



ADMINISTRATIVE CIRCULAR

5th BRICS YOUNG SCIENTIST FORUM

21-25 September 2020

VIA VIDEOCONFERENCE

Chelyabinsk, Russia

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1. INTRODUCTION

In accordance with paragraph 9 of the Brasília Declaration adopted at the 2nd STI Ministerial Meeting (Brasília, March 2015) the proposal on the creation of the BRICS Young Scientist Forum (hereinafter - BRICS YSF) was approved. The participants (officially nominated delegates) of the BRICS YSF should come from the scientific community and must be under 40 years of age.

Key goals of the BRICS YSF are the development of cooperation among the young scientists from the BRICS countries, creation of new young R&D groups, encouragement of mobility and development of the BRICS cross-cultural talent pools for STI cooperation.

Support and involvement of young scientists in the BRICS STI initiatives is an integral part of the BRICS cooperation agenda. The BRICS YSF is one of the most effective platforms for expanding the network of international contacts among young scientists and exchanging experience and best practices.

The information in this document is for the benefit of the participants attending the 5th Young Scientist Forum to be held via videoconference on September 21-25, 2020. Further pending questions, concerns and requests may be addressed to the organizers directly (See Section 7 «Contact Information»).

Russia warmly welcomes participants of the 5th BRICS Young Scientist Forum and wishes efficient and productive cooperation.

2. DATES AND VENUE

The Forum will take place on September 21-25, 2020 via videoconference.

The meeting is organized by the National Research University «South Ural State University» (hereinafter - NRU «SUSU») with the support of the Ministry of Science and Higher Education of the Russian Federation and the Secretariat of the Russian BRICS STI Cooperation Council.

«A SMART university that unites Europe and Asia» – the way the university's motto sounds today. Being located in the heart of the Southern Ural, NRU «SUSU» has become the foundation of positive changes, which take place in the region: development of powerful industry, preservation of unique environment, creation of multicultural and multinational environment, which favors to new discoveries and development of international collaboration. NRU «SUSU» sets a goal to be one of the leading universities of the largest continent on Earth – the Eurasia continent. The university aspires to strengthening its positions as a scientific-and-research, educational and innovative center among the world's universities, which would allow it to implement significant theoretical and practical contribution to innovative development and global competitiveness of Russia in Eurasia and around the world.



National Research University «South Ural State University»

The address of NRU «SUSU»: 76, Lenin prospekt, Chelyabinsk, Russia,
454080.

3. REGISTRATION

Per each BRICS country 21 participants are expected:

- 5 young scientists for thematic area «Ecology»;
- 5 young scientists for thematic area «Material science»;
- 5 young scientists for thematic area «Artificial Intelligence»;
- 4 young innovators with projects for thematic areas «Ecology», «Material Science» and «Artificial Intelligence applied in Ecology and Material science areas»;
- 1 independent jury member for the Young Innovators Prize Contest;
- 1 Head of Delegation (representative of the STI Ministry);

As in the previous editions of the BRICS YSF we consider young scientists as researchers up to 40 years old. Young innovators must be up to 30 years old.

All nominated participants (young scientists, innovators, jury members and Heads of Delegations) must be registered via web registration form <https://brics-ysf2020.ru/signup/> by **September 10**.

After confirmation of the registration (it may take a few days) you will get an access to your personal profile **to upload your photo** and presentation/scientific work (optionally).

All participants will be able to start their journey to the 5th BRICS Young Scientist Forum and enjoy all the features of the official site www.brics-ysf2020.ru starting **from September 17, 2020**.

Clarification for online registration can be found in Annex 1.

4. WORKING LANGUAGE

The working language of the 5th BRICS Young Scientist Forum will be English. No translation services will be provided.

5. FORUM PROGRAMME

Due to the COVID-19 pandemic in 2020 the format of the 5th BRICS Young Scientist Forum had to be changed to an online conference. Nevertheless, the conference program is full of events, many of which have never been held in a traditional way before, so it will be a pleasant surprise and good practice for all Forum participants.

Various interests of the academic community were considered while developing the Forum Programme. Every participant will find something special for him/her.

The program of the conference includes the following activities:

- Plenary sessions;
- Parallel scientific sessions on Artificial Intelligence, Material Science, Ecology;
- Young Innovator Prize Contest;
- Science Stand Up Battle;
- University Lab Experiments;
- Interactive Research MasterClass.

All Forum's activities will be held online using the professional video communication platform – Zoom. A separate link per each activity will be provided on the official website www.brics-ysf2020.ru. Every zoom session will be accompanied by a moderator. Moderators will be the reputable Russian scientists on Artificial Intelligence, Material Science, Ecology and representatives of NRU «SUSU». Moderators will be responsible for coordinating online meetings, for leading and summing up thematic sessions. The detailed information on moderators (age, experience and contacts) will be posted on the official site www.brics-ysf2020.ru.

During parallel scientific sessions and Young Innovator Prize Contest each young scientist and innovator will be able to present his/her research and then discuss it with colleagues from BRICS countries. The other activities will be also held online and will be followed by interesting and lively debates on relevant scientific topics. We look forward to an active contribution and involvement of each Forum participant.

The official website www.brics-ysf2020.ru accumulates up-to-date information about all the events of the Forum as well as relevant information about the region and the University.

All guests (not registered participants) are welcome to follow the Forum's events online: the most important events of the conference will be broadcasted via Youtube channel. The links will be published on the Forum's official site.

The university guarantee high quality of communication as the whole range of new generation equipment is at SUSU's disposal. The teams of technical engineers will work daily for the participants to set up, control and support the broadcast.

The Forum tentative programme can be found in Annex 2.

6. SCIENCE STAND UP BATTLE

Popularization of science is one of the main aims of countries' STI policies and a key tool for moving the world onto a sustainable path. In this regard, all Forum delegates are invited to take part in the competition for the best scientific presentation in the form of Science Stand Up.

Science Stand Up implies a short video about science in an informal manner and in a simple and explicitly way. Each performance lasts no more than 7 minutes. All Forum delegates are welcome to send a short video clip in any field of scientific and technological research.

The winners of the first three places will be announced on September 25 (15:15 Moscow time) during the final plenary session and will be awarded prizes.

Be creative, good luck and have fun!

The requirements for the participation are provided in the Annex 3.

