*In The Name Of God*

Dear participant

This guide has been prepared to facilitate virtual participation in the "3rd International Conference on Distributed Computing and High-Performance Computing (DCHPC)" using "FaraRoom" intelligent meeting management system.

According to the conference program available on the conference website (https://iahpc.ir), please follow the links below to attend each session as a guest:

| Room name | Guest participation link |
|---|---|
| Main session | https://ipm.fararoom.ir/ch/main-session/guest |
| DC IEEE 01 | https://ipm.fararoom.ir/ch/dc-ieee01/guest |
| DC ISC 01 | https://ipm.fararoom.ir/ch/dc-isc01/guest |

If you have a username and password, you can log in using the link:

https://ipm.fararoom.ir/ch/main-session

The **FaraRoom** has also been equipped with a ***Test room*** during the conference to test your camera and microphone and ensure your system and connection are working correctly.

https://ipm.fararoom.ir/ch/dchpc-test/guest

www.FaraRoom.ir

FaraRoom
Intelligent Meeting Management System

Contact Us
0098 219 130 80 63
Support@FaraRoom.ir

# Table of Contents

www.FaraRoom.ir

FaraRoom
Intelligent Meeting Management System

Contact Us
0098 219 130 80 63
Support@FaraRoom.ir

# ❖Intro

We would like to note that for this conference, the FaraRoom management system will be connected to its private cloud network and will utilize the BigBlueButton meeting service. Consequently, most of the tutorial sections in this guide are based on FaraRoom's customized version of BigBlueButton, which may differ from the standard version. However, regarding guest access and permissions, most functionalities are consistent. FaraRoom oversees entrance management, meeting rooms, single sign-on, file sharing, and integrates various meeting services, including artificial intelligence services and meeting analytics.

# ❖Fast entrance guide

If you have a username and password, you can follow the instructions sent to you through the main conference address at https://ipm.fararoom.ir/ch/main-session. Enter your username and password, then select the active session to access the appropriate virtual room.
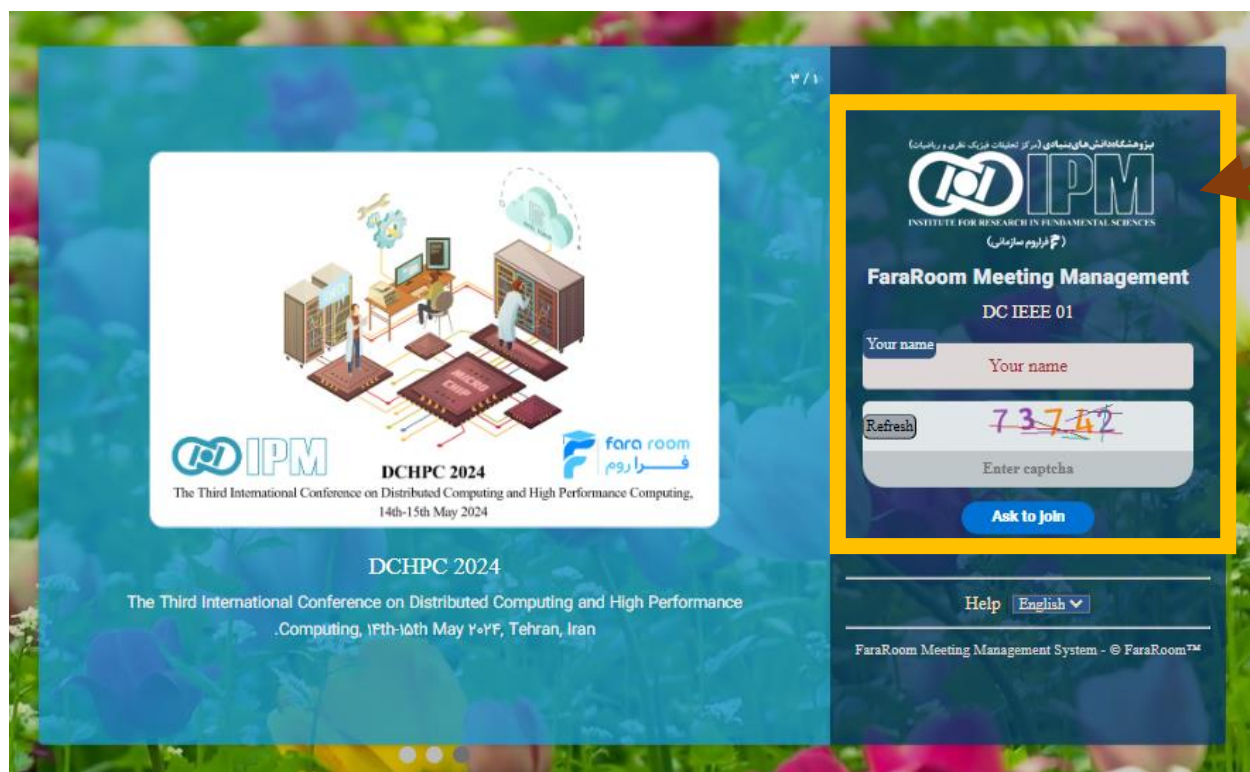
If you are a guest and do not have a username or password, you can follow the guest link provided below, based on the schedule:

