

INSTRUCTIONS

TECHNICAL INDICATIONS FOR THE USE OF ZOOM AS A CHAIR

The chair will be the moderator of the session. Thus, it is the person in charge of managing it. Every chair will have the help of a volunteer, who will take on all the technical aspects.

Before you begin:

1. Make sure you have a good Internet speed. Connect with a cable if you can
2. Download the Zoom application: <https://zoom.us/download>
3. Always connect with the latest, updated version of zoom

Always connect **from a computer**, not from your tablet, phone or other devices.

A volunteer will open the zoom session 15 to 10 minutes before it begins.

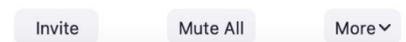
When you enter the room, the volunteer will introduce themselves and make you a "co-host" of the session. This will activate a series of controls and options that are not available to other participants.

The volunteer will "co-host" all the authors who are going to present a paper. You will test each speaker's microphone, image and screen-sharing facility.

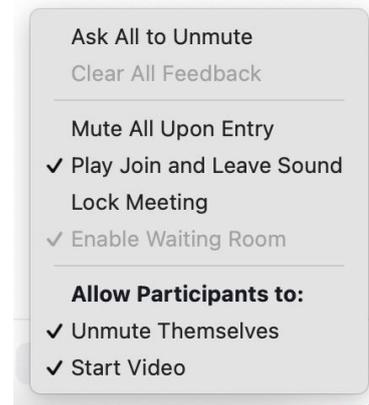
Technical issues to be considered. The volunteer will:

Be aware of closing the microphones of people who have accidentally opened them (they can cause interference) and **putting down the hands of people who have already spoken**.

- If you want to mute all the delegates at the same time, remember that in "Participants", you have this option



- To make it easier, you can set all delegates to enter the session muted. Go to "Participants". At the bottom left, you will see "More". If you click on it, you will see a drop-down menu. Make sure that the "Mute All Upon Entry" option is marked with the symbol"✓"
- Make sure that the "Play Join and Leave Sound" is also set to"✓". That way, every time someone enters the room, they won't make an annoying noise.



You probably already know them, but here is a summary of the functions and permissions of the host and co-host:

 **Activate audio**  /  or **mute**: this allows you to connect to the meeting audio and, once connected, mute or reactivate the microphone.

- Audio controls (click ^ next to **Mute / Unmute Audio**): Audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, leave the computer audio on, and access all audio options in Zoom's settings, if using headphones or microphones.

 **Stop video** /  **Start video**: this allows you to start or stop your own video.

- Video controls (click ^ next to **Start / Stop Video**): if you have multiple cameras on your computer, you can select the one Zoom is using, access the full video controls and choose a Virtual Background.

 **Security**: Access the security options during the meeting. **Please, do not touch any of the room settings. The parameters we have configured are the correct ones.**

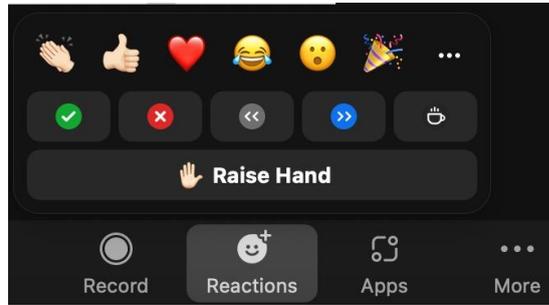
 **Participants**: open the window for managing participants.

 **Chat**: access the chat window to chat with participants. The chat sessions are exclusively for dealing with questions related to the congress and especially with the content of the papers presented.

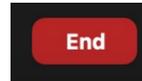
 **Screen sharing**: start sharing your screen. You will be able to select the desktop or application you want to share. When you are sharing the screen, the controls will appear at the top of the screen, but you can drag them to another location.

 **Record**: start or stop a local or cloud recording. The session chair will tell you if you have to record it.

 **Reactions**: Meeting reactions, nonverbal comments, and hand-raising allow you to communicate problems or comments to the host or presenter without interrupting the meeting. These reactions are displayed in your video panel and next to your name in the Participants panel.



End (only available for the host): shows the two following options:



- End meeting for all: end the meeting for you and all participants.
- Leave meeting: You will be asked to assign a host so that the meeting can continue. In this case, the co-host becomes the host.

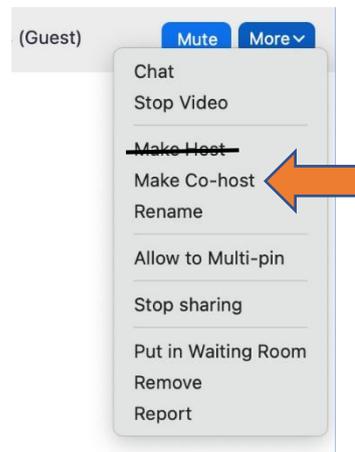
→ **For more information**, we recommend viewing the following short tutorial on Zoom for hosts: https://youtu.be/ygZ96J_z4AY

How to co-host:

The organizer/host controls allow you to control various aspects of a Zoom meeting, such as **participant management**.

The **co-host** feature allows the host to share hosting privileges with another user. Do not forget to co-host the chair of the session and the persons presenting the communication.

To do this, in the list of participants, select the person you want to co-host. Click on more. The option will appear.



IMPORTANT: Do not host, just Co-host. Otherwise, you will lose your permissions!

Don't panic! It is a new experience for everyone.

Let the volunteer help you.

If you cannot find a solution to your problem between the two of you, the volunteer can seek help.