

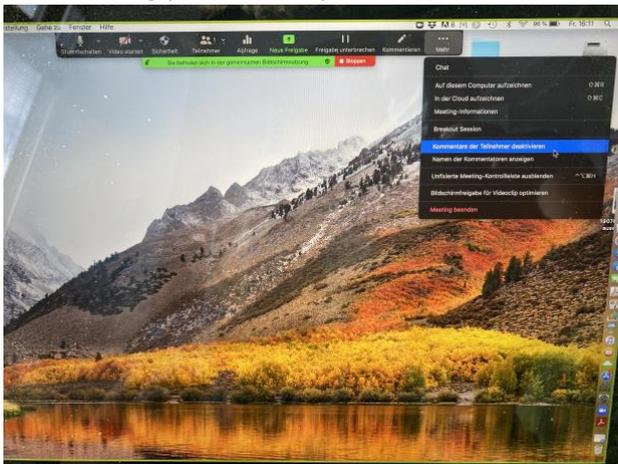
How to ZOOM at the DiGifZ 2020

For Participants

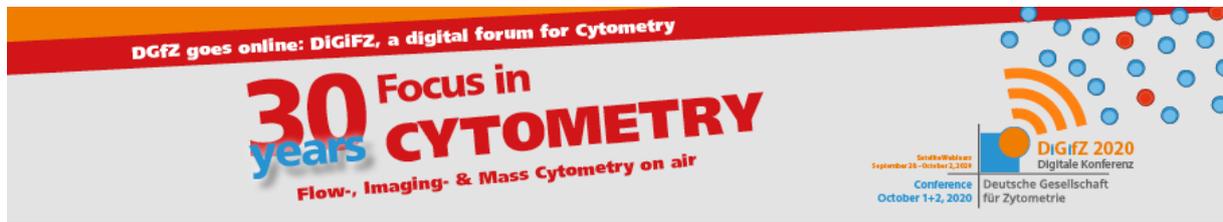
- Each session will have a separate ZOOM link and password, all registered members will receive the information via e-mail. The link to a session you can also get via the website-program [here](#).
- ZOOM will open 10 minutes before the start of the sessions.
- The microphone will be switched off by default when starting ZOOM.
- The camera should be **switched off during the talk**, but it is highly appreciated to have the **camera switched on before the talk and during the discussion** after the talk
- Please **ask questions** only via the **chat** option in ZOOM. All questions will be collected and passed on to the lecturer. The chat will stay open after the sessions to get in contact and interact with other participants
- In the (unlikely) event of a ZOOM crash during a session, please **check your E-mails**. The DiGifZ team will provide a new link and further details for an alternative session.
- Best browser (: Chrome

For Speakers

- The moderator will enable you before the talk to share your screen
- The moderator will keep an eye on the chat and collect questions from the audience or see if any issue arises
- After sharing your screen, please remember to **“Disable attendee annotation”**

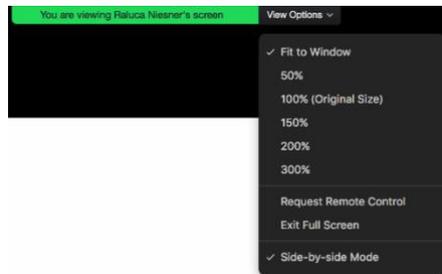


- If there is an issue that people cannot hear you or see the pointer anymore, please first try to share your screen again



For Presenters of Posters

- The microphone will be switched off by default when starting ZOOM
- The camera should be **switched off during the session**, except **during your presentation (3 minutes)** and **discussion of your poster (2 minutes)**
- Your poster presentation (iPoster) **will be shared by the host** (DiGifZ organizing team) via screen sharing
- Please **ask the host for the remote control** of the shared screen in Zoom immediately before your presentation, when you hear your name – the host will grant you access only during your presentation.
- to ask for remote control of the shared poster presentation in Zoom, **click** next to the green bar at the top of the screen on **“View options”** and choose **“Request Remote Control”**



- If ZOOM completely crashes, please **check your E-mails**. The DiGifZ will provide a link and further details for an alternative session.

For Hosts

- Keep an eye on the chat (people are told to write issues and questions there)
- If the connection breaks down, ask the speaker to share again the screen
- If the session is not repairable, a new session is prepared and the link etc. provided to all registered participants via mail

We encourage the presentation of unpublished data and therefore we kindly ask you to respect the **non-recording policy** during our conference!

Looking forward to seeing you all next week aboard of this new adventure!

All the best,

Anja Hauser, for the organizers