| Room name | Guest participation link |
|---|---|
| Main session | https://ipm.fararoom.ir/ch/main-session/guest |
| DC IEEE 01 | https://ipm.fararoom.ir/ch/dc-ieee01/guest |
| DC ISC 01 | https://ipm.fararoom.ir/ch/dc-isc01/guest |

www.FaraRoom.ir

FaraRoom
Intelligent Meeting Management System

Contact Us
0098 219 130 80 63
Support@FaraRoom.ir

## ❖Login as a guest

When you enter the guest page, you simply need to enter your name in your display name field, enter the security code (captcha) shown to you in the relevant field, and click on "Ask to join". Click to enter the meeting automatically.
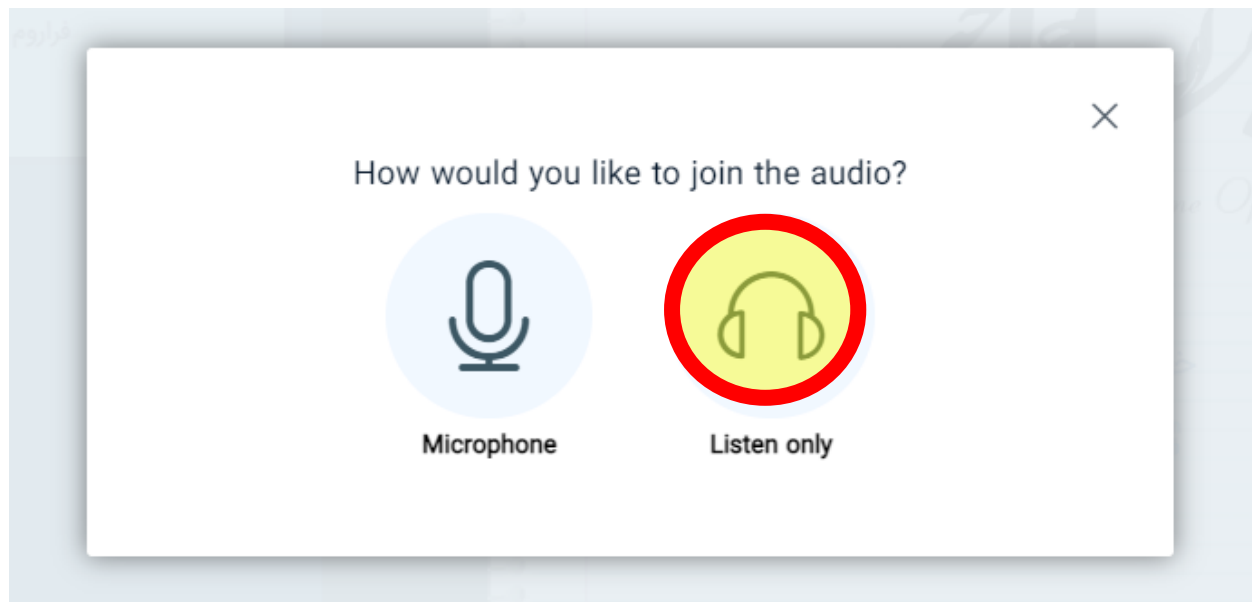


Please note that if the session has been started you will be redirected to it, otherwise, you should wait until the session is started by the organizers.

