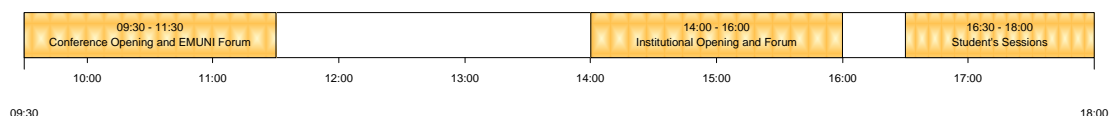


EMUNI ReS Technical Manual

1. Agenda:



* Please note that time displayed here is Egyptian local time. If your country is not in the same time zone, adjustment needs to be made

1.1. Conference Opening and EMUNI Forum

Conference Opening and EMUNI Forum will be transmitted live over Bibliotheca Alexandrina webcasting system. Direct link will be provided here: <http://res.emuni.si/webcast> few days before the beginning. All co-organising institutions have to insure that this transmission will be seen on the projector or big screen TV. Transmission will be made in one way from Alexandria to all institution and other interested viewers over the internet.

1.2. Institutional Opening, Institutional Forum and Student's Sessions

All co-organising institutions have the option of webcasting their happening at the institution. For this purpose EMUNI provides free webcasting/videoconferencing system. Each co-organiser that will decide for webcasting will be provided with its own link where the webcast will be displayed. Links will be provided here: <http://res.emuni.si/webcast>. **If your institution has its own webcasting system, please contact us so we can see which way of integration is the best.**

These videos will be open to all interested public and EMUNI will also provide one "multimedia room" at the conference location in Egypt where:

- invited guests and media will be able to monitor happening on all other co-organising institutions that provide us with live video over internet;
- special live 1 on 1 video conversation between Prof. Dr. Joseph Mifsud and individuals from other 18 co-organising institutions in the "multimedia room".

2. Required equipment

2.1. For receiving video:

- Computer
- Broadband internet line/access with at least 2 Mbits/sec of download
- Projector or big screen TV which is connected with the computer
- Speakers
- Web browser (Internet Explorer or Mozilla Firefox is recommended)
- Windows media player

2.2. For sending video*:

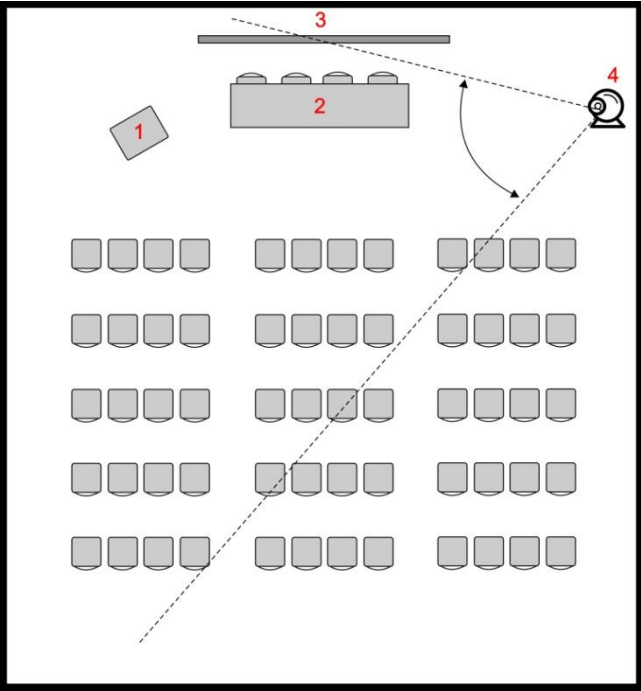
- Webcam
- Microphone
- Broadband internet line/access with at least 512 kbits/sec of upload

Following instructions are provided in order to send us live video:

- Provide one computer with a connected webcam and internet access.
- Webcam has to be positioned in a way that it covers as much happening as possible.

**this applies in case you will use EMUNI's webcasting system*

3. Proposed layout of the conference room:



Legend:

- 1. Speakers desk
- 2. Panel
- 3. Main projector for broadcasting live transmission in the first part, in second part for speakers and presenters (power point presentations, etc.)
- 4. A Webcam that covers as much happening as possible (additional screen behind or above webcam is recommended if there will be direct communication established)