7. CONTACT INFORMAION

For additional information and any clarification, please contact:

1) Ms. Albina Kutuzova, Coordinator from Ministry of Science and Higher Education of the Russian Federation

E-mail: kutuzovaaa@minobrnauki.gov.ru

Cell: +7 (925) 170-62-47

2) Mr. Yury Kapelyushin, Coordinator from South Ural State University, PhD, Vice-Dean of the Faculty of Materials Science and Metallurgy Engineering, Senior Researcher

E-mail: kapelyushinye@susu.ru

Cell: +7 (951) 461-30-83

3) Ms. Ekaterina Khlunova, Head of BRICS Department at the International Centre for Innovation in Science, Technology and Education (the Secretariat of the Russian BRICS STI Cooperation Council)

E-mail: khlunova@mniop.ru

Cell: +7 (926) 551-88-92

4) 5th BRICS Young Scientist Forum Team (Technical issues):
info@brics-ysf2020.ru

8. TECHNICAL INSTRUCTION FOR THE VIDEOCONFERENCE

The video-conferences are going to be held based on the professional platform for holding videoconferences and online-events – Zoom (<https://zoom.us/>). Per each activity a separate link will be provided.

A license with additional Secure Sockets Layer (SSL) encryption and 256-bits AES encryption will be used to create a safe and secure connection.

System software and hardware requirements for the participants of the videoconference sessions:

System software requirements:

- processor: a dual-core Intel 2 GHz or higher (i3 / i5 / i7 or an AMD);
- main memory: not less than 4 GB is recommended;
- web-camera (built-in or externally connected);
- microphone (externally connected is recommended or a headset, wireless Bluetooth headphones).

Supported Operational systems:

- Mac OS X c MacOS 10.7 or newer versions;
- Windows 10;
- Windows 8 or 8.1;
- Windows 7.

Internet bandwidth connectivity requirements:

- Internet connection at a speed not less than 3/Mbps.

Supported tablets and mobile devices:

- Surface PRO 2 with an operational Win 8.1;
- Surface PRO 3 with an operational Win 10;
- Devices operated on iOS and Android;
- Blackberry Devices.

Supported Internet browsers:

- Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+;
- Mac: Safari 7+, Firefox 27+, Chrome 30+;

- Linux: Firefox 27+, Chrome 30+.

Please, make sure you have all the necessary equipment for participating in the videoconference sessions:

- A computer or a laptop with access to the Internet;
- Internet connection at a speed not less than 3 Mbps;
- Built-in or externally connected web-camera;
- Externally connected microphone or an individual headset;
- Individual set of headphones.

Further details on: Zoom installation and joining the video-conferences, Zoom interface, rules and recommendations for participation in the video-conferences and technical support information may be found in **Annex 4 «Additions to the technical instruction»**.

CLARIFICATION FOR THE ONLINE REGISTRATION FORM

All nominated participants (young scientists, innovators, jury members and Heads of Delegations) must be registered via web registration form <https://brics-ysf2020.ru/signup/> by **September 10**.

For registration it is necessary to fill in all the fields of the registration form marked by an asterisk (*).

The indicated information will be available only for registered participants (the official delegations of the BRICS countries). Guests of the Forum will not have any access to participant's data, except for the name, country and photo of the Forum participant.

The indicated residential address will be used only for souvenirs distribution and will be available only for organizers.

After confirmation of the registration form (it may take a few days) the participants will receive an e-mail confirming his/her registration and a link to his/her personal profile on the Forum's web site.

Participants are kindly asked to **upload their photos at** personal profiles. There will be also an option to upload information on research work (name, abstract, description, presentation, etc.) if needed.

All participants will be able to start their journey to the 5th BRICS Young Scientist Forum and enjoy all the features of the official site www.brics-ysf2020.ru starting **from September 17, 2020**.



Tentative Agenda

5th BRICS Young Scientist Forum

Venue: South Ural State University, Chelyabinsk, Russia

Video Conference

Date: September 21-25, 2020

Time:

Brazil (Brasília) 8:00-12:00

Russia (Moscow) 14:00-18:00

India (New Delhi) 16:30-20:30

China (Beijing) 19:00-23:00

South Africa (Pretoria) 13:00-17:00

Day 1 – 21 September

Time (Moscow time)	Content			
14:00 – 14:45	Opening Session. Welcome remarks <ul style="list-style-type: none">– The representative of the Ministry of Science and Higher Education of the Russian Federation (5 min);– Chelyabinsk region Governor (5 min);– Rector of the South Ural State University (5 min);– HoD Russia (5 min);– HoD Brazil (5 min);– HoD India (5 min);– HoD China (5 min);– HoD South Africa (5 min);– Agenda by Russia (5 min).			
14:45 – 15:10	Plenary Session (all delegates)			
	Part 1. Modern challenges in fundamental and applied science Lecture of the Russian speaker			
15:10 – 15:20	Part 2. BRICS STI Cooperation. Opportunities for Young Scientists and Innovators Presentation by the Russian speaker			
15:20 – 15:35	Coffee-break (15 min)			
	Group work in Parallel Sessions			
	Ecology	Artificial Intelligence	Material science	Youth Innovation and Entrepreneurship
	Group introduction. Way of work and cooperation process. Opportunities. Questions & Answers. Intellectual game «Quiz»			

Day 2- 22 September

	Scientific Parallel Sessions			
	Ecology	Artificial Intelligence	Material science	Youth Innovation and Entrepreneurship
14:00 – 15:15	<u><i>Presentations by BRICS young scientists:</i></u> – Presentation by YS from Brazil (12 min) – Presentation by YS from Russia (12 min) – Presentation by YS from India (12 min) – Presentation by YS from China (12 min) – Presentation by YS from South Africa (12 min) Discussion (15 min)	<u><i>Presentations by BRICS young scientists:</i></u> – Presentation by YS from Brazil (12 min) – Presentation by YS from Russia (12 min) – Presentation by YS from India (12 min) – Presentation by YS from China (12 min) – Presentation by YS from South Africa (12 min) Discussion (15 min)	<u><i>Presentations by BRICS young scientists:</i></u> – Presentation by YS from Brazil (12 min) – Presentation by YS from Russia (12 min) – Presentation by YS from India (12 min) – Presentation by YS from China (12 min) – Presentation by YS from South Africa (12 min) Discussion (15 min)	<u><i>Presentations by BRICS young innovators:</i></u> – Presentation of YI from Brazil (12 min) – Presentation of YI from Russia (12 min) – Presentation of YI from India (12 min) – Presentation of YI from China (12 min) – Presentation of YI from South Africa (12min) Q&A 15 min
15:15 – 15:30	Coffee-break (15 min)			
15:30 – 16:45	<u><i>Presentations by BRICS young scientists:</i></u> – Presentation by YS from Brazil (12 min) – Presentation by YS from Russia (12 min) – Presentation by YS from India (12 min) – Presentation by YS from China (12 min) – Presentation by YS from South Africa (12 min)	<u><i>Presentations by BRICS young scientists:</i></u> – Presentation by YS from Brazil (12 min) – Presentation by YS from Russia (12 min) – Presentation by YS from India (12 min)	<u><i>Presentations by BRICS young scientists:</i></u> – Presentation by YS from Brazil (12 min) – Presentation by YS from Russia (12 min) – Presentation by YS from India (12 min)	<u><i>Presentations by BRICS young innovators:</i></u> – Presentation of YI from Brazil (12 min) – Presentation of YI from Russia (12 min) – Presentation of YI from India (12 min) – Presentation of YI from China (12 min) – Presentation of YI from S. Africa (12min)

