

## Computer Expert (ICT) recruitment or designation

For each IMO Exam Centre there must be Computer Expert (ICT person). This person can be a new adult, or it can be an adult already registered to be at the Exam Centre. The level of expertise required is not huge:

Note that the term PC is used to mean Personal Computer, and this might be a laptop/notebook or a classic desktop device.

The person should:

- (a) speak English and/or the Russian language (fluency is not required, but an understanding of technical terms is essential)
- (b) be a confident PC (or device such as a laptop/notebook) user, including but not limited to:
  - setting up webcams in the exam centre
  - connecting webcams to the PCs (install drivers etc.)
  - connect the PC/webcam to Zoom conferences
  - ensure (with the IMO IT staff) that video is working correctly
  - have some familiarity with printers and scanners
  - have experience with downloading and uploading PDF files
  - if in a location which uses "letter" paper (not the usual A4), have familiarity with paper size issues.
- (c) be available for testing procedures and protocols with the IMO 2020 IT department before the IMO begins on September 21.

Please designate or recruit such a person.

Then using the password at the IMO registration site (menu item Examination Centres), you can register the name, email and telephone number (with international dialling code) of your Computer Expert. This can be done by clicking on 'View details' for a particular Exam Centre, then 'Edit' at the bottom of the page, modify data and click 'Update'.

Then IMO 2020 IT will contact your specialist in a few days to discuss matters.

Geoff Smith

IMOB President

Contact emails:

Registration: [webmaster@imo-official.org](mailto:webmaster@imo-official.org)

IMO Commissioners: [imocommission@gmail.com](mailto:imocommission@gmail.com)