



GUIDE ON HOW TO USE ZOOM

In order to guarantee a smooth online meeting without any technical problems, you are kindly invited to join the meeting already from **9:30 a.m.** onwards. You can test the Zoom software functions by clicking on this link <https://zoom.us/test>.

Technical requirements

- The event is organised by using the Zoom Video Communications software platform. To actively participate in the online event, you need a computer (PC or laptop), a tablet or a smartphone, internet access and speakers.
- You can join the meeting by clicking on the link which will then redirect you to the website. If you have not yet installed the software, you can now download and install it by clicking on “Download and start”. Zoom then starts automatically. You can also launch Zoom with your browser by first clicking on “Join from Browser”. However, the download quality may be limited in this case. You can find more information about web browser compatibility [here](#).
- In case of connection problems, turn off the camera and reduce the required bandwidth.
- Keep the microphone off at all times, unless the moderator asks you to speak/contribute to the discussion. This will reduce background noise. If you forget to turn it off, your microphone will be turned off by technical support if necessary. You can turn the microphone back on at any time.
- When the chat function is activated, the chat window appears on the right side next to the video window. Please enter your questions here. If you have any technical problems, write this in the chat. You can find more information about the chat function [here](#).

You can find more information and video instructions on how to use Zoom [here](#).

To use headphones, connect them BEFORE joining the Zoom meeting.

Organisational requirements

- Please register with your **FIRST NAME**, **LAST NAME** and the name of your **ORGANISATION**.
- During the event, you can ask **questions** via **chat**. After the presentation under each programme item, your questions will be addressed.
- Chat is intended exclusively for communication with the organisers or for questions related to the call for proposals and not for general communication.

We look forward to an interesting event.