	Discussion (15 min)	<ul style="list-style-type: none"> – Presentation by YS from China (12 min) – Presentation by YS from South Africa (12 min) Discussion (15 min)	<ul style="list-style-type: none"> – Presentation by YS from China (12 min) – Presentation by YS from South Africa (12 min) Discussion (15 min)	Q&A 15 min
16:45 –17:25	Science Stand Up Battle (all delegates)			

Day 3- 23 September

14:00 – 14:40	Science Stand Up Battle (Continuation) (all delegates)			
14:40 – 15:55	Scientific sessions			
	Ecology	Artificial Intelligence	Material science	Youth Innovation and Entrepreneurship
	<u><i>Presentations by BRICS young scientists:</i></u> <ul style="list-style-type: none"> – Presentation by YS from Brazil (12 min) – Presentation by YS from Russia (12 min) – Presentation by YS from India (12 min) – Presentation by YS from China (12 min) – Presentation by YS from South Africa (12 min) 	<u><i>Presentations by BRICS young scientists:</i></u> <ul style="list-style-type: none"> – Presentation by YS from Brazil (12 min) – Presentation by YS from Russia (12 min) – Presentation by YS from India (12 min) – Presentation by YS from China (12 min) – Presentation by YS from South Africa (12 min) 	<u><i>Presentations by BRICS young scientists:</i></u> <ul style="list-style-type: none"> – Presentation by YS from Brazil (12 min) – Presentation by YS from Russia (12 min) – Presentation by YS from India (12 min) – Presentation by YS from China (12 min) – Presentation by YS from South Africa (12 min) 	<u><i>Presentations by BRICS young innovators:</i></u> <ul style="list-style-type: none"> – Presentation of YI from Brazil (12 min) – Presentation of YI from Russia (12 min) – Presentation of YI from India (12 min) – Presentation of YI from China (12 min) – Presentation of YI from South Africa (12min)
	Discussion (15 min)	Discussion (15 min)	Discussion (15 min)	Q&A 15 min

15:55 – 16:10	Coffee-break (15 min)			
16:10 – 17:25	<u><i>Presentations by BRICS young scientists:</i></u> – Presentation by YS from Brazil (12 min) – Presentation by YS from Russia (12 min) – Presentation by YS from India (12 min) – Presentation by YS from China (12 min) – Presentation by YS from South Africa (12 min) Discussion (15 min)	<u><i>Presentations by BRICS young scientists:</i></u> – Presentation by YS from Brazil (12 min) – Presentation by YS from Russia (12 min) – Presentation by YS from India (12 min) – Presentation by YS from China (12 min) – Presentation by YS from South Africa (12 min) Discussion (15 min)	<u><i>Presentations by BRICS young scientists:</i></u> – Presentation by YS from Brazil (12 min) – Presentation by YS from Russia (12 min) – Presentation by YS from India (12 min) – Presentation by YS from China (12 min) – Presentation by YS from South Africa (12 min) Discussion (15 min)	<u><i>Presentations by BRICS young innovators:</i></u> – Presentation of YI from Brazil (12 min) – Presentation of YI from Russia (12 min) – Presentation of YI from India (12 min) – Presentation of YI from China (12 min) – Presentation of YI from South Africa (12min) Q&A 15 min

Day 4- 24 September

Scientific sessions					
	Scientific Panel – Ecology	Scientific Panel – Artificial Intelligence	Scientific Panel – Materials Science	Young Innovator Prize	
14:00 – 15:15	<u><i>Presentations by BRICS young scientists:</i></u> – Presentation by YS from Brazil (12 min) – Presentation by YS from Russia (12 min) – Presentation by YS from India (12 min) – Presentation by YS from China (12 min) – Presentation by YS from South Africa (12 min) Discussion (15 min)	<u><i>Presentations by BRICS young scientists:</i></u> – Presentation by YS from Brazil (12 min) – Presentation by YS from Russia (12 min) – Presentation by YS from India (12 min) – Presentation by YS from China (12 min)	<u><i>Presentations by BRICS young scientists:</i></u> – Presentation by YS from Brazil (12 min) – Presentation by YS from Russia (12 min) – Presentation by YS from India (12 min) – Presentation by YS from China (12 min)	Jury panel discussion	Interactive workshop

		– Presentation by YS from South Africa (12 min)	– Presentation by YS from South Africa (12 min)		
		Discussion (15 min)	Discussion (15 min)		
15:15 – 15:30	Coffee-break (15 min)				
15:30 – 17:00	University Lab Online Experiments (all delegates)				

Day 5- 25 September

14:00 – 15:00	Scientific Panel – Ecology	Scientific Panel – Artificial Intelligence	Scientific Panel – Materials Science	Young Innovator Prize
	Summing up the discussions	Summing up the discussions	Summing up the discussions	Summing up the presented projects
	Closing speech (delegates, jury and moderators)			
15:00 – 15:15	Coffee-break (15 min)			
15:15 – 16:30	Plenary Session (all delegates)			
	Announcement of Science Stand Up Battle results Interactive Research MasterClass			
16:30 – 17:30	Awarding Ceremony For BRICS Young Innovators Prize & Closing Ceremony (all delegates)			
	<ul style="list-style-type: none"> – Closing remarks from HoD Brazil (5 min) – Closing remarks from HoD India (5 min) – Closing remarks from HoD China (5 min) – Closing remarks from HoD South Africa (5 min) – Closing remarks from HoD Russia (5 min) 			
	Photo			

REQUIREMENTS FOR THE SCIENCE STAND UP BATTLE

1. GENERAL INFORMATION:

Science Stand Up is a popular scientific contest of young scientists. The aim of Science Stand Up is to speak about science in a simple but funny and entertaining manner. To take part in the contest it is necessary to prepare a short video clip in which scientific experiment/research/challenge is described.

