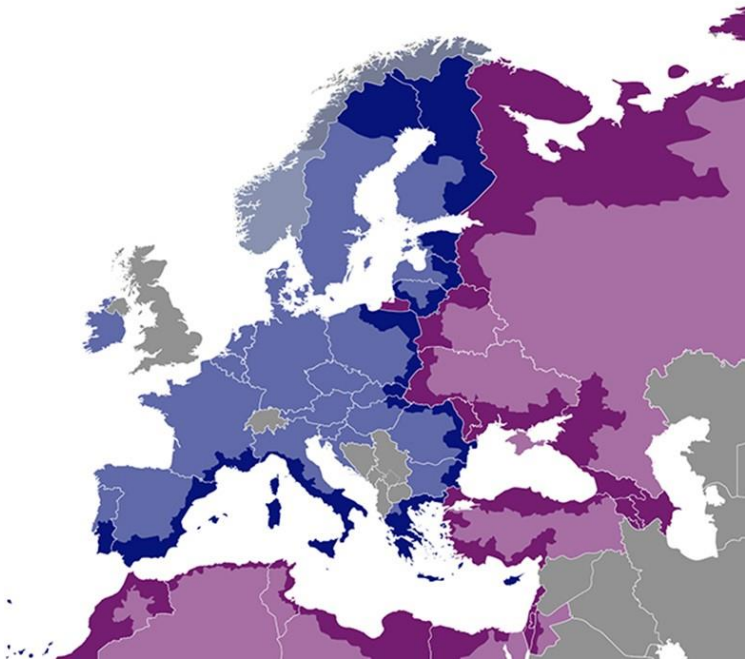
Zoom instructions for the on-line meetings prepared by TESIM project

Hungary Slovakia Romania Ukraine ENI CBC programme



❖ Intro

For the online activities you may use Zoom (https://www.zoom.us/), a cloud-based platform for video and audio conferencing, mobile collaboration and simple online meetings.

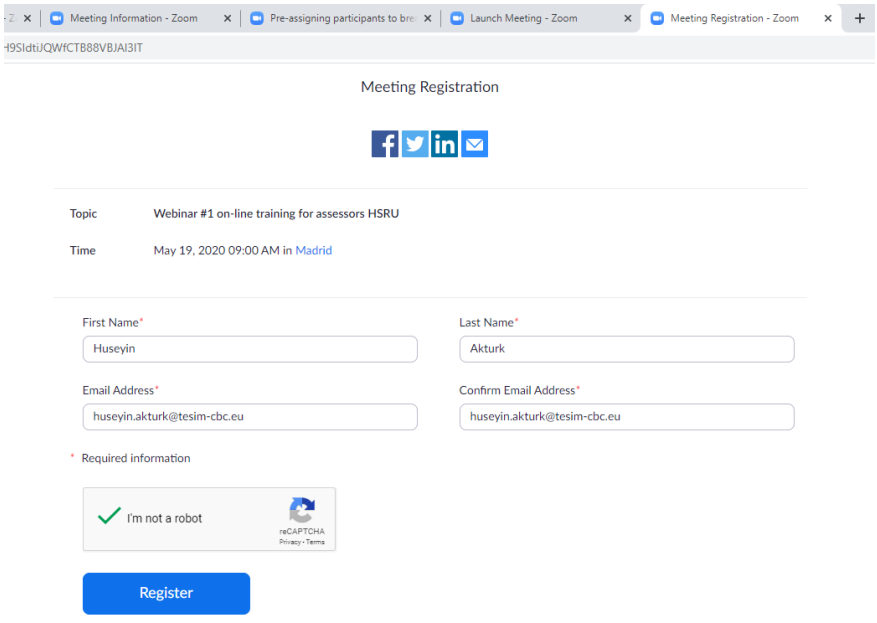
You can access the meeting via any web browser, without the need to install an application in the computer. You can also use Zoom on MacOS or Android mobile devices, but this requires the installation of an app.The recently launched version 5.0 for clients ensure enhanced security and encrypted transmission of data. Whatever the case, ***you do not need to purchase a Zoom account to participate in a Zoom online event***.

SECURITY NOTE:

