

# Instructions for using the Blackboard Collaborate platform for CILG2020 participants

The XIV International Conference on General Linguistics will be held in virtual rooms organized through the Blackboard Collaborate platform.

To enter the different rooms of the conference, just click on the URL link that appears under each room.

When you click on the link, you will be asked for a name and, once you enter, you must accept that the application can access the microphone and camera.

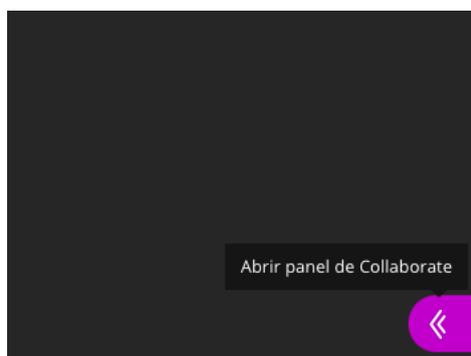
When accessing the main screen, the microphone and camera appear disconnected. Only when the moderator gives permission, the microphone can be connected. This can be checked at the bottom, in the center, where four icons are found:



The leftmost one allows you to check the status. Immediately to the right is a microphone icon. It is important to keep it deactivated when you do not have the word to avoid background noise, as there may be many participants in each virtual room. The camera can be activated or deactivated at will. The icon on the right allows you to request the word from the moderator.

In the Blackboard Collaborate platform there are three participation figures: moderator, presenter and participant. Moderator and presenter are the only figures that allow sharing content with the rest. The moderator of each session will be the chairperson and the presenter will be the communicator. The moderator can assign presenter or even moderator privileges to any of the participants by means of the dynamic menu that opens next to the name of each participant.

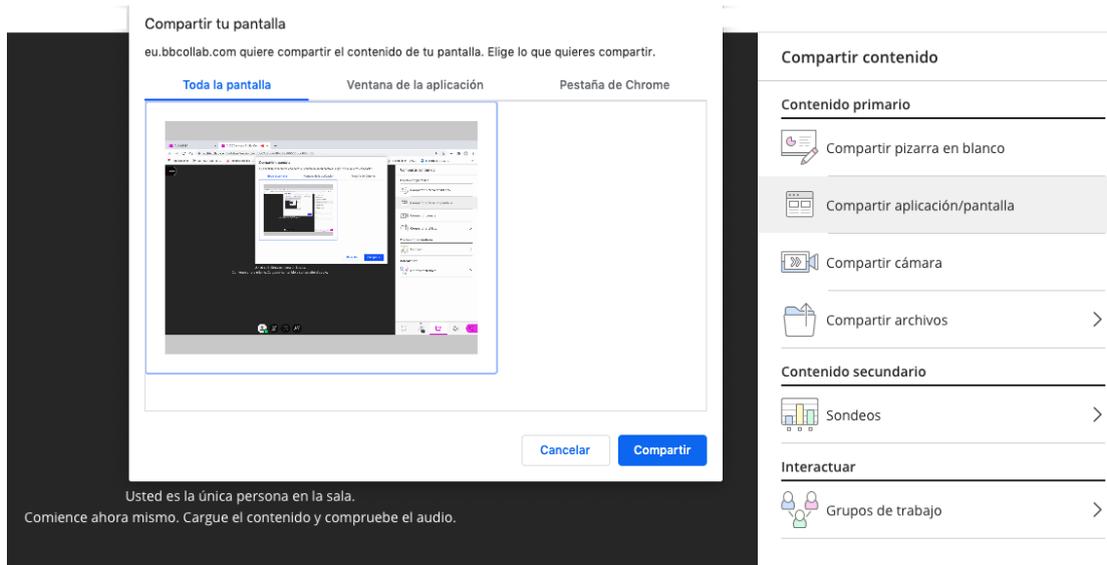
If communicators or plenary speakers wish to share a presentation with the audience, they can do so in two ways: by sharing their screen or by sharing a file. To do so, they have to click on the purple icon at the bottom right, where «Abrir panel de Collaborate» appears.



Once clicked, four tabs appear at the bottom. We should point to the third one, «Compartir contenido».



Next, the different options will appear. In the «Contenido primario» section, select the second option, which is «Compartir aplicación / pantalla».



Or, the fourth one, which is «Compartir archivos»:

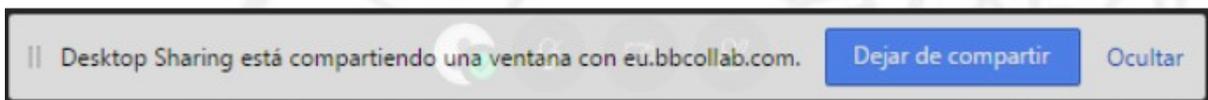


Below, we offer some clarifications about the two possible options:

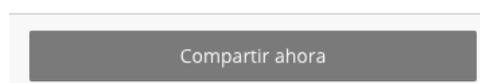
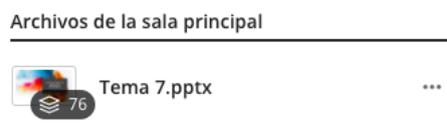
- Option 1 (compartir pantalla / screen sharing). In order to be able to execute «Compartir aplicación / pantalla» we need a Chrome extension provided by Blackboard, called 'Desktop Sharing'. So, when we are going to use such interlocation tools, we will be prompted to install this add-on in our browser, but it does not require a session restart to work.



- As soon as we click on «Compartir / Share», a new window will open in the background, which should not be closed:



- Option 2 (Compartir archivo / File sharing). The platform supports files in GIF, JPEG and PNG formats, PDF files or PowerPoint presentations. Files can be added by dragging them to the space provided, or by marking them and uploading them through the file explorer. Once included, simply select them and click on «Compartir ahora / Share now» and they will be displayed in the central area of the screen.



Please note that when choosing option 2, the files to be shared may take a few minutes to load. For this reason, the conference organizers recommend that participants choose option 1 (screen sharing), as it is faster and will avoid possible delays, or send the files to be shared to the moderators by e-mail, so that they can add them before the start of the corresponding session.

To participate in the discussion space, attendees should write their questions and comments addressed to the caller in the chat available in the collaborative tools panel. To access it, they have to click on the purple icon at the bottom right, where «Abrir panel de Collaborate / Open Collaborate panel» appears. Once clicked, four tabs appear at the bottom. We will have to point out the first one, called «Chat».



After the 20 minutes of presentation, the moderator will take the word and will ask the presenter the different questions that the attendees have formulated in the chat. They can do so throughout the presentation. The chairperson will take note of the questions and will ask them to the presenters, once the session presentations are finished.

At the moderator's discretion, if there are no questions in the chat, the word can also be given to participants who request it by clicking on the corresponding icon, and they can ask their questions directly by opening their microphones.

Once the session is over, participants can exit the session from the session panel, located at the top left, by clicking on «Cerrar sesión / Logout».

We recommend that participants who have never used the Blackboard Collaborate platform, if possible, log in at least 15 minutes before the start time of the communications to familiarize themselves with the platform and to have time to solve any technical problems that may arise.

If you have any questions or need a more detailed explanation, the members of the organizing committee are at your disposal.