

HNPS2021

Guidelines for the Hybrid Zoom Meeting

Preparing for remote participation

Set up your equipment

- Download the [latest Zoom client](#)
- Use a headset and microphone if you can, to reduce background noise
- Test your [audio](#) & [video](#)
- Review how to [share your presentation](#)
- Review how to [participate in breakout rooms \(self-assigning\)](#)
- Join a [test meeting](#)
- Close unnecessary tabs in your browser and turn off notifications such as Email or messaging

Check your environment

- Lighting should come from in front of you or from the side, in order to best light your face
- Keep your background clear of distractions or use a virtual background
- Look at your webcam if you are presenting
- Use gestures and mannerisms that you would typically use in person

Preparing for in-room participation

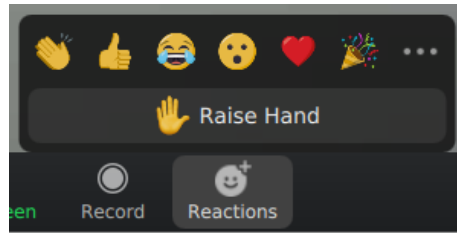
- Be sure to have with you your valid Covid-19 vaccination certificate or proof of recovery and your ID. They will be checked at the auditorium entrance.
- Prepare your presentation as a PDF or Powerpoint file and be sure to upload it to the auditorium computer well in advance of your session (e.g. during the coffee / lunch break)

Participating in the Meeting

Guidelines for remote attendants

- **Mute** your microphone and **turn off video** when you are not actively speaking

- Monitor the **Chat**  for messages from the organizers



- Use the **Raise Hand** feature to notify the host that you have a question for the speaker
- Unmute your microphone and optionally turn on video before speaking

Guidelines for in-room attendants

- If you have a question be aware that the chairman or the presenter must repeat it so that the remote participants can also hear it
- Avoid engaging in discussion with the presenter (because remote participants do not hear your voice)

Guidelines for remote presenters

- Connect before the start of your session **well ahead (10' - 15') of your scheduled talk time**
- Wait for the host to announce your talk
- Unmute your microphone and and turn on video
- Start screen sharing your presentation
- While presenting, if you are referring to something on the screen, describe where your cursor is going or what it is that you are referring to.
 - Avoid saying "here" or "this" when describing something. Instead, try using more descriptive language: "Notice the graph on the left"
- **Be sure to keep your scheduled time (invited: 20' , regular: 10')**
- Answer questions as instructed by the host
- Stop screen sharing, mute and turn off video after you've finished your talk

Guidelines for in-room presenters

- Be sure to upload your talk to the auditorium computer well before your session
- At start of your session take a seat close to the podium
- During your talk stay at the podium and speak close to the microphone
- Be aware that there is also a large number of remote viewers
- If a question comes from the in-room audience remember that the host or yourself must repeat the question so that remote participants can also hear it
- Avoid engaging in discussion with the in-room audience - remote viewers won't hear it

Participating in the e-Poster session

Note: the e-Poster session is remote-only !

Guidelines for attendants

- e-Posters are presented in Zoom [Breakout Rooms](#)
- Each room will be marked with the code number and name of the presenter, e.g., “P6. Chiotellis”
- Join any of the posters you are interested in and engage in online discussion with the presenter and other attendants
- Press the **Leave** button (bottom right in zoom window) and join another room if you like
- Remember to switch on audio and camera each time you join a new room

Guidelines for presenters

- Connect well ahead (10') of the start of the session and join your designated Breakout Room
- Turn on your audio and video and start screen sharing your e-Poster
- If you have additional material you want to present it would be better to share your screen (not only the presentation window)
- Wait for other participants to join your room