



Congress 2021 · Cologne

# German Prevention Congress 10th & 11th May 2021

Instructions for using a BigBlueButton conference room  
in the scope of presentations, project-spots and the  
digital conference exhibition



Der Ministerpräsident  
des Landes Nordrhein-Westfalen



**PREVENTION  
PROVIDES  
ORIENTATION!**

10 / 11 May 2021



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# Netiquette

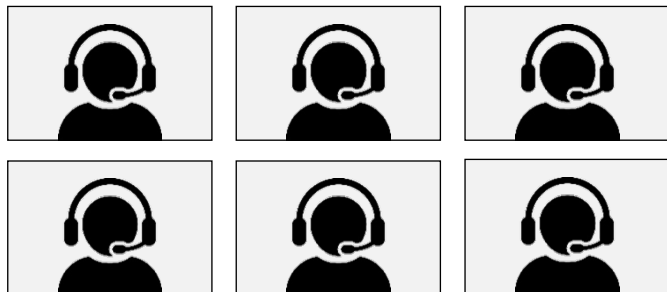
For an optimal presentation experience we recommend:

- Deactivating the microphone while not actively talking
- Reduced background noise (like keypresses) while the microphone is activated
- Preparing and testing the microphone and camera beforehand
- Leaving the camera deactivated (unless it is granted by a moderator or presenter). Exhibition rooms allow for a continuous camera usage
- Slower and clearer speech than in direct communication

# Control Attendees Camera

Please make sure to actively monitor the attendees camera usage inside the presentations. When more than six cameras are active, the conference system has to deal with greater workloads. This could have a negative impact on the conference system performance.

Please make sure to disable the camera usage for attendees when the presentation / discussion takes longer than scheduled.



# Supported Browsers

For an optimal use of the provided content we recommend following internet browsers:



## **Windows:**

Chrome, Firefox, Microsoft Edge, Opera, Vivaldi, similar Chrome-based browsers



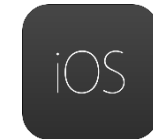
## **MacOS:**

Safari, Firefox, Chrome, Firefox Edge, Opera, Vivaldi



## **Android:**

Chrome



## **iOS (iPhone, iPad):**

Safari

# Access

Each conference/project-spot/exhibition stand has a separate conference room with its own link. All rooms are listed on the DPT-Foyer which can be found here:

<https://www.praeventionstag.de/foyer>

You will be redirected to the waiting room, upon clicking on one of the provided conference links. The room is accessible when the presenter or moderator enters the conference.



# Microphone Activation

By clicking "**Mit Mikrofon**", the microphone will be enabled. Your browser may ask for permission to use the microphone of your device. This has to be approved by clicking "**Allow/Enable/Share**".

Now an echo test will be performed. When you are able to hear yourself speaking, press the thumbs up / "**Ja**". If this is not the case, you will be redirected to the audio settings upon pressing "**Nein**" / thumbs down.

Please recheck the selected audio devices like microphone / speaker and make sure they are plugged in or activated.



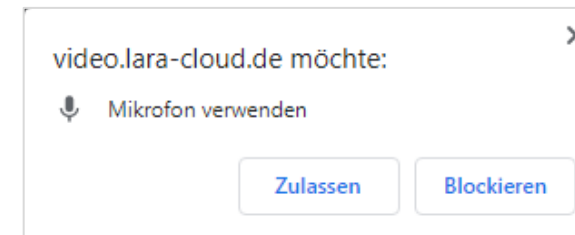
# Webcam Activation

Please keep in mind that this feature is primarily for exhibition rooms. The camera will be deactivated during presentations and project-spots.

By clicking the camera symbol "**Webcam Freigeben**" (enable webcam) the camera can be activated. Your browser may ask for permission to use the camera of your device. This has to be approved by clicking "**Allow/Enable/Share**".

Please select the camera you want to use. The quality can be left at "**Mittlere Qualität**" (normal quality).

If connection problems occur, the quality can be set to "**Niedrige Qualität**" (lower quality).



