Virtual Meeting Halls' section with icons for 'Moos', 'JC Bose', 'vanAllen', 'Akosofu', and 'Help Desk'. The 'Help Desk' icon is circled in orange.