

Dear colleague:

I hope this document finds you and your loved ones well. As you well know the events that occurred this year, as a result of the pandemic, prevent the normal development of activities that involve the loss of social distance. Despite the fact that in Spain the situation seems to be reaching normal levels and that participants probably will be able to travel to the usual venue for the conference, we are working to provide you with alternatives just in case that you prefer to stay at your homeland.

Content of this document:

1. Considerations on the conference.
 - a. Procedure to attend the conference in the online mode.
 - b. Procedure to attend the conference physically.
2. How to record your lecture and prepare the video (screencast).
3. How to get the mobile app and access to the CMMSE community.

Hope to see you soon and share good moments at the conference.

Jesus Vigo Aguiar.

Considerations on the conference

The procedure in case that you want to attend online

1. Use the conference paper upload system to send us your contribution.
2. Once the decision on your paper is made, **if accepted**, then IF YOU ARE ATTENDING ONLINE

(OPTION 1): SCREENCAST / PREPARATION OF A VIDEO BEFORE THE CONFERENCE.

- a. **RECORD YOUR LECTURE**: set up one of the recommended apps (or your preferred one) to create a video in which you can (in 15 minutes) explain your contribution. Share your screen (screencast).
- b. **UPLOAD YOUR VIDEO**: The conference committee will send you a link (once the paper is accepted) to allow you to upload your video (no more than 15 minutes).
- c. **YOUR ROLE DURING THE CONFERENCE**: The conference committee will send you a link to your virtual room (during the conference you should activate your room and attend questions about your video). We will use **JITSI** virtual conference. It is very easy to use. The link will take you directly to your room, we will share that link with the rest of the participants that, previously have seen your video- and you can discuss in that room about your contribution. You should show up -at least- during your assigned talk slot. You can use this room for networking with other researchers (before or after the conference).
- d. **THE CHAIRMAN**: the person in charge of your virtual room will check the room and the assistance. In the online mode and in the not online mode.

(OPTION 2): YOU CHOSE NOT TO PREPARE VIDEO AND MAKE YOUR LECTURE IN YOUR VIRTUAL ROOM (this option is **not recommended**). Participants not attending their slots in their virtual room will be considered as “no show” authors. Some of the risks associated with this option are :

RISK 1: If you are from a different time zone, please take this into account. Your lecture may be planned in a uncomfortable time in your area.

RISK 2: During your lecture you may experience lags, interferences or Internet shutdowns due to technical issues or network congestion. This will make your lecture into a bad experience.

RISK 3: Other participants can interrupt your talk making it last longer than the assigned time.

RISK 4: Due to bandwidth restrictions the quality of your text or equations may make it hard for the participants to read your work.

PROCEDURE:

- a. The conference committee will send you a link (JITSI) to a virtual room where you should show up -at least- during your assigned talk slot. You can use this room for networking with other researchers (before or after the conference).
- b. You will have a limited time to share your screen and show to the audience your presentation and reveal details of your contribution.

The procedure in case that you want to attend physically

3. Once the decision on your paper is made, **if accepted**, then IF YOU ARE **NOT ATTENDING ONLINE**
 - a. It is recommended that you record a video of your presentation so ONLINE participants will have access to it. To do this, set up one of the recommended apps (or your preferred one) to create a video in which you can (in 15 minutes) explain your contribution. Share your screen (screencast). Use the link provided by the conference committee to upload your video.
 - b. As usual, you will expose your contribution.
 - c. During the discussion, the chairman, will ask the speaker questions from the virtual room where online participants can ask (during the questions round). This is the reason why the video is necessary.

How to record your lecture

Screencasting is basically a digital recording of the computer screen output, often including audio narration. Screencasting is different from screen shooting or screen capturing in that the former contains video captures – visual components similar to a movie – of the computer screen activity accompanied by audio, while the latter provides images of the screen content at a particular time. there are a variety of tools available that can be used to create screencasts Some of them are commercial; however, others are freely available on the Internet, as presented in the following table. Our recommendation is to use **OBS (Open Broadcast Studio), apowersoft or moveavi** (see links and more details in the table below) but many other options are available. Options marked with ** may be of your interest.

Before you proceed further (in case you opt for OBS) here you can find how to deal with it:

- OBS USE SHORT GUIDE : https://www.youtube.com/watch?v=DTk99mHDX_I
- OBS (more detailed) GUIDE : <https://www.youtube.com/watch?v=q13CWSGeH5M>
- PowerPoint with OBS: <https://www.youtube.com/watch?v=B9BpRNLCKg8>

Tool/website	URL	Basic description
BB Flashback Express	https://www.flashbackrecorder.com/	It allows recording the screen, with sound and webcam footage, in Flash and AVI formats. It is provided free of charge
** Camstudio	https://camstudio.org/	It records screen and audio activity in AVI format. It is provided free of charge.
		It is a professional tool used to capture