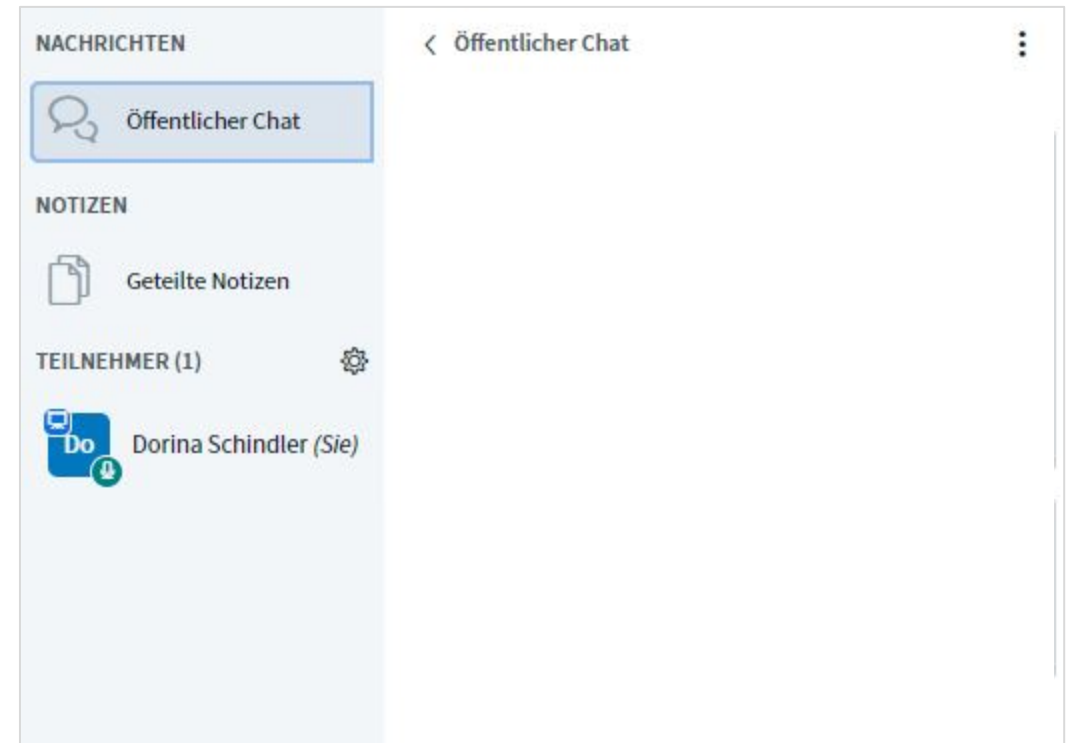


# General Menu

To the left of the screen the general menu can be accessed. It is split into three separate areas "Nachrichten" (messages), "Notizen" (notes) and "Teilnehmer" (attendees).

The chat area is public for all attendees and can be accessed and used by everyone present in the conference room.

By clicking on an attendee in the list "Teilnehmer", a private chat session can be started

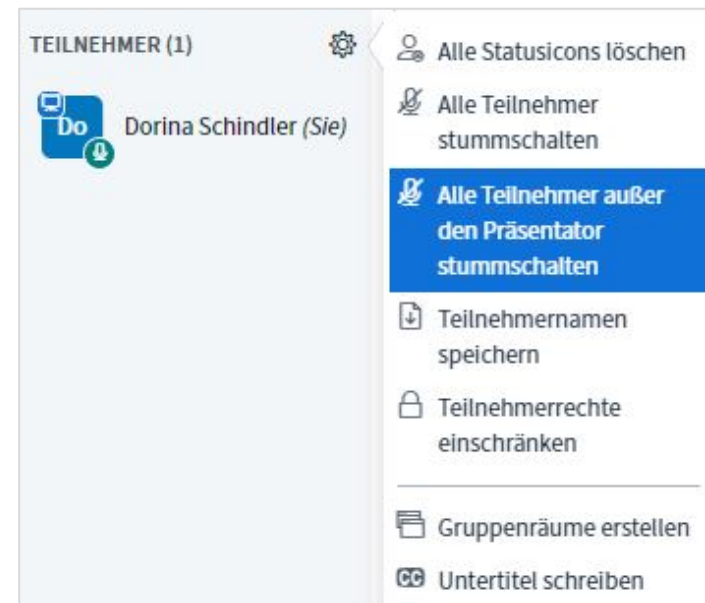


# Attendee Management (for moderators)

By clicking the gear icon to the right of the "Teilnehmer" (attendees) list, the global settings can be accessed.

