

## If you study abroad, follow these instructions

The seminars are organized as individual consultations on the first come, first served basis, and start in person in room 314 at 5PM. You can attend the seminars online but the teachers will always prioritize the face-to-face consultations with an in-comer at the IES. Log-in early to **MS Teams**, let the teacher know you are present and wait till the teacher calls you. Given that the in-coming students are prioritized, it will take time till your turn comes so be prepared to wait.

You can use the following link to join the team:

<https://teams.microsoft.com/l/team/19%3a6034b6d648a648f5b789bdf0fd963553%40thread.tacv2/conversations?groupId=3b0195ca-0c6a-431a-8b51-75cf50b0ad97&tenantId=e09276da-f934-4086-bf08-8816a20414a2>

Use your university account to log in (log with your student ID number as, for example, 12345678@cuni.cz and use your CAS password). Note that when first joining the MA thesis seminar team, one of the professors has to admit you in, so join the team in advance, before the first seminar starts.

When you log in at the time of your seminar (but not before 5PM and **no later than 6PM** on Wednesday) go to the "Posts" section of the team and write a post indicating you are waiting for consultations. Your posts in MS Teams will be sorted by time, so you will always see how many students are in the queue ahead of you. When it is your turn, the respective teacher will initiate a video call with you. Do not log-in too late (after 6PM) because the teachers will not know you want to attend and you can easily miss the seminar.

Make sure you follow the seminar schedule published in Moodle in "yymmdd\_seminars\_dates" file and attend the seminars scheduled for your group only.