www.FaraRoom.ir

**FaraRoom**
Intelligent Meeting Management System

**Contact Us**
0098 219 130 80 63
Support@FaraRoom.ir

## ❖Join as a listener (When you are only attending the meeting as a visitor and listener)
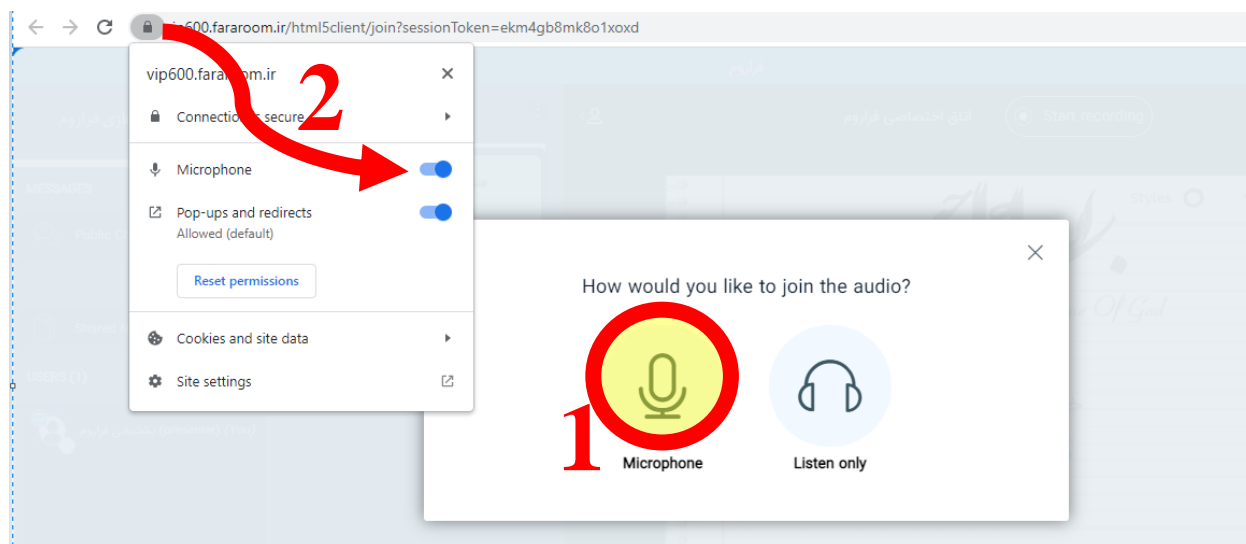
Upon entering the meeting system, click on the only listener option to listen to the meeting content.

Please be aware that when you join the system as an ordinary participant, you are able to only listen to the sessions and other capabilities such as microphone, webcam, and screen sharing can be admitted to you if necessary by the system moderators.
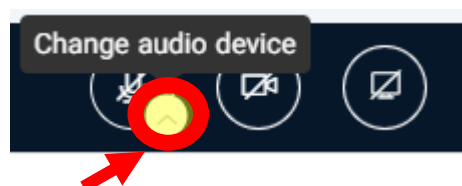