This allows for restricting attendees permissions or muting all attendees present in the conference room.

It also enables group room creation. More to that on the next slides.

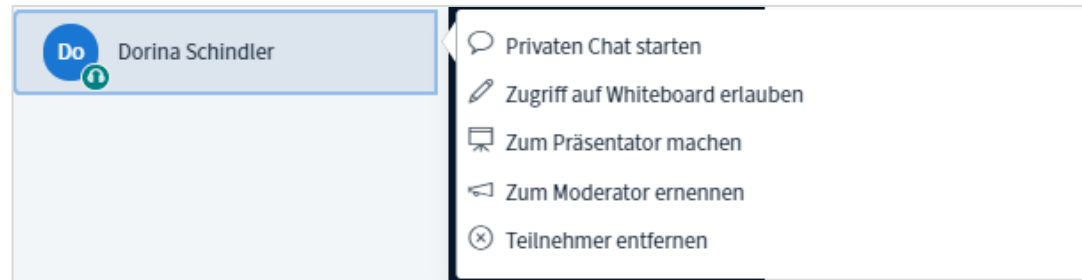


# Assign Presenter Role

Besides the moderator role, which is responsible for attendee management (see last slide), the presenter role can be assigned to an attendee in the conference room. Assignment of presenter role is only possible for one attendee / presenter at the time. It is possible to assign multiple moderators, but only one presenter.

The presenter has the ability to share the screen or control uploaded presentations.

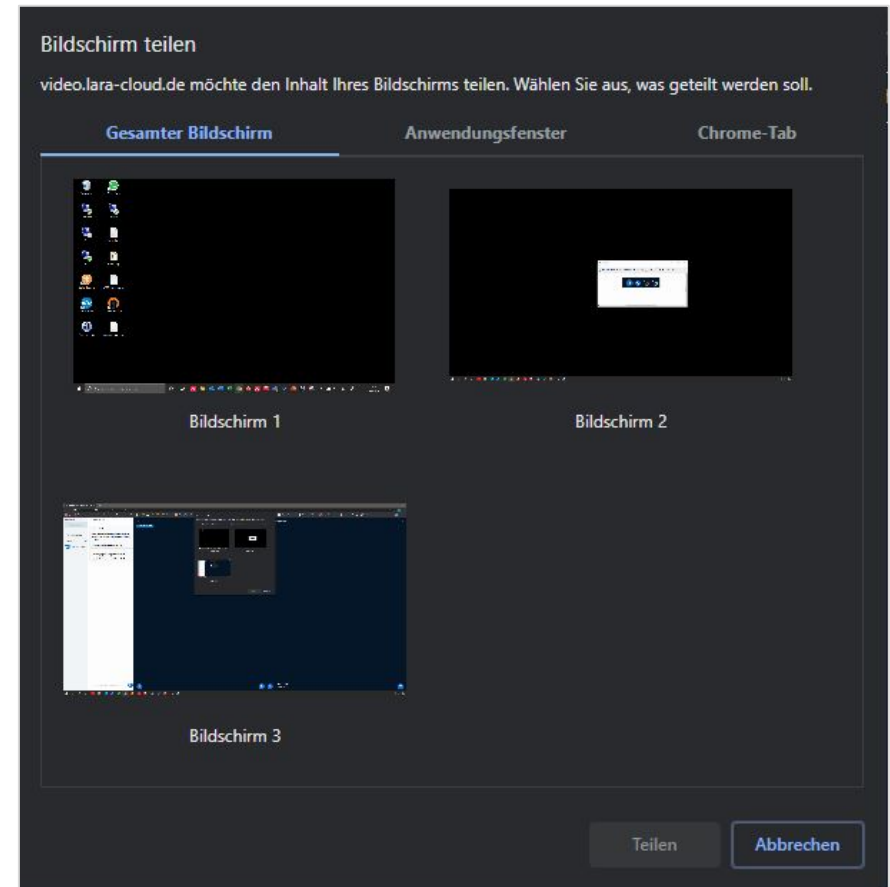
By left-clicking an attendee from the list, the roles can be assigned. Moderators are also able to self assign the presenter role.



