🌐 GOOGLE MEET USER GUIDE

2nd International Optimum Science Conference 2025 For Participants

📅 Date: 13–14 December 2025

📖 1. What is Google Meet?

Google Meet is a secure, easily accessible video conferencing platform developed by Google. Participants can join online sessions, watch presentations, and interact with other participants.

- Web and mobile access
- High-quality audio/video
- Secure connection infrastructure

⚙️ 2. Preparations Prior to Participation

Before joining, please complete the following steps:

- ✅ Ensure you have an active Google (Gmail) account.
- ✅ Use Google Chrome as your browser.
- ✅ Test your camera and microphone beforehand.
- ✅ Ensure your internet connection is stable.
- ✅ If joining via a mobile device, download the Google Meet app.

📱 App links:

- Download from the Play Store
- Download from the App Store

🔗 3. Methods of Participating in a Meeting

💡 A. Via the Invitation Link

1. Click on the meeting link sent by the organiser.
2. Your browser will open the Google Meet page.
3. Grant camera and microphone permissions by selecting 'Allow'.
4. Click the 'Join now' button.

💡 B. Via Meeting Code

1. Open https://meet.google.com/landing?pli=1.
2. Enter the code in the 'Enter a code or link' field.
3. Press the 'Join' button to join.

🎥 4. Tools Used During the Meeting

Icon	Tool	Description
🎙️	Microphone	Turns the sound on/off
🎥	Camera	Turns the video on/off
💬	Chat	Opens the text chat window
⬆️	Share Screen Paylaş	Shares a presentation or tab
✋	Raise Hand	Used to request to speak
⚙️	Settings	Sound, camera, sharing options

🧩 5. For Participants Who Will Give Presentations

1. Click on the ‘Present now’ icon in the bottom toolbar.
2. Select one of the options: ‘Your entire screen’, ‘A window’ or ‘A Chrome tab’.
3. Press the ‘Share’ button to share your file.
4. When your presentation is finished, end the sharing by clicking the ‘Stop presenting’ button.

🎧 6. Points to Note During the Meeting

- ✅ Mute your microphone when you are not speaking.
- ✅ Choose a quiet environment with a plain background.
- ✅ Opt for noise-cancelling headphones.
- ✅ State your name and organisation correctly.
- ✅ If the connection is poor, you can keep your camera off.

🕒 7. Conference Day Reminders

- 📅 It will be held online on 13–14 December 2025.
- 🔸 Please join the meeting link 10 minutes early.
- 🔸 If you see the message ‘Waiting for host to admit you’, please wait; the organiser will admit you.
- 🔸 If you are giving a presentation, open your presentation file in advance and have it ready to share.

🧩 8. Frequently Encountered Problems

Problem	Possible Cause	Solution
I can't join the meeting	Wrong link or account	Click the correct link, check your Gmail account
No sound	Microphone is off or wrong device selected	Check the microphone icon, review system settings
Video freezes	Weak internet connection	Turn off the camera or refresh your connection
Presentation not visible	Wrong screen selection	Share again using the "Entire screen" or "Window" option

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📞 9. Support and Contact

📧 E-mail: info@opscon.com.tr
📱 WhatsApp: +90 533 335 46 58
🌐 Web : www.opscon.com.tr

Our technical support team will be available online to assist you throughout the conference.

🎓 10. We would like to express our gratitude to our participants.

Thank you for participating in the 2nd International Optimum Science Conference 2025!

Your scientific contribution and online presence are very valuable to us. 🌍

🎉 We wish you an enjoyable, productive and interactive conference.

Organizing Committee
Optimum Science Conference Team