www.FaraRoom.ir

FaraRoom
Intelligent Meeting Management System

Contact Us
0098 219 130 80 63
Support@FaraRoom.ir

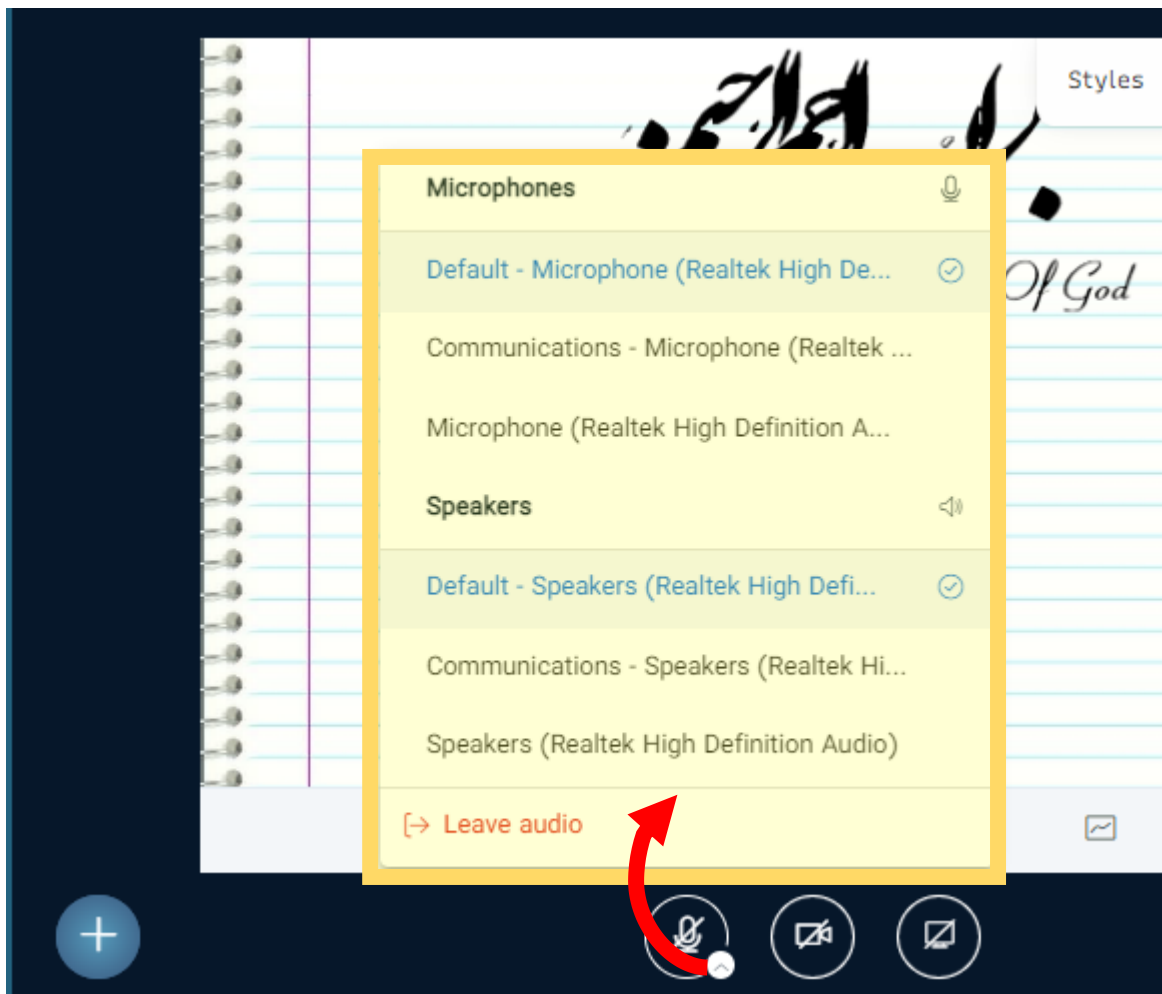## ❖Join as a speaker (when you may need to speak in the meeting)

Click on the microphone option in the meeting system and confirm your permission if the browser asks you. It is recommended that you access the conference sessions through Google Chrome or Safari. In the Chrome browser, you can check the status of your approval by clicking on the lock icon next to the address bar.



It is possible for you to choose one of the active microphones on your system if your microphone does not work properly. As shown, click on the white circle icon:

www.FaraRoom.ir

FaraRoom
Intelligent Meeting Management System

**Contact Us**
**0098 219 130 80 63**
**Support@FaraRoom.ir**

After that, your equipment list will be displayed. Depending on your computer, this equipment can vary from system to system as depicted in the following figure:
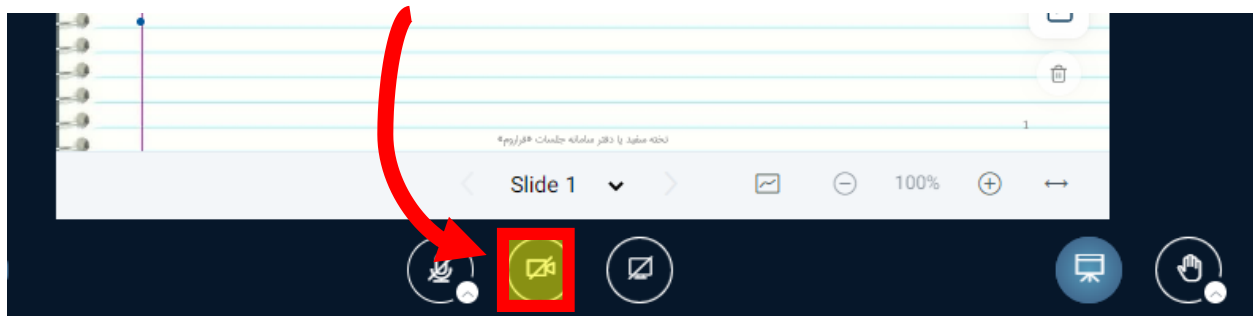
www.FaraRoom.ir