# Screen Sharing (for presenters)

The controls on the bottom of the screen also allow for sharing the computer screen to the attendees.

We recommend sharing the whole screen “Gesamter Bildschirm”.



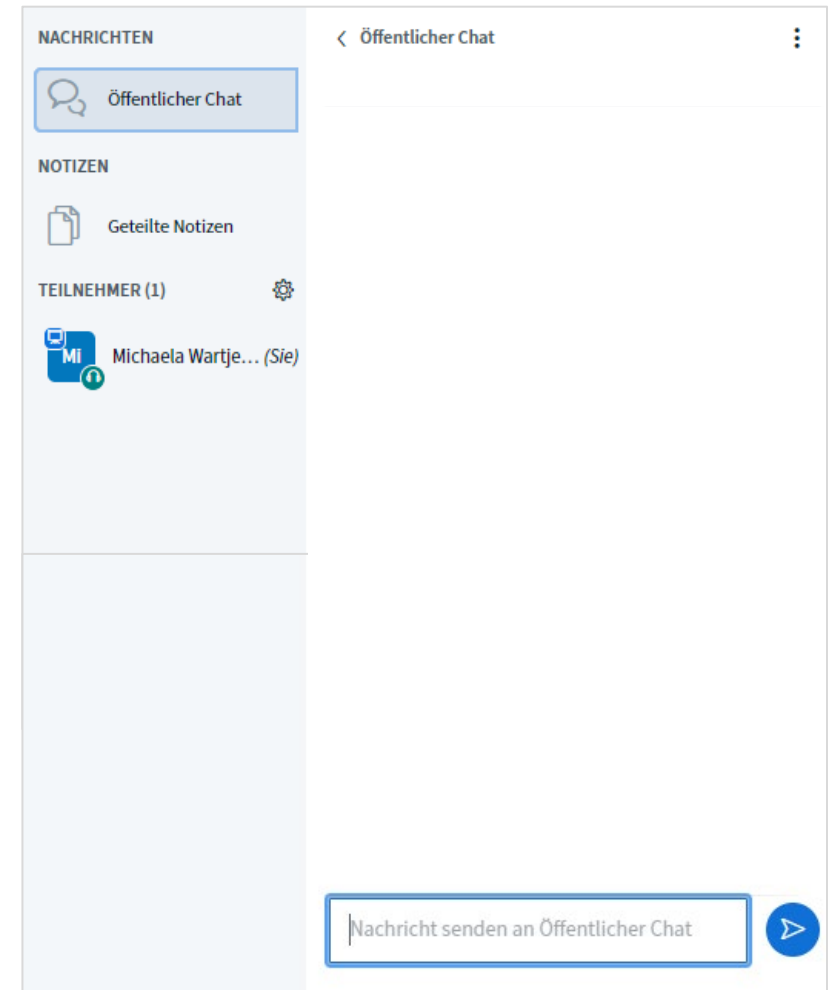
# Chat & Notes

To the left of the screen you will find the public chat.

Here you can answer questions from attendees while presenting. The chat can be viewed and used from every attendee present in the conference.

Please make sure to notify the attendees that the chat can be used to ask questions.

Below the chat you find the "Notizen" (notes), which can be used for sharing text or files to the attendees.