Online watching of submitted video clips will take place on September 22 (16:45 – 17:25 Moscow time) and September 23 (14:00 – 14:40 Moscow time). See Annex 2. Forum Programme. During these online sessions a moderator will coordinate the contest, introduce the participants to present themselves before video clip runs. The presentations will be followed by questions and debates.

After online presentations (on September 22-23) all the videos will be published at the Forum website www.brics-ysf2020.ru on September 23 (15:00 Moscow time). The participants of the BRICS YSF will be able to vote for 2 days (from September 23 (15:00 Moscow time) till September 24 (14:00 Moscow time). Each participant may vote for a maximum of 3 Science Stand Up competitors. First three places will be rewarded by the organizers.

The winner will be determined by counting the online votes given by other Forum participants and will be announced at the end of the contest (September 25, 2020). The winner will be selected according to the highest number of votes at the BRICS YSF website.

2. REQUIREMENTS:

The video must be submitted for the contest as a completed video clip (MP4, Full HD) until September 15 to the following e-mail: maltcevaas@susu.ru with information on participant's name and surname.

The duration of the performance is not longer than **7 min**, but not less than 5 min (**working language is English**).

Firstly, you need to introduce yourself. You can do it in a creative and brief way. Say: who you are and what you are talking about.

The performance is to be made in an interesting and understandable way for a wide audience (the spectators will be not only specialists, but also «ordinary people»).

You may:

- supplement the performance with **slides** (but they must also be understandable to «ordinary people»; they may contain memes and other things designed to enhance the emotional effect, but not just to explain the content);
- use **props** for demonstration (it can be any props and **even people**; it can be used to describe the processes you are talking about);
- be creative - you can but you don't have to in the studio or at your desk. Think about how the topic of your research might be revealed in a more interesting (e.g. at the lab), deeper or just funny way.

You should not:

- waste your time on your regalia and awards;
- read from notes;
- use specific terminology without explanation (it is not about vocabulary definitions) - drop the attitude.

3. RECOMMENDATIONS:

Imagine you're in a bar or a club! And people who will hear you do not have to listen to you, they have more interesting things to do. But!!! You know that what you are going to tell about is really interesting and positive!

What is the most important thing you are going to convey? It is important to do it briefly and concisely. It's like the most important event in history or the climax of the movie...

Come up with analogies that will help make your topic understandable. Watch TED presentations, Science Slam, etc. Use synectic and bionic techniques to stimulate creative thinking.

Add examples to the speech in a joke form.

Think about which stories accompany your topic? What made you do this research?

Finally, what do you want to get from the audience - to cheer up, or to think about it? To be frightened or to get an answer to a question that is important to their lives?

You can watch similar performances: Science Slam (<http://scienceslam.net/>).

Science popularization is among the priorities of the state scientific policies in the BRICS countries. There is a wide variety of organizations engaged in science popularization issues, some examples are given below:

Brazil:

1. Ministério da Ciência, Tecnologia, Inovações (MCTI):
<https://www.gov.br/mcti/pt-br>
2. Centro de Gestão e Estudos Estratégicos (CGEE) Organização social supervisionada pelo Ministério da Ciência, Tecnologia, Inovações:
<https://www.cgее.org.br/>
3. Associação Brasileira de Centros e Museus de Ciencia (ABCMC):
<http://abcmc.org.br/>
4. Conselho Nacional de Desenvolvimento Científico e Tecnológico (CNPq):
<http://www.cnpq.br/>
5. Sociedade Brasileira para o Progresso da Ciência (SBPC):
<http://portal.sbpcnet.org.br/>
6. Instituto Nacional de Comunicação Publica da Ciência e Tecnologia:
<https://www.inct-cpct.ufpa.br/index/>

Russia:

1. Educational project «Курилка Гутенберга»: <http://www.kurilka-gutenberg.ru/>,
<https://www.youtube.com/channel/UCcFXfOGUaUFB-V8NX8dN5xA/playlists>.
2. TV Channel «Культура», научный проект «Стенд-ап»:
https://tvkultura.ru/brand/show/brand_id/62329/
3. Youtube channel «Космос Просто»:
<https://www.youtube.com/channel/UCeBfCZwWKn4JzCKojL75B-Q/playlists>.
4. Youtube channel «Химия Просто»:
<https://www.youtube.com/channel/UCRzZSz5JISfN6Ba164vqVCg>
5. Internet science magazine «ПОСТНАУКА»: <https://postnauka.ru/>.
6. Youtube Channel «НАУЧПОК»: <https://www.youtube.com/user/nowchpok/playlists>
7. Youtube channel «НАУКА 2.0»:
<https://www.youtube.com/channel/UCli2Tk2POJkRgWHD7HGBa7Q/about>
8. The best Russian media science project «Indicator»: <https://indicator.ru/>

India:

1. The National Institute of Science Communication and Information Resources (NISCAIR): <https://www.niscair.res.in/>
2. Department of Science and Technology (Ministry of Science and Technology of India): <https://dst.gov.in/>
3. The National Council for Science and Technology Communication (NCSTC):

<https://dst.gov.in/scientific-programmes/st-and-socio-economic-development/national-council-science-technology-communication-ncstc>

4. National Council of Science Museums (NCSM): <https://ncsm.gov.in/>
5. India Science (Internet-based science Over-The-Top (OTT) TV channel):
<https://www.indiascience.in/>
6. India International Science Fest (IISF): <https://www.scienceindiafest.org>

China:

1. China Research Institute for Science Popularization (CRISP):
<http://www.crsp.org.cn>
2. The China Association for Science and Technology (CAST):
<https://www.cast.org.cn/>

South Africa:

1. The Department of Science and Technology (DST): <https://www.dst.gov.za>
2. National Research Foundation: <https://www.nrf.ac.za/>
3. The South Africa Agency for Science and Technology Advancement (SAASTA):
<https://www.saasta.ac.za/>