FaraRoom
Intelligent Meeting Management System

Contact Us
0098 219 130 80 63
Support@FaraRoom.ir

## ❖Activate the microphone:

You can turn on your microphone by clicking the microphone icon in the buttons at the bottom of the screen.
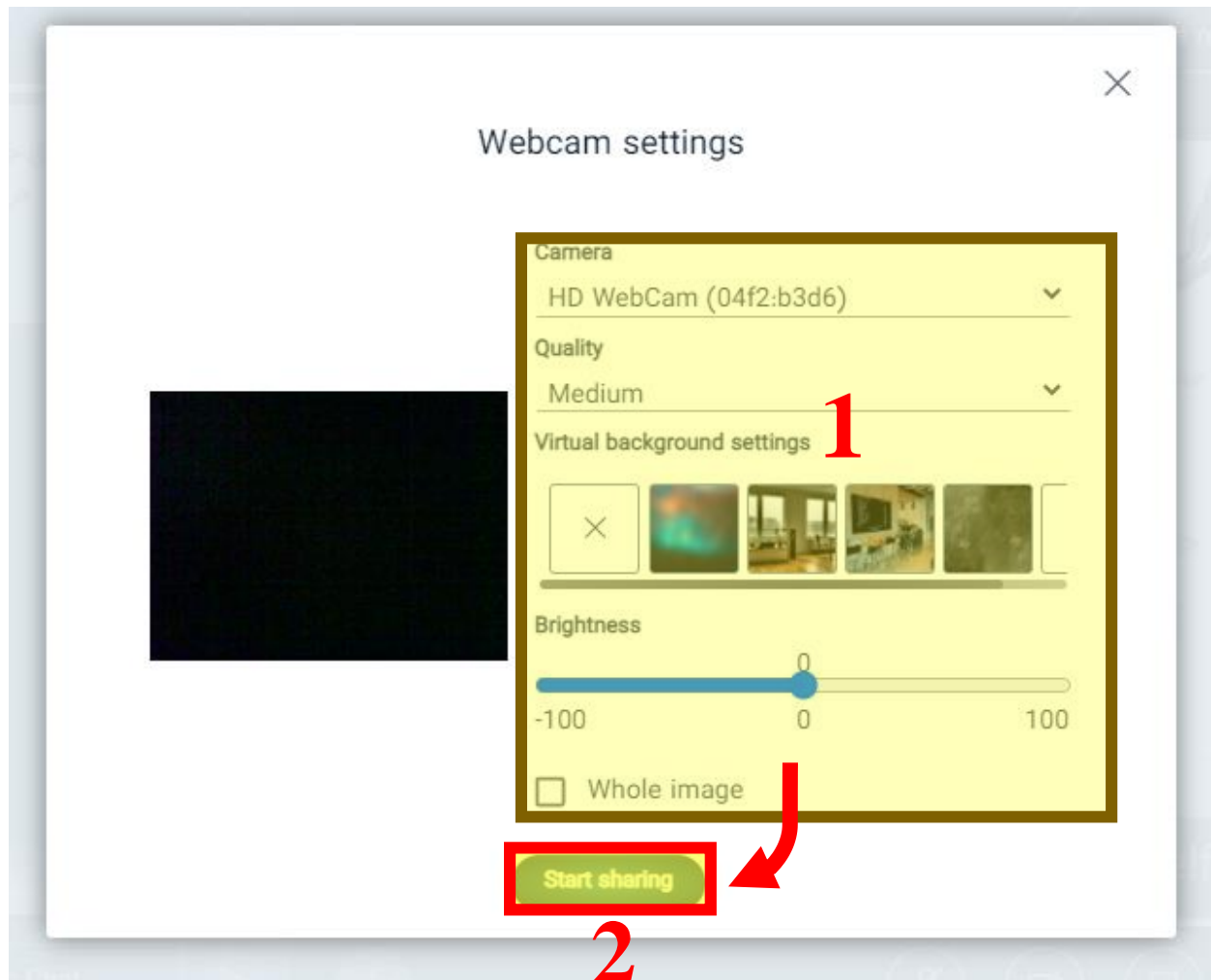