# Creating Group Rooms (for moderators)

The moderator can split the attendees in separate groups. It is possible to create 16 group rooms.

The duration and attendee count can be set when the room is created. You can choose how the attendees are split:

- Random distribution of attendees
- Rooms are assigned by the moderator
- Attendees choose by themselves which room they access

## Gruppenräume

Schließen Erstellen

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Tipp: Sie können die Teilnehmer per Drag-and-Drop einem bestimmten Gruppenraum zuweisen.

Anzahl der Räume  Dauer (Minuten)  ⊖ ⊕ [Zufällig zuordnen](#)

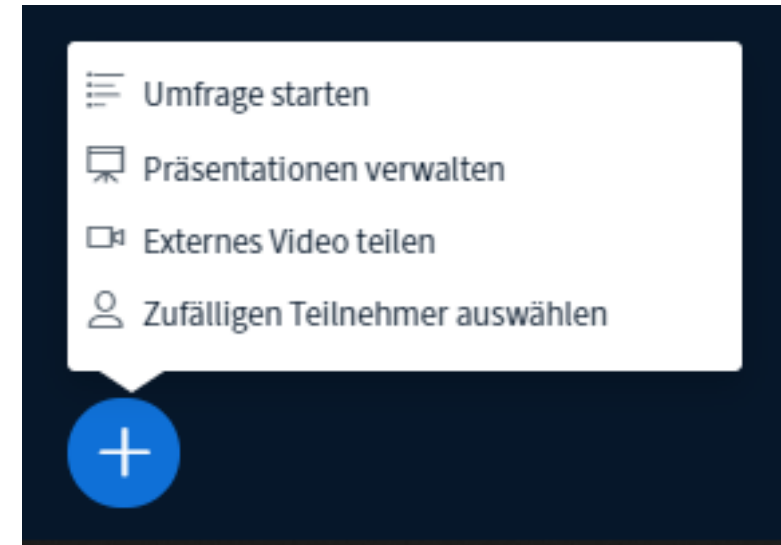
Den Teilnehmern erlauben, sich selbst einen Gruppenraum auszusuchen.

Nicht zugewiesen (1)	Raum 1	Raum 2
<input type="text" value="cimadmin (Ich)"/>	<input type="text"/>	<input type="text"/>

# Miscellaneous Actions (for presenters)

The presenter can execute different actions while they are in a conference room. The menu for these actions can be accessed in the bottom left corner of the screen.

You can start polls, upload data (in the beginning of the presentation) or share an external video via link (for example a YouTube video).