4. CONTACT INFORMATION:

In case you have any questions about Science Stand Up please contact:

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Cell: +7 (982) 371-01-93

ADDITIONS TO THE TECHNICAL INSTRUCTION FOR ORGANIZING THE VIDEOCONFERENCES

1. Start of work. Zoom installation and joining the conferences

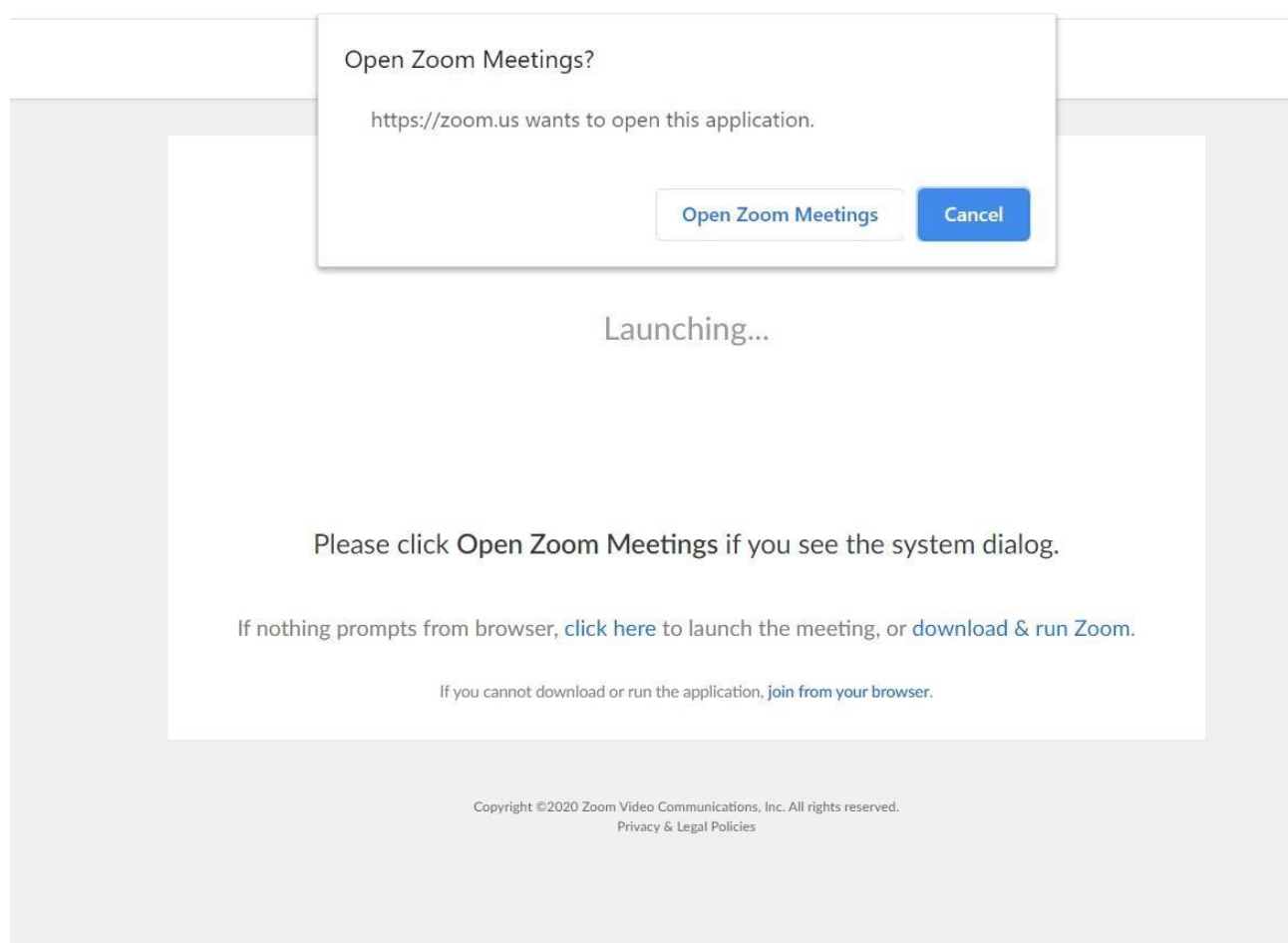
How to install Zoom:

- Download Zoom though the official website: <https://zoom.us/support/download>;
- Install the app on your PC.

Zoom Launch

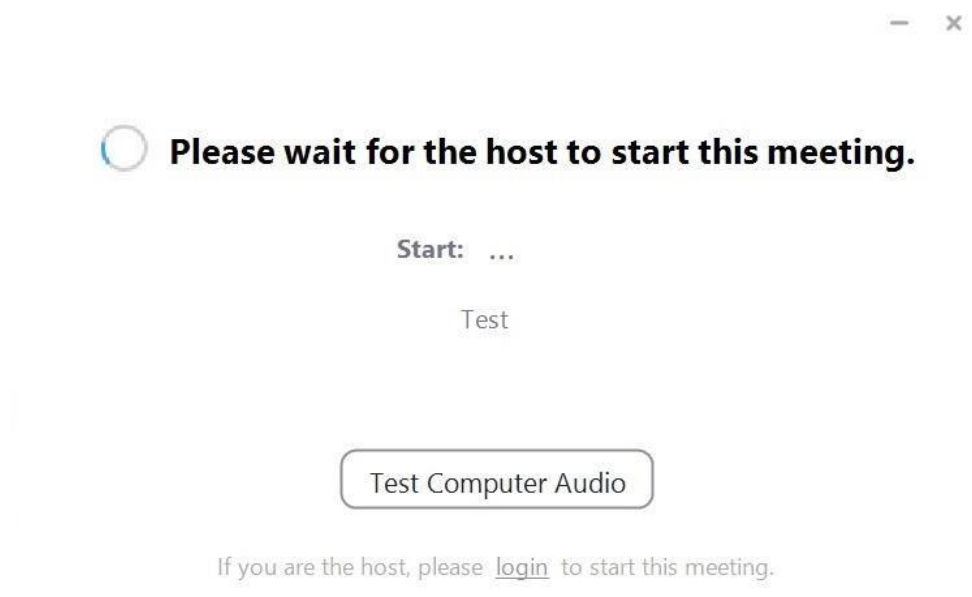
All participants will receive the link to the conferences. During the initial launch, the program may ask for camera and microphone access. **Please allow access.**

Follow the link and you will see the window:



