



Zoom-Conferences – Procedure and technical issues

Access to the virtual panel rooms and enabling the chat function

On the conference website <https://research.uni-leipzig.de/~sfb1199/annual-conference/> you can find the conference programme. To access the Zoom meetings please click on the respective panel in the programme. The panel description will open and you will see the Zoom logo appearing on the upper left. Just click to join. If you have installed the Zoom app, you will be asked to open it. When asked please enter the access code that has been sent to you when you registered for the conference.

The virtual panel rooms will open 30 minutes prior to the official start to give presenters enough time to join and check if everything works. Presenters can then also test if they can share their screens to show slides etc. Next to the chair there will always be a meeting host who can assist you in case technical difficulties arise.

We recommend that you give yourself a recognizable name on Zoom, so that colleagues and the chair are able to identify/ call you properly during the discussion. To help the chairs organize the speakers' list, please activate the chat function on Zoom by clicking on the respective button in the bottom center of the Zoom window.

During the sessions

Presentations shall not be longer than 15 minutes and comments about 10 minutes. We would like to make sure that there is enough time for lively discussions after the presentations. To assist the chair to manage the speakers' list, please indicate in the chat that you want to raise a question or make a comment by either just typing “#” or “comment” or “question”. Do not use the hand-raising function in Zoom. You might also post questions or comments directly in the chat, but often it appears to be more convenient to raise them orally. Using the chat, you can also send private messages to individual participants. You can either click on their name and then select “chat” in the dropdown menu or select their name in the menu above the text field. For messages directed to the speaker, please wait until the presentation is over and the floor is opened for questions.

Virtual coffee breaks

The panel rooms will remain open after the closing of the panel for about an hour to allow for more informal “coffee-break-style” conversations. The meeting host can assist you if you wish to “walk” into a breakout room with (a) colleague(s). Please use the chat to let us know and we will facilitate this immediately.

For presenters: How to share your screen to show a presentation

Zoom enables screen sharing on desktop, tablet and mobile devices running Zoom. Host and participants can share the screen by clicking the “Share screen” icon. Then select the screen/ window you want to share. To do so, open the presentation file (PowerPoint, Prezi etc.) and then select this window. You might also have a look at this

tutorial: <https://www.youtube.com/watch?v=YA6SGQIVmCA&feature=youtu.be>