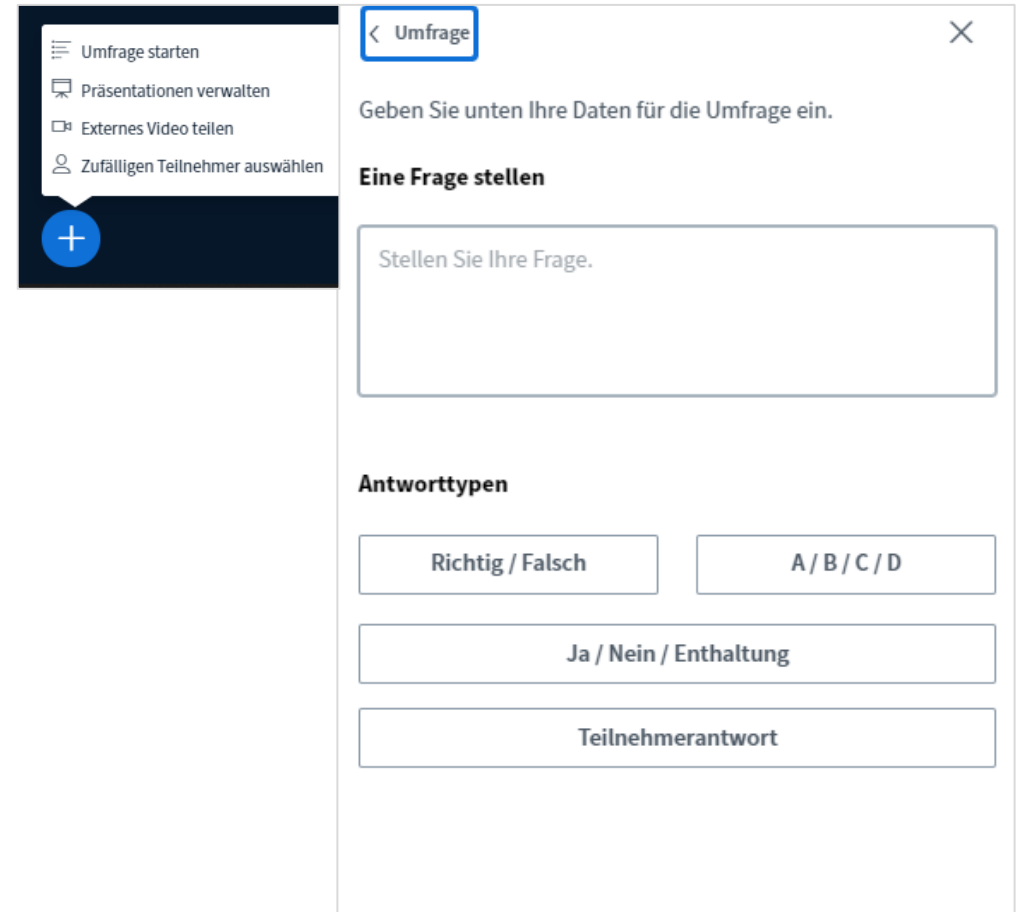
# Polls

## (for presenters)

To start a poll, choose "Umfrage Starten" (start poll). You can formulate your question freely and set custom answering options in the process.

With the option "Teilnehmerantwort" you allow a custom text response by the attendees to your question.

When published, the poll will appear on the attendees screen in the bottom right corner. The poll results are visible in the public chat.



The image shows a mobile application interface for creating a poll. On the left, a dark navigation menu contains the following options: "Umfrage starten" (highlighted with a blue box), "Präsentationen verwalten", "Externes Video teilen", and "Zufälligen Teilnehmer auswählen". Below these is a blue circle with a white plus sign. On the right, a white panel titled "Umfrage" (highlighted with a blue box) contains the following elements: a close button (X), the instruction "Geben Sie unten Ihre Daten für die Umfrage ein.", a section header "Eine Frage stellen", a large text input field with the placeholder "Stellen Sie Ihre Frage.", a section header "Antworttypen", and four buttons for response types: "Richtig / Falsch", "A / B / C / D", "Ja / Nein / Enthaltung", and "Teilnehmerantwort".



# Poll Evaluation (für Präsentatoren)

When the poll is created, the results are displayed in real-time to the presenter.

The poll stops when you press "Umfrageergebnisse Veröffentlichen" (publish poll result).

The results will be displayed in the bottom right corner of the screen.



< Umfrage ×

Lassen Sie dieses Fenster offen, um auf die Antworten der Teilnehmer zu warten. Sobald Sie auf 'Umfrageergebnisse veröffentlichen' klicken, werden die Ergebnisse angezeigt und die Umfrage beendet.

