



## **ESSENTIAL CHECK POINTS FOR ATTENDING THE CONFERENCE IN ZOOM**

### **Moderator and Chair**

1. Greet the speakers and listeners at the beginning of the session.
2. Briefly present the individual presenter before each presentation.
3. Each presenter should not speak more than 10 minutes (presenters were instructed to speak 10 minutes). Two minutes before the end of their allocated time, please notify the speaker discretely.
4. In case an individual speaker has technical problems, please skip the presentation, and reschedule it to the end of the session if possible (before the discussion).
5. Try not to finish your panel early.
6. Try to finish your panel on time.
7. In the program, the discussion is planned after the presentations. You as a Chair may do it differently and have discussion after each presentation but if you choose so, watch the timing.
8. Prepare questions related to the topic of the panel/presentations for discussion in advance in case the listeners do not ask enough/any questions.
9. Check questions in "Q&A" and Chat menu for possible attendee questions on time for discussion (end of each session).
10. Check raised hands in "Participants" menu (attendee section) for possible attendee audio interaction (speaking) on time of discussion (end of each session).
11. Run "Poll" (in Zoom menu) for all participants at the end of each session (Moderator or Host only).

### **Technical advice and tips:**

1. Restart your computer before attending a Conference Zoom link.
2. Try to stay in the middle of the screen at all times.
3. Make sure there is enough light in the room.
4. Make sure there is no bright backlight (windows behind you, etc.).
5. Make sure only necessary programs are running on your computer during the conference (to ensure a stable conference session).
6. Test your audio and video before presenting (Zoom audio and video settings in menu of Zoom webinar).
7. For better sound and video quality we would strongly recommend you use **headphones or earphones with a microphone and a LAN cable** for your internet connection instead of WIFI or data.
8. Mute your microphone when you are not talking (due to background noise) and unmute it when you wish to talk.
9. Share your presentation with "share screen" function in Zoom menu (when presenting).



**10 - 17 March 2023**

**Panelist (presenter)**

1. Restart your computer before joining the conference link.
2. Ensure a stable internet connection (preferred landline internet connection).
3. Make sure only necessary programs are running on your computer during the conference (to ensure a stable conference session).
4. Test your audio and video before presenting (Zoom audio and video settings in menu of Zoom).
5. Mute your microphone when you are not talking (due to background noise) and unmute it when you wish to talk.
6. Share your presentation with "share screen" function in Zoom menu (when presenting).

**Attendee**

1. Restart your computer before joining the conference link.
2. Ensure a stable internet connection (preferred landline internet connection).
3. Make sure only necessary programs are running on your computer (to ensure a stable conference session).
4. Test your audio and video before attending Zoom (zoom audio and video settings in menu of Zoom webinar).
5. Write your questions in "Q&A" or Chat menu for discussion (end of each session).
6. Raise your hand in "Participants" menu for audio interaction (speaking) in time for discussion (end of each session).
7. Mute your microphone when you are not talking (due to background noise) and unmute it when talking.

For more information about Zoom Webinar check [this instructions](#) or visit [Zoom Support Center](#) .

If you need IT support, please install/run TeamViewer application ([instructions](#)) and send **your ID** in **password** (like on picture in instructions) on [support@almamater.si](mailto:support@almamater.si) or call +386 59 335 079.