## ❖Activate the camera :

The camera can be activated by clicking the camera icon which is marked as a yellow box in the following figure:
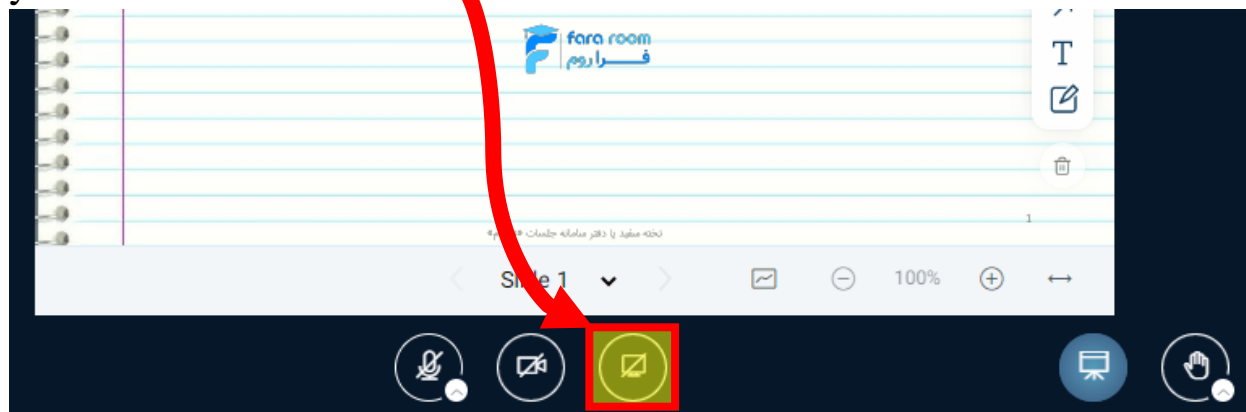


Once the window opens, select the desired camera from the list of active cameras. Depending on your internet speed, you can choose the quality of your camera. If you want your camera's background blurred, you can choose one of the options available. Select the Start Sharing option. (Note that the browser must have permission to access your camera and microphone)
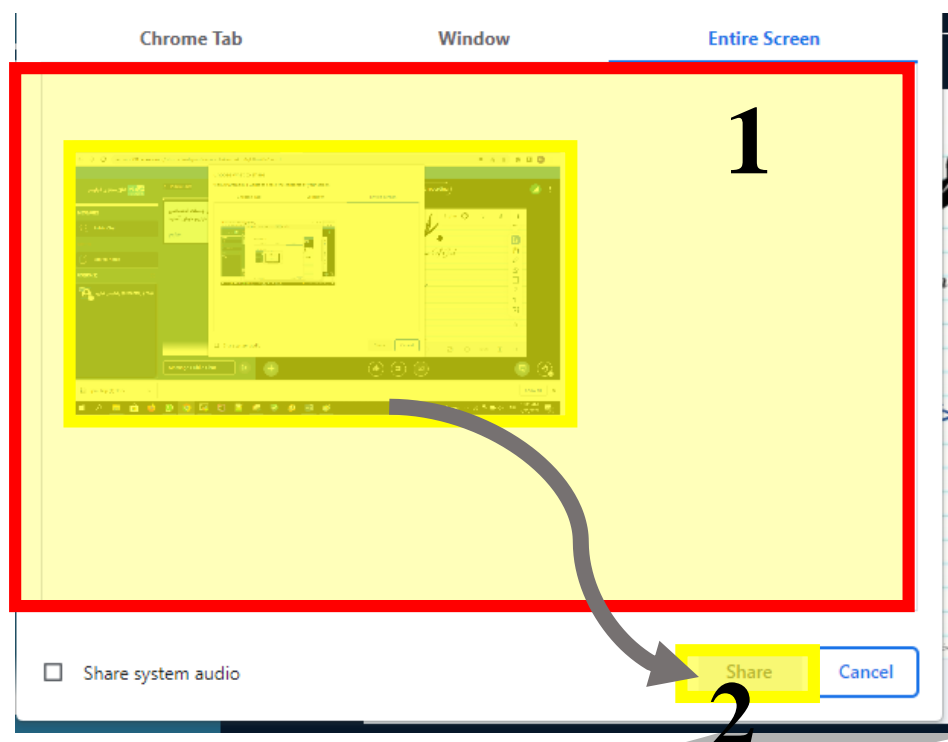
www.FaraRoom.ir