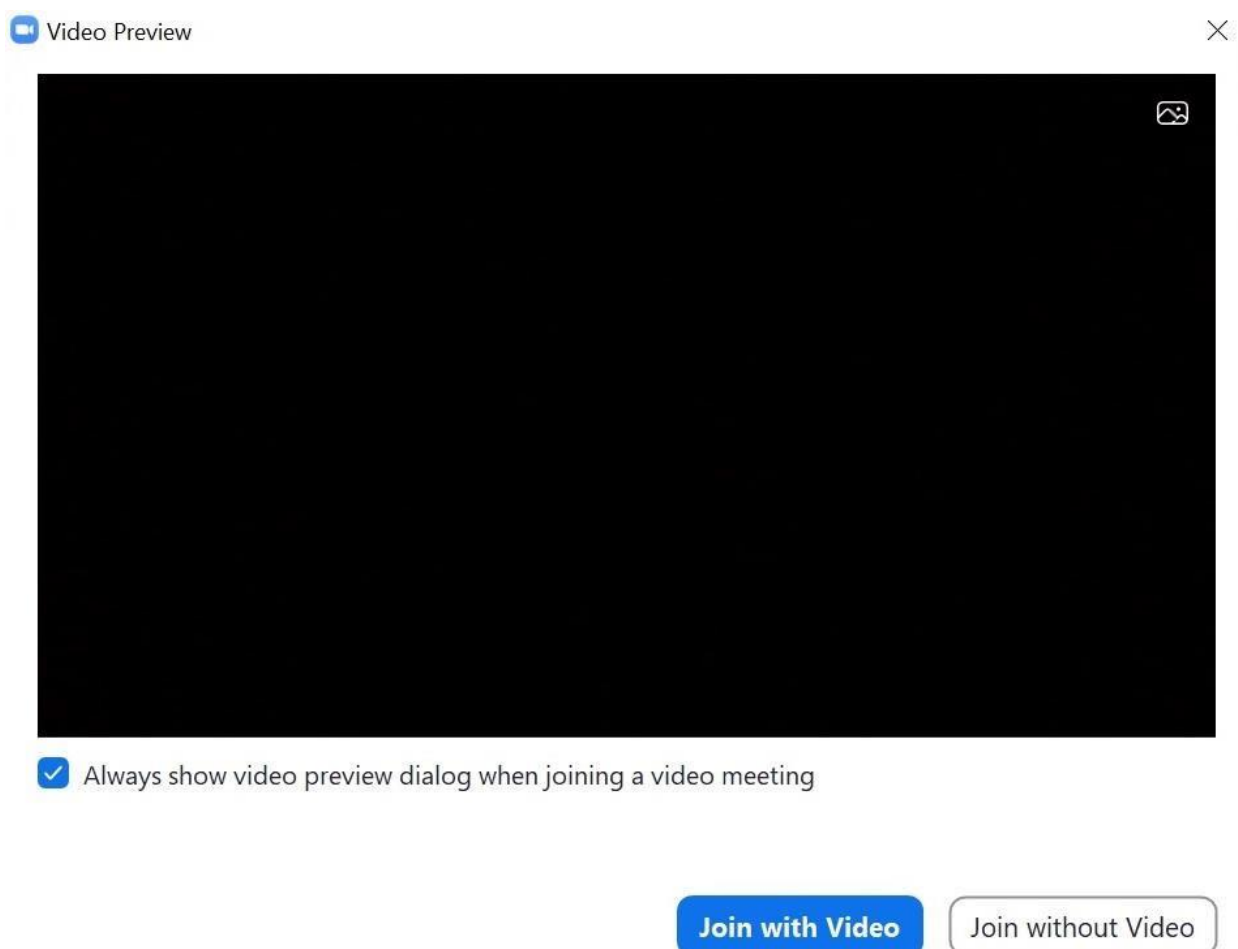
Click «**Open ‘Zoom Meetings’ app**» for automatic installation.

If you join the conference in advance, please wait for the meeting to start.



Joining the conference

When the organizer starts the conference, you will be asked to enter your name, check your video and audio.



–At the preview stage, click «**Join with Video**».

Enter your name

Your Name

☒ Remember my name for future meetings

Join Meeting

Cancel

–Enter your name and surname in Latin letters and click «**Join Meeting**».

Wait, the conference organizer will let you in soon.

Test Computer Audio

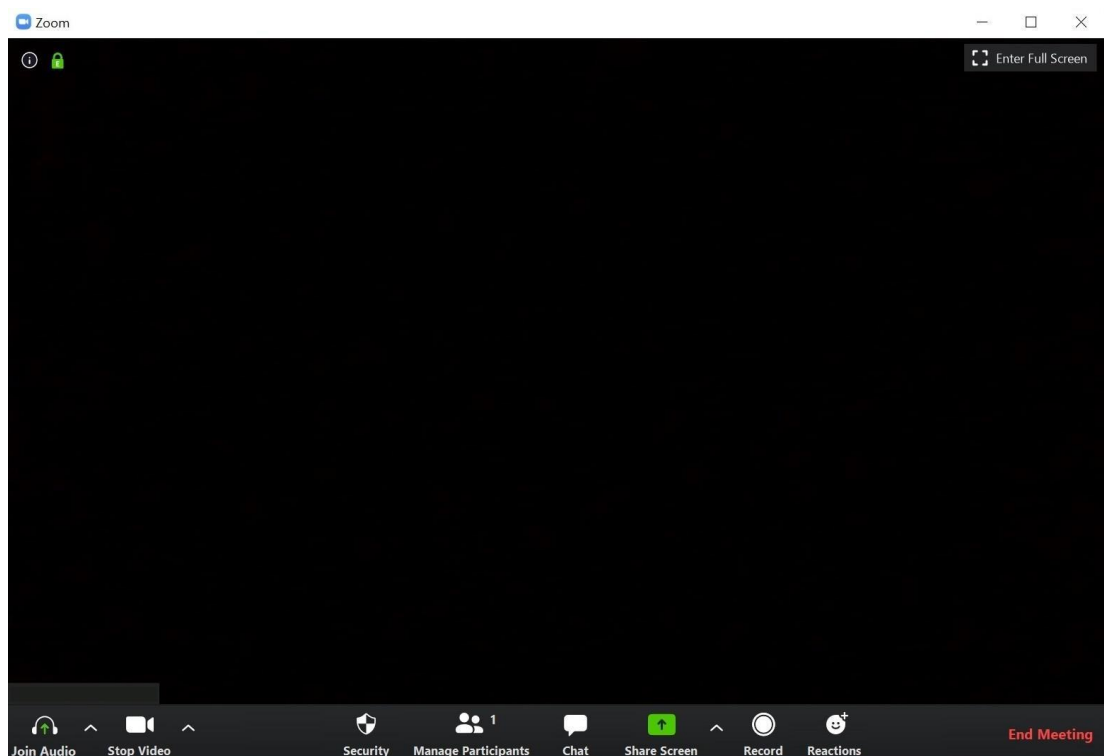
– Now you are transferred to the connection area. Once you are approved by the administrator, you will be automatically linked to the conference.

