

Conferencing with Zoom

Accessing the virtual panel rooms

On our private conference landing page, you will find our conference agenda. To access the Zoom panels and lectures, please click on the event which you'd like to join, and then click on the corresponding Zoom link. If you have installed Zoom on your device, you will be asked to launch the app. If not, you will be prompted to download the app.

When prompted, **please enter the access code that you have received via email after registering for the conference.**

For panel presenters and other speakers, the virtual panel rooms will open 30 minutes prior to the official start to give you enough time to share a few words with one another and check if everything works. Presenters can also test screen sharing and other functions. Each online event will have a chair, or moderator, and a meeting host to assist with technical difficulties.

For event attendees, we will set up a waiting room for every event. You will be able to enter the panel rooms shortly before the official events start.

For all presenters and attendees, **we recommend that you give yourself a recognizable name on Zoom so that your colleagues and the event chair can easily identify you.** If you cannot or do not wish to keep your video on during presentations, we would recommend that you upload a professional photo of yourself onto your Zoom profile.

During the sessions

Speakers and presenters: we recommend a **speaking time of 10-15 minutes** per panel presentation, as we would like to make sure that there is enough time for discussion after our presentations.

Attendees: To assist the moderator in managing questions and replies, please activate the chat function on Zoom by clicking on the respective button in the bottom center of the Zoom window. If the panel is in "meeting" mode (i.e. if you can participate with your video) and you want to raise a question or make a comment, simply type "#," "comment," or "question" in the chat function, while making sure your remark is directed to "Everyone" in the panel. If the event is in "webinar" mode (i.e. you cannot turn on your video), please post questions or comments directly in the chat. **It is also possible to ask questions in the days before our panels and lectures via our Slack workspace.**

Virtual coffee breaks

Certain panel rooms will remain open after the end of the panel discussion for about an hour to allow for more informal "coffee break-style" conversations. **The meeting host can assist you if you wish to create a breakout room with other attendees.** Please let us know via chat and we will facilitate this immediately.

For presenters: How to share your screen to display a presentation

Zoom enables screen sharing on desktop, tablet and mobile devices running Zoom, both for meeting hosts and for participants. Once you have opened your presentation (e.g. Powerpoint) on your device, click on the "Share Screen" icon. Zoom will then offer a series of screen/window sharing possibilities. Select the screen or window that you want to share. For more information, this tutorial might help: <https://www.youtube.com/watch?v=YA6SGQIVmcA&feature=youtu.be>