

**9<sup>th</sup> International Scientific Conference**  
**TRENDS IN REGIONAL DEVELOPMENT IN THE EU COUNTRIES 2023**

**October 20, 2023 (videoconference)**

**Warsaw (Poland) /Jelgava (Latvia)**

**Warsaw University of Life Sciences**  
**Latvia University of Life Sciences and Technologies**  
**Latvian Academy of Sciences**

**JOINING THE CONFERENCE ON-LINE – CONFERENCE CHAT ROOM**


The conference will be conducted in the **MS Teams program**, which is part of the Office 365 package. All conference participants will receive a [link to the conference meeting](#) in a separate e-mail. In order to join the meeting, please follow the link and the QUICK GUIDE FOR MS TEAMS.

**QUICK GUIDE FOR MS TEAMS**

**Joining a Teams meeting**

1. In your email invitation, select **Join Microsoft Teams Meeting (Kliknij tutaj, aby dołączyć do spotkania)**.
2. You have two choices:
  - **Download the Windows app:** Download the Teams app.
  - **Join on the web instead:** Join a Teams meeting on the web (in Edge or Chrome).
3. Type in your name.
4. Choose the audio and video settings you want.
5. Select **Join now**.
6. After clicking the button: **Join now**, a window with a videoconference room will open, in which all participants will appear and the meeting will begin.
7. Good luck and see you.

**In Microsoft Teams, you can show your desktop, a specific app, presentation, or any file while in a meeting.**

1. Open the presentation file
2. Select **Share** .
3. Select what you want to share:
  - **Desktop** lets you show everything on your screen.
  - **Window** lets you show a specific app.
  - **PowerPoint** lets you show a presentation.
  - **Browse** lets you find the file you want to show.
4. After you select what you want to show, a red border surrounds what you are sharing.
5. Select **Stop sharing** to stop showing your screen.