**Wurden all Ihre Fragen innerhalb des Vortrages beantwortet?**  
Warte auf Antworten (0/1).

Ja	0	0%
Nein	0	0%
Enthaltung	0	0%

**Umfrageergebnisse veröffentlichen**

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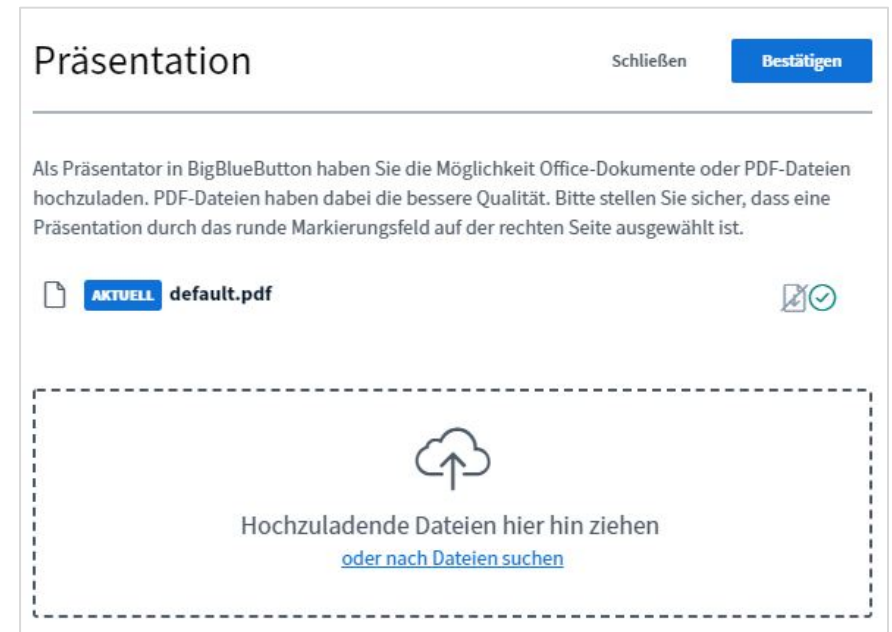
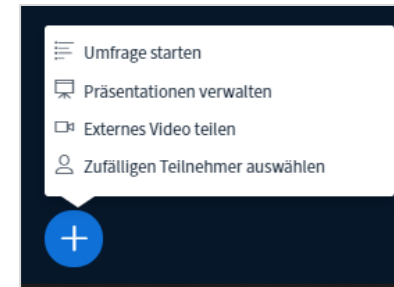
Teilnehmer	Antwort
Dorina Schindler	

# Uploading Presentations (for presenters)

One action accessible for presenters is the upload feature for presentations.

With a click on „Präsentation hochladen“ (upload presentation) you can upload PDF files that will be presented to the attendees.

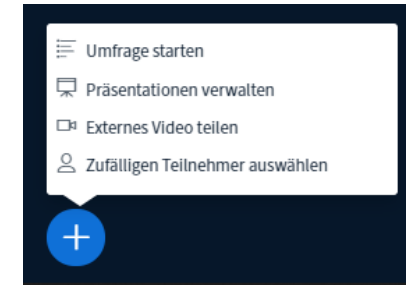
Please keep in mind that the uploaded file is only accessible for the duration of your presentation. Uploading before the presentation starts is not possible.



# Sharing External Videos (for presenters)

External videos can also be used as an alternative presentation method.

To share a video, press „Externes Video teilen“ (share external video) and paste in the source link. It will be displayed when you press „Neues Video teilen“.

A white dialog box titled 'Externes Video teilen' with a close button (X) in the top right corner. It features a label 'Externe Video-URL' above a text input field containing the placeholder 'Video-URL hinzufügen'. Below the input field is a small grey note: 'Hinweis: Geteilte externe Videos werden nicht in der Aufzeichnung enthalten sein. Youtube, Vimeo, Instructure Media, Twitch und Daily Motion URLs werden unterstützt.' At the bottom center is a blue button labeled 'Neues Video teilen'.

# Presenter Tools (for presenters)

On the right screen side you will find the toolbar for presenters.

Following tools are available:

- hand: allows for moving around a zoomed in presentation
- pen: For marking / drawing inside an uploaded presentation
- bent arrow: undo the last action performed by a tool
- trash can: undo all pen marks
- Whiteboard: Allow attendees to use the tools on the presentation

