

CEETO final Conference

Rules for Virtual Meeting

I. Software:

We are using Zoom (www.zoom.us) – this is a browser-based software that enables the participants to discuss (audio and video) online, share the screen, discuss in working groups (so called breakout sessions) and have a chat function aside.

For participating in a zoom meeting, you will simply receive a link from the organisers; your browser might ask you to download and install a plug-in.

There is also a Zoom App for mobile phones (Android, iPhone), but the quality and the easiness to handle usually is better if using a computer / laptop.

II. Before the meeting:

- Please test your system before, CEETO will provide the opportunity of a test meeting.
- Please use headphones, without the other participants might hear background noise and you might hear your own echo.
- Check in the zoom meeting, that you choose (in audio settings) your headphones and mic (instead of build in micro / loudspeaker).

III. Within the meeting:

- Use your audio system, only if your Internet is strong enough – it is always nice to see you, but it is more important that we can clearly understand each other.
- If you don't talk, please mute your microphone, in the test session we will show you how to do this. The moderator has the power to mute your mic and switch off your camera, if needed.
- If you want to talk, please use the chat room to 'raise your hand' – this avoids that too many people are speaking at the same time. If you don't see the chat room on the right side, you need to open it by pressing the respective button in the bottom line.
- The moderation will share the screen, so you will see the relevant slides, tables, etc. But you cannot move them – e.g. you cannot switch in the Excel sheet 'budget' to other parts, you have to follow the moderator: Therefore, it is always good to have the important documents at your hand – either printed or open at your desktop. Even during sessions, you are able to switch to other programs, you still will listen to the audio transmission.

Let's look at the positive side of this unpleasant situation and try now new tools that might make our work easier and more efficient even after Corona.