Join with Computer Audio

Test Speaker and Microphone

☐ Automatically join audio by computer when joining a meeting

–To continue, click on «**Join with Computer Audio**».



Now you have joined the conference.

2. ZOOM Interface. Overview

After joining the conference, you may perform the following actions on the Menu bar, located at the bottom of the conference window (move your mouse cursor to switch over):

- Launch the demonstration of your Desktop or a specific application window;
- Turn the sound on and off;
- Choose the sound parameters;
- Turn the video off and on;

- Change the settings;
- Exit the conference.

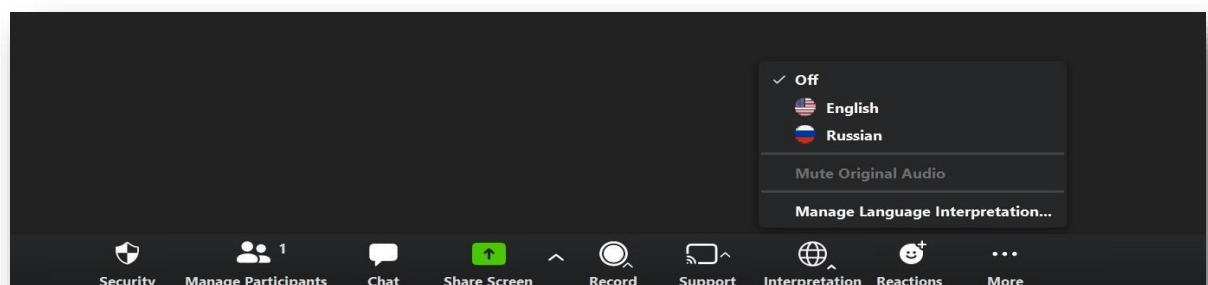


Drafting (document editing)

The drafting function may be used during the conferences. In practice, this means that a certain responsible person will be able to edit the final conference document online. While the rest of the participants will see a screencast of the edited document. The Zoom App will launch the screen casting automatically.

Simultaneous interpretation (SI)

The original conference sound is installed by default. For simultaneous interpretation, click on «**Interpretation**» at the bottom conference menu bar, then choose the interpretation language you need.

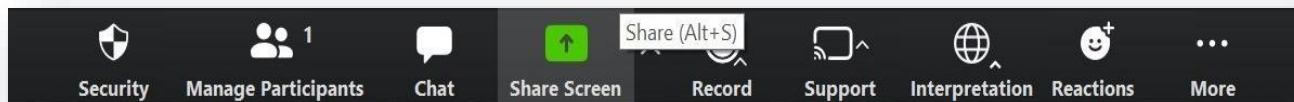


Screen sharing (demonstration of presentations, videos, photos)

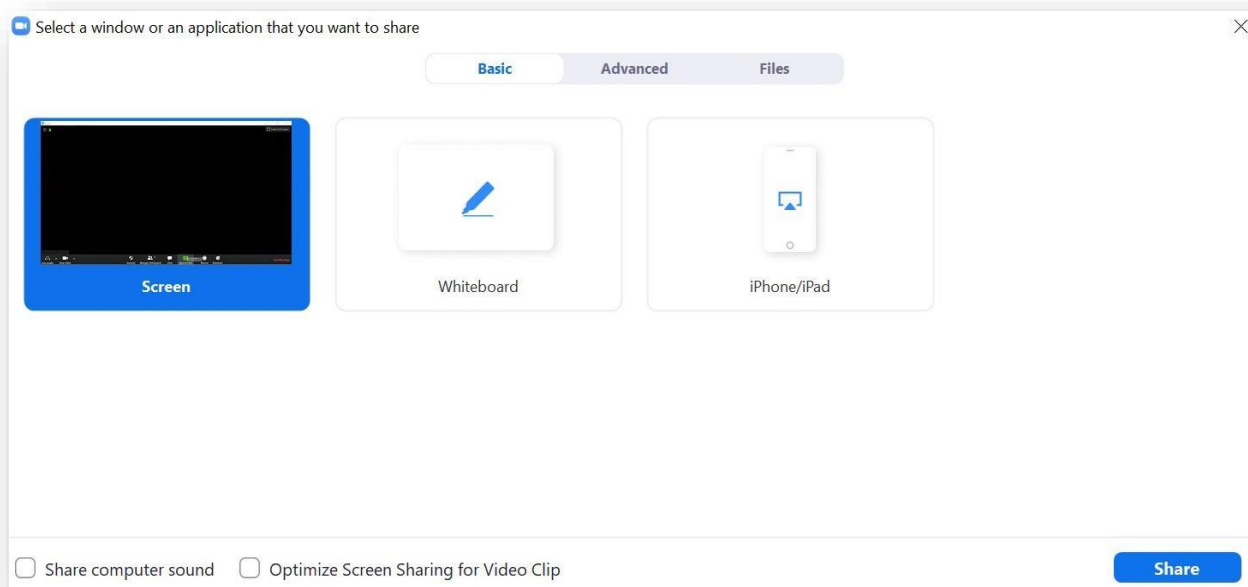
The Zoom App allows screen sharing on a PC, tablet or mobile device with the Zoom App installed.

During the initial launch, the Zoom screen-sharing program might request access to your Desktop. For screen demonstration purposes, you need to confirm access.

- To start screen sharing, choose «**Screen share**» from among the conference control elements.



- In the window that opens, choose the screen for sharing.