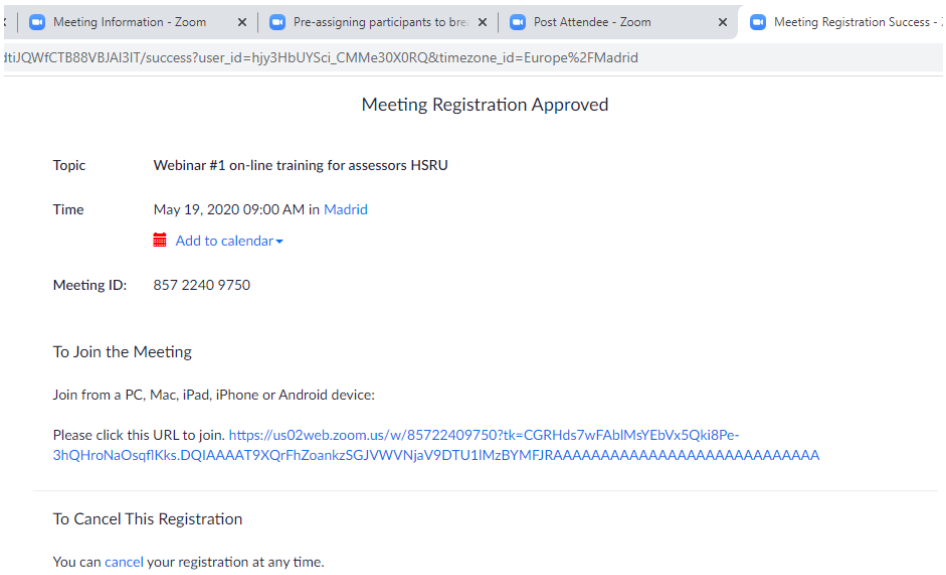
TESIM takes all necessary precautions in order to render its Zoom meetings a secure environment. Meeting links are not rendered public, but distributed only to registered and confirmed participants. In some cases, meeting passwords are used as well. Prior to starting the event, TESIM verifies the identity of the participants present in the 'event waiting room' and denies access to any unaccredited person.

❖ Join the webinar

1. You will receive by email an ***invitation to register for every webinar*** from the JTS



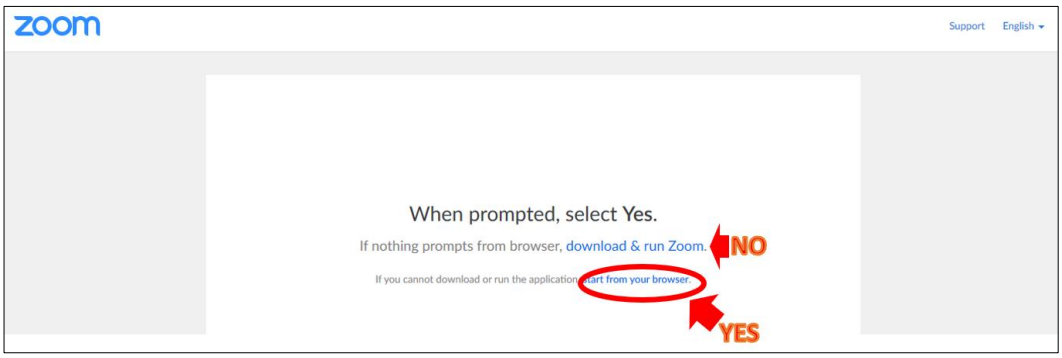
Once registered, you will receive the confirmation of the acceptance and the link to the meeting.



ATTENTION:

You must register for each one of the three webinars separately. You will receive three invitations.

2. On the day of the webinar, when clicking the link:
    - The organisers (host and co-host) will be there 15 minutes before the start of the webinar. You will find yourself in the ***waiting room***; just stay there until the meeting starts. The organisers will admit you into the ***meeting room*** at the agreed time.If you have any problem, please write to the address that will be indicated in the invitation email.
    - Once accepted by the host, the meeting room opens automatically (it may need some seconds to do so, though);
    - If not the case, there is an alternative option in the screen. You will be prompted to download and install the Zoom application, but IT IS NOT necessary to install Zoom if you do not wish so; you can simply join via browser.

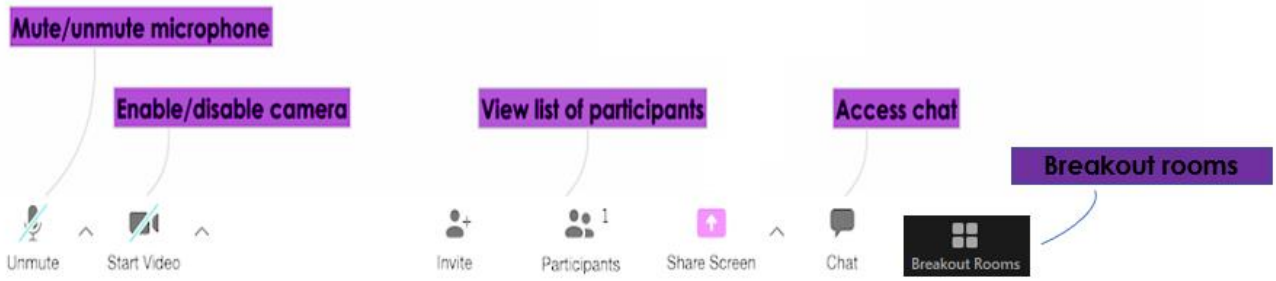


3. IndicateYOUR NAME AND SURNAME

❖ Participate actively!