Camtasia Studio	https://www.techsmith.com/camtasia.html	and record activities on the computer screen. Moreover, it is also equipped with a video editor. The price is around \$300.
** Open Broadcaster OBS STUDIO	https://obsproject.com/	It is open source software for screen recording and live streaming, which is provided free of charge.
iSHOWYOU	http://shinywhitebox.com/ishowu	It is a screen recorder for Mac computers. "e basic version can be purchased at \$20.
Jing	https://www.techsmith.com/download/jing	It captures images and records video on the computer, adding visual elements. It is provided free of charge, but the output is limited to five minutes worth of recording.
Screencast- omatic	http://www.screencast-omatic.com/	It captures the screen on Windows or Mac computers. It is possible to record online without downloading the software, or alternatively, with

		an installable application. The free version has recording time limitations.
ScreenFlow	http://www.telestream.net/screenflow/	It is screencasting and video editing software for Mac computers, which costs around \$100.
** movavi	https://www.movavi.com/	It is a Web- based screen recorder that can be used without installation and the recorder is provided free of charge.
** apowersoft	https://www.apowersoft.com/screen-recorder.html	It is a Web- based screen recorder that can be used without installation. The screencasts are hosted on the purveyor's website, and the recorder is provided free of charge.
Wink	http://www.debugmode.com/wink/	It is primarily aimed at creating tutorials and presentations. It allows saving a variety of outputs and is provided free of charge.

Mobile app and access to the conference community to stay in touch and give you prompt responses to your questions and needs.

This year we have put at your disposal a website and a mobile application. The interest of this web and app resides in, for example, having a means of direct and almost instantaneous communication with any other participant (or member of the organization), which speeds up tasks such as sharing taxis, or promoting a further contact direct between researchers with common interests, inform of any technical aspect that affects the room in which the papers are being developed, etc.

Below we inform you how to access the web and the app.

- To **access** to the CMMSE community tool **using your web browser and computer**: <https://cmmse2021.mobilize.io>

- To **download the APP and access the CMMSE using your Smartphone**:
 - GOOGLE PLAY:
 - <https://play.google.com/store/apps/details?id=io.mobilize.app>
 - APPLE STORE:
 - <https://apps.apple.com/us/app/mobilize-community-management/id1184323769>

(1) The daily emails that inform of the activity, in the CMMSE community that may be of your interest, **can be restricted and even canceled**, and this is done as follows:

You can do this from your account in: cmmse2021.mobilize.io

a) Click on your profile and select settings. _

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2021 CMMSE

Settings

CMMSE Intl conference
rota.cmmse.app@gmail.c...

Account Settings

Email Settings

Email Address

rota.cmmse.app@gmail.com

Add/Change Email

Password

Reset Password

Closing your Mobilize account

Close account

CMMSE Intl conference
My Profile
Settings
Email, Password, Notifications
Logout

b) Choose **email settings** and select the group(s) you have joined. And configure how you would like to receive digest emails.

Settings

CMMSE Intl conference
rota.cmmse.app@gmail.c...

Account Settings

Email Settings

Turn off all email notifications

Individual Group Preferences

Set your preferences to each group you're a part of:

CMMSE 2019 community Details

Feed activity

Receive emails notifications when members post or comment

Instantly - Get notified once a member posts & comments in the group

Daily - Receive a daily digest with all member posts & comments

Manager announcements

Receive personal emails and meeting invites sent from your group manager

ROOMS technical support Details

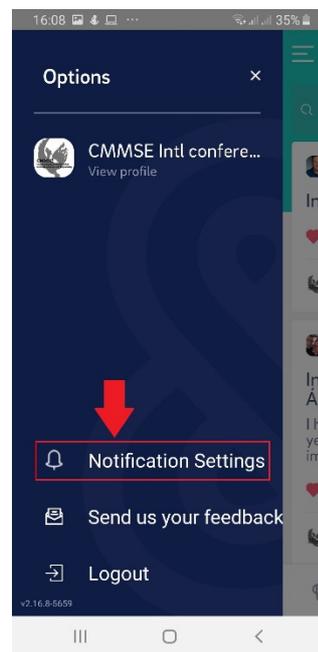
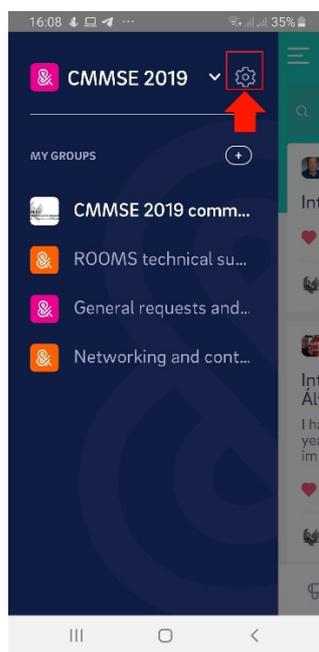
General requests and info Details

Networking and contacts Details

General Preferences

(2) Notifications in the APP can be controlled in this way (to prevent notifications that are not interested from being forwarded to us):

FIRST: Go to the settings icon, then enter notifications settings



GO TO INDIVIDUAL GROUP SETTINGS AND SELECT THE GROUP (FROM THE SET OF AVAILABLE GROUPS) FROM WHICH YOU WOULD LIKE TO FILTER NOTIFICATIONS.

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