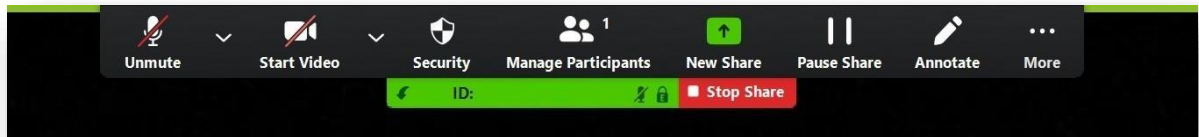
- Click on the screen for sharing: your Desktop, an already open App window, a messaging desk or an iPhone/iPad.
- Use additional parameters at the bottom of the screen if needed.

Shared use of computer sound: this function any sound to be replayed from your PC during a Zoom conference.

Optimize for full-screen video streaming: select if you want the video demonstration in full-screen mode. We do not recommend using this function unless you intend to show a video in full-screen mode, as it might blur the picture during screen sharing.

- Press «**Screen Share**».

Screen Sharing menu bar



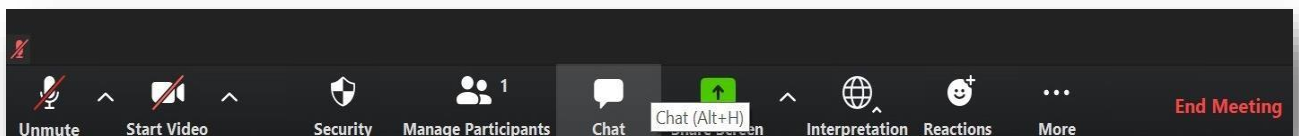
- **Mute/Unmute (sound):** turn your microphone on or off during the conference;
- **Start/Stop video:** turn your video on or off during the conference;
- **New Share:** to launch a new screen demonstration. You can choose a new screen for sharing;
- **Pause Share:** pause your current screensharing;
- **To comment:** use the screen sharing tools to draw, add text, etc.;
- **For more detail:** move the cursor to additional parameters.

Two monitors

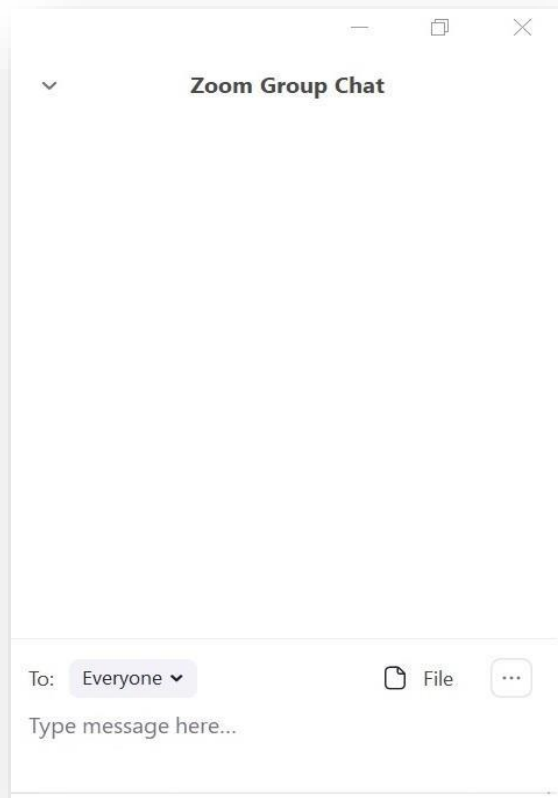
If you are using a two monitor configuration, turn on the «**Use two monitors**» function to see the screen cast of a single monitor and all the participants on the other.

Conference chat

- During the conference, click on «**Chat**» on the conference control bar.



- A group chat will open on the right side of the screen. To send a message to a specific person,
- Click on «To whom» and choose their name from the pop-up list.
- New messages (to you from another user) will appear in a chat preview window.



During screen sharing

Click on «**More**» on the conference control bar. Choose «**Chat**».

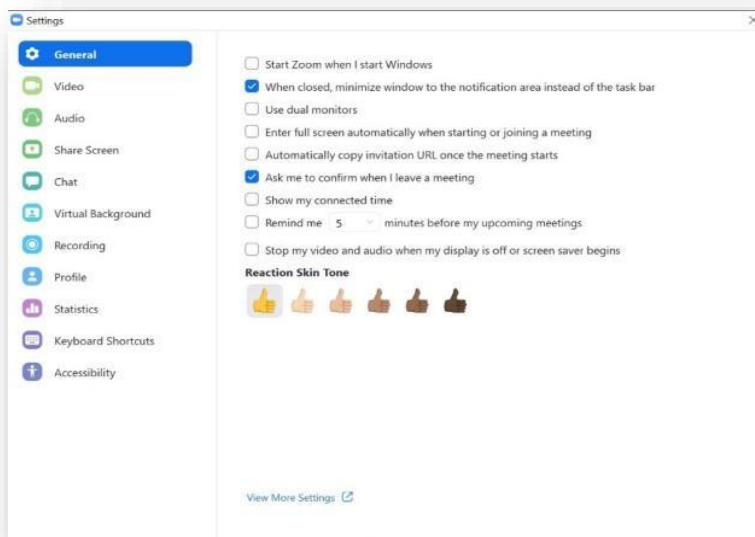
- A chat window will popup.
- If you receive new chat messages during a screen share, the «**More**» button will blink orange, indicating an incoming message. To open the window, click on «**More**» and then «**Chat**».

Technical Support «**GE Support**» or «**GE Admin**» may be contacted via Chat.

Zoom Settings

Click on the «**Settings**» tab located in the main dialogue box or on the conference menu bar panel to access the following parameters:

- **General settings:** for choosing the default settings.
- **Sound:** for checking, choosing or changing your microphone and speaker settings.
- **Video:** for choosing and checking your videocamera.



3. Rules and recommendations for easy participation in the videoconferences

– Switch on your microphone only when you speaking and turn it off the rest of the time. To turn the microphone on/off, click on the button at the bottom left corner of the conference window.

– At the beginning of the conference, choose your preferred language channel at the «Interpretation» tab. Please do not use any other language channel. To choose the required language channel, click on it. A tick will appear in the checkbox next to the chosen language.

– Do not use your microphone when someone else is speaking. If several microphones are used simultaneously, one of the speakers' volume level will be reduced. **Please remember that your microphone should be switched on only when you are speaking!**

If the above recommendations are not followed, this might result in a short-term deterioration in connection quality. Please follow them to ensure convenient and productive participation in the conference.

4. Technical support contacts

All questions concerning technical support should be sent to: info@brics-ysf2020.ru