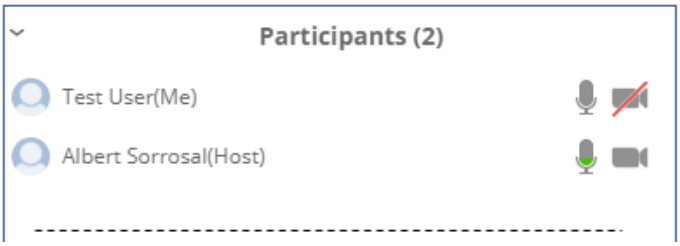
You will be able to participate by using video and/or audio, ask questions via the built-in chat function and provide feedback to the questions raised by the organisers. For these purposes:

1. We will devote time at the beginning to ensure that everyone **familiarizes** with Zoom and we will explain the rules of participation. The key features that you need to consider can be found in the tool bar at the bottom of the screen, including the access to the **breakout rooms**for the practical exercises.

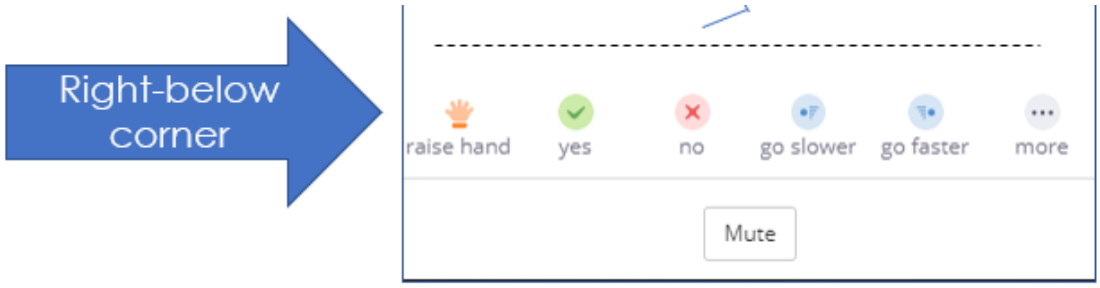


2. On a normal basis, your***microphones and video***will be disabled on entry. The host may enable both micro and video for all in certain moments of the event. In case participation will be required, TESIM will ensure that the microphone and video is enabled for you.

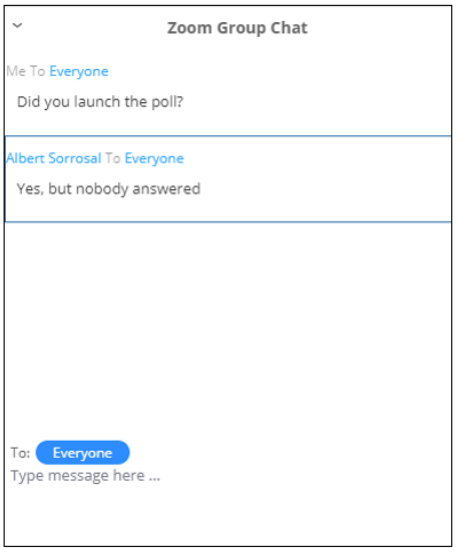
3. You will see the presenter, in the middle of the screen. You may see the ***list of participants*** at the right side of your screen. If not, please click on the 'Participants' icon in the toolbar at the bottom of the screen and the list will appear.

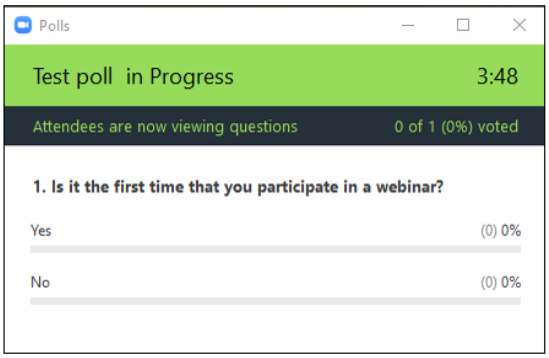


4. You can **raise your hand** if you want to participate, **answer questions** put by the host (**Yes/No**) or simply request a**faster** or **slower pace** to the presenter. The team will be ready to react to your actions, in support to the presenter.



5. A **chat** will be available during the event.You may see the **chat window** at the right side of your screen. If not, please click on the '**Chat'** icon in the toolbar at the bottom of the screen and the chat will appear. While the host is presenting, the chat will be managed by the co-host. Do not hesitate to put any **question**to the presenter in written form. If you want to express a concern orally, you can wait for a pause in the presentation (there will be one every four or five slides) or you can signal it in the chat.





6. **Short polls and quizzes**will be launched during the event. This is another way to promote your active participation. TESIM also uses Mentimeter for this purpose. Make sure that:1) you have your mobile phone at hand all the time or 2) you open a new tab in the browser using the address menti.com
7. The **presentations** and other materials will be forwarded to you after the event.Some materials may be uploaded directly to the meeting room, if need be.

❖ Data protection

In general, the sessions are not recorded. For data protection purposes, in case of recording, we will ask you a prior authorisation, already at registration.