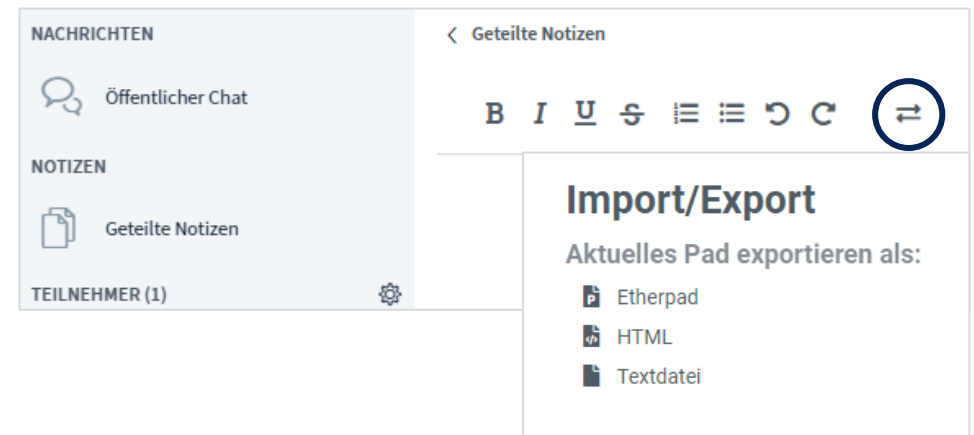
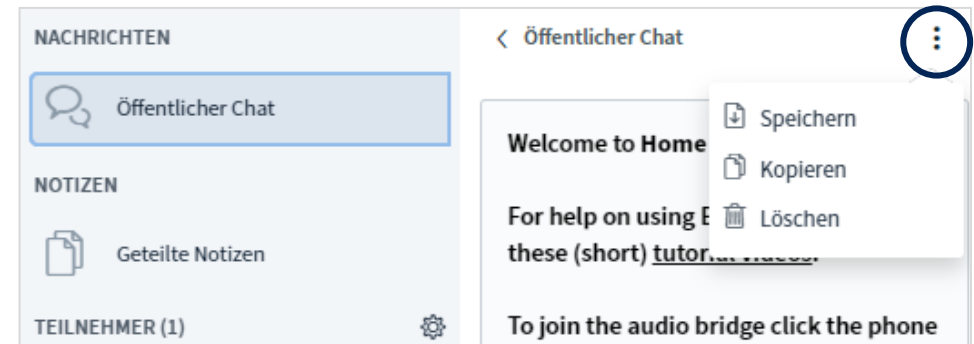


# Saving Chat & Notes

Before terminating a conference session you have the option to save the public chat messages. The chat history can be saved in following formats: Etherpad, HTML, Textfile, Microsoft Word, PDF and ODF (Open Document Format)

It is also possible to save the shared notes of the conference.

Info: When personal or disclosed informations are present in the chat / notes, we encourage careful handling of said informations. Informations from attendees can only be used for the purposes expressly stated. Otherwise, the data must be deleted from the saved document.

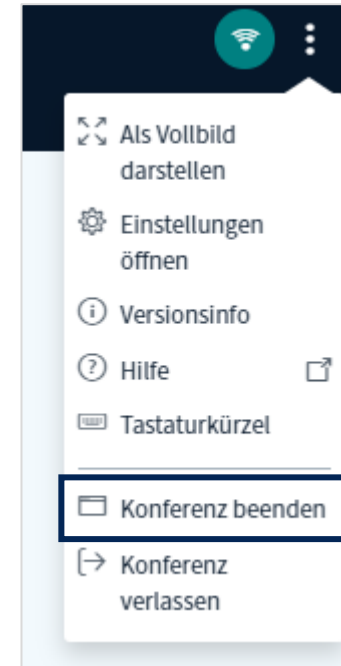


# Terminate Conference Session (for moderators)

By clicking the three dots in the right upper screen corner, the conference can be stopped.

When stopped, the room will be closed for all attendees, presenters and moderators in the conference. Chat history and modifications to presentations (for example pen markings) and the shared notes will be permanently deleted.

Please only stop / terminate the conference session if the presentation and discussions are done.



# Contact

When technical difficulties occur, feel free to contact our technical service supplier christmann informationstechnik + medien GmbH & Co. KG :



## E-Mail:

service@christmann.info

## Telephone:

+49 5172 9876-0

## Service Partners:

Dorina Schindler

Michaela Wartjenstedt



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