FaraRoom
Intelligent Meeting Management System

Contact Us
0098 219 130 80 63
Support@FaraRoom.ir

www.FaraRoom.ir

**FaraRoom**
Intelligent Meeting Management System

**Contact Us**
**0098 219 130 80 63**
**Support@FaraRoom.ir**

## ❖Screen Sharing

By clicking on the share screen icon, as shown in the following figure, you can share the screen:
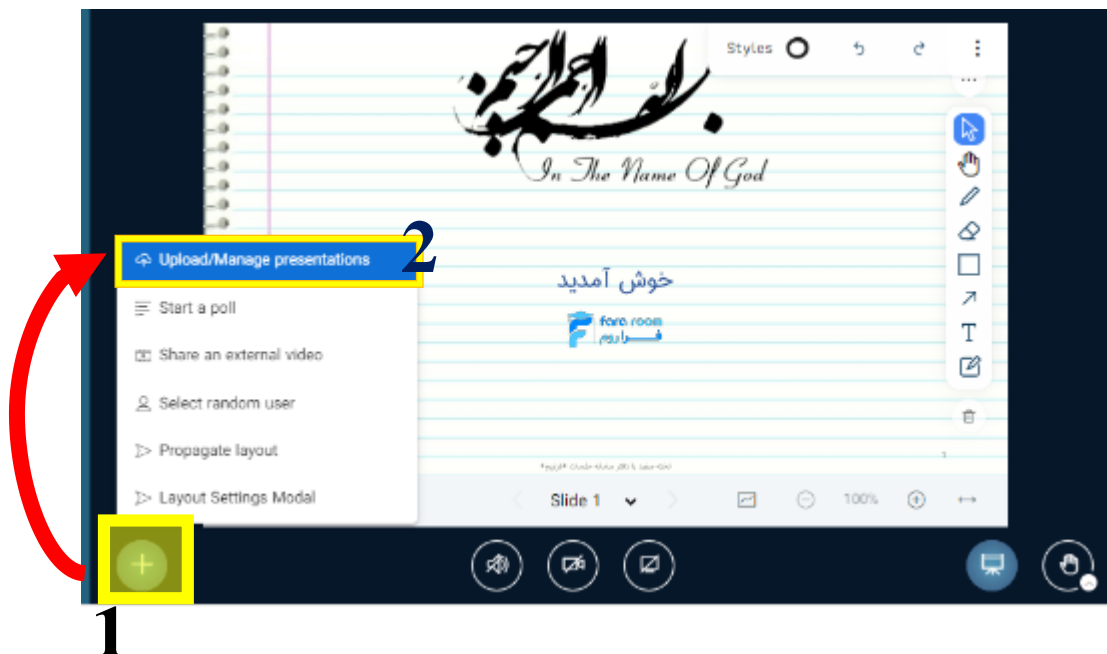


After that, you will be prompted to select a location that should be shared with online users in Chrome. For simplicity, click Entire Screen (Step 1). Next, select Share (step 2).



