

In order to present, but also to attend the event, the participants must download and install ZOOM; participation is possible from a device with a video camera and microphone, embedded (laptops, mobile phones) or external (desktop). There is a ZOOM version for mobile phones and tablets; it is harder to use it to present. The application can be downloaded charge free from the Internet address https://zoom.us/download#client_4meeting or (for mobile phones and tablets) from the AppStore or Google Play. After installing, it is highly recommended to create a profile, or at least when attending to click on the window corresponding to their name/device end edit their name, making the real name known to the other participants.

In order to attend the conference, open from the Internet browser (Internet Explorer, Microsoft Edge, Mozilla Firefox, Google Chrome, Opera, Safari etc.) the URL communicated by the organizers and follow the on-screen guidelines. The program might ask for some info provided by the organizers (“Meeting ID”, “Passcode”). Alternatively, open ZOOM and connect from Home -> Join using the same info.



It is highly recommended to start the video camera (**Stop Video**) and microphone (**Mute**); in order to stop them, use the same control buttons from the bottom left part of the screen (if the application starts automatically in the “Full Screen” mode, they cannot be seen; in order to activate them, click “Exit Full Screen” from top right). When not presenting, please close your microphones to prevent the noise from your area affecting the conference. Especially phone calls are likely to disturb the other. In such cases, the organizers will intervene and close the microphones of participants disturbing the others. Remember to open the microphone when presenting or asking questions. The organizers will record (video and audio) the event; participation presumes an **implicit agreement**. Those willing to receive a copy of the records can receive it via file transfer; in their request, they must state whether they want the audio, video, or both records.



In order to present, use the “Share Screen” (**Share Screen**) function. Open the file to be presented before starting zoom. In order to present, click “Share Screen”, then choose the window to be presented (Power Point, Word, Adobe Acrobat etc.) It is better to save your presentation as a PDF file, because Adobe Acrobat has a minimal menu, compared to the other programs using the window space for control buttons. If using Power Point, choose a “virtual presentation” onto a new window, avoiding the visualization of the program menus.

Timing will be very strict. Each attendant has 15 minute, including the questions. The session chair will warn the presenter after 12 minutes, and cut off her/his microphone after 15 minutes; this is the only way to keep the event on time, showing respect to the others by not taking out of their time. The “chat” function, accessed clicking “More”, attendants can address questions or comments to the others or to a particular person selected from the list, writing a message and hitting “enter”. However, it is better to ask questions directly, using the video system. Do not abuse the “chat” function, as not all the attendants have time to answer, are familiar to ZOOM and can answer questions asked this way.