www.FaraRoom.ir

FaraRoom
Intelligent Meeting Management System

Contact Us
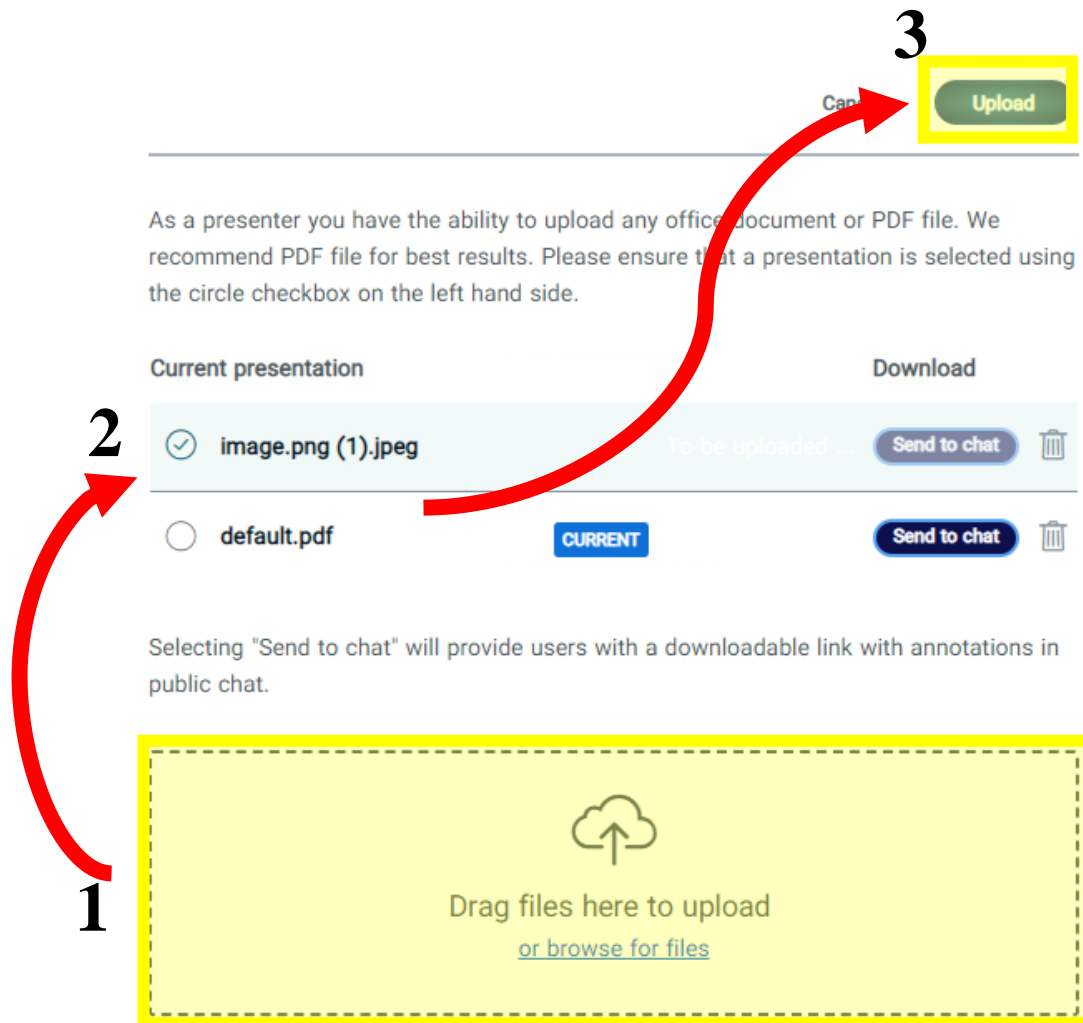0098 219 130 80 63
Support@FaraRoom.ir

## ❖ Upload the presentation files:

The presentation file can be uploaded by clicking on the icon and selecting the presentation management option. When using this method, be aware that animations will not appear in your file. Instead, use the share screen option.

In order to avoid mixing fonts and designs, FaraRoom is recommended that you upload a PDF file.



Click on the upload button after selecting the file or dragging and dropping the pdf file to begin the upload process. As soon as the upload process is complete, the file will be displayed by default. To ensure everything is uploaded correctly, it is recommended that you go through all the pages once. To solve problems with fonts, export your presentation file correctly and then upload it again. To upload a large PDF file, you can use popular online sites to compress or compress pdf, and then upload the compressed version so that the file uploads faster.

www.FaraRoom.ir

FaraRoom
Intelligent Meeting Management System

Contact Us
0098 219 130 80 63
Support@FaraRoom.ir

The next and previous slide arrows are located at the bottom of the slide pane. Slides can be changed using them. By clicking on your slide, you can activate it for you to use with the arrow keys on your keyboard, and you can also navigate your slides from the keyboard or other accessories like that.

www.FaraRoom.ir

FaraRoom
Intelligent Meeting Management System

Contact Us
0098 219 130 80 63
Support@FaraRoom.ir

**FARAROOM is a knowledge-based intelligent management system that uses artificial intelligence to manage virtual meetings.**

Several versions of FaraRoom are available for educational and organizational use.

Moreover, FaraRoom is equipped with a cloud-based NOC and monitoring system that allows it to adjust the service from anywhere in the world as needed.

Get in touch with us at 0098 2191 308 063

www.FaraRoom.ir

FaraRoom
Intelligent Meeting Management System

Contact Us
0098 219 130 80 63
Support@FaraRoom.ir