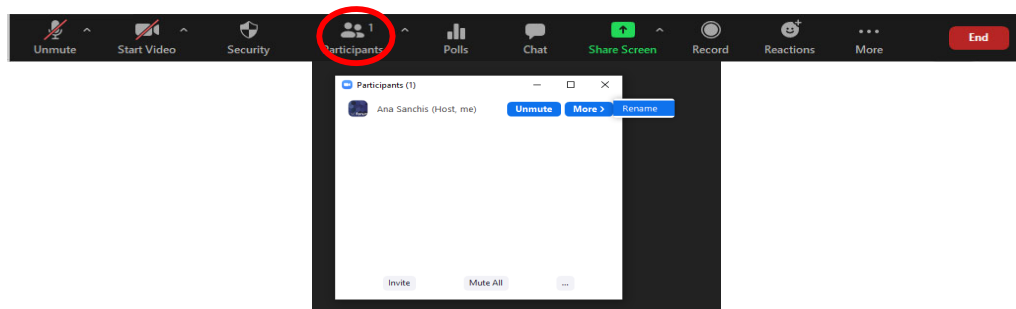


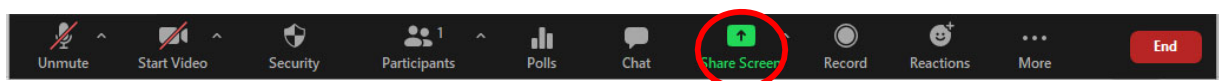
A few hints and tips for Zoom meetings

Technical aspects

- How to join the meeting?
 - You should have received a link with the invitation information from Zoom, from a member of the MDPI conference team. You should simply click on that link the day of the event and you should be automatically connected to the webinar.
 - On that invitation, you are also sent the meeting ID and password in case Zoom requests it. This is another way that allows you to connect to the webinar.
 - Please do not share the URL or your credentials.
- Rename yourself
 - Please change to your name into English and add the code of the presentation you will be attending after your name when you enter the meeting (e.g. John Doe B2). To do so, select “Participants” at the bottom of your screen, in the Zoom menu bar (see the red circle below). You will need to select your name, click More, and Rename.

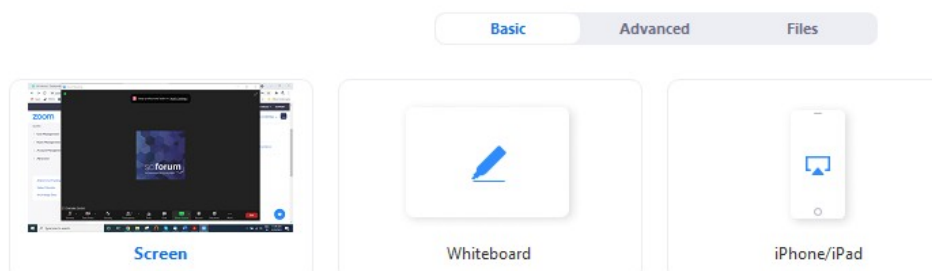


- How to share my screen?
 - At the bottom of your screen, there is the Zoom menu bar. You will need to select “Share Screen” (usually highlighted in green)

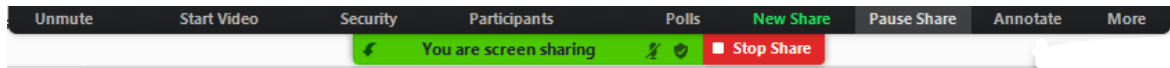


- Another window will pop up and you can choose which application you would like to share (generally PowerPoint). Once you select the application, your screen will be shared and the attendees will be able to see your presentation.

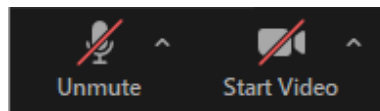
Select a window or an application that you want to share



- Once you have reached the end of the presentation, it would be good if you immediately stop sharing your screen. To stop sharing, simply click on “Stop Share” at the top of your screen.



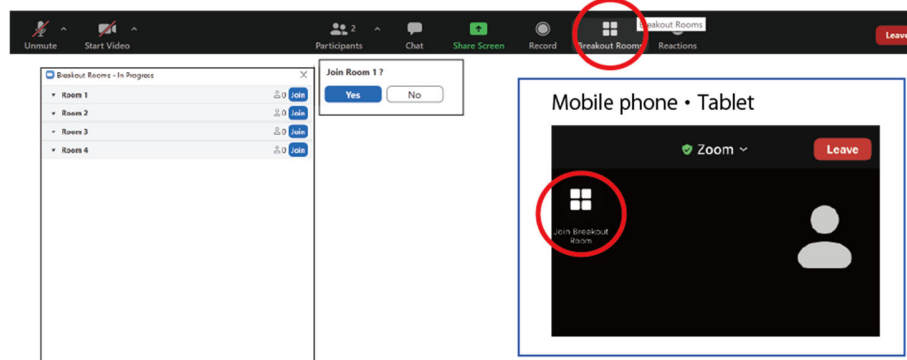
- If you would like to know more tips on what you can do when you are sharing your screen, check out this website: <https://helpdesk.athens.edu/hc/en-us/articles/221736987-Zoom-How-to-share-your-screen->
- What to do during the other presentations?
 - Whilst you are waiting for your turn to present or if you have already presented and waiting for the webinar to end, it would be better if you would mute your microphone. You simply have to press on “Mute”. This will allow you to carry on what you are doing, be it checking your emails, coughing, sneezing, drinking, etc. without disturbing the presentation of your colleague.



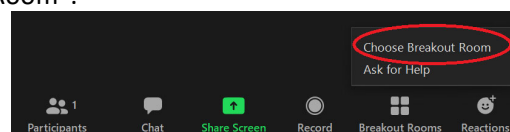
- You can also switch your camera off if you wish. However, please remember to switch it back on once it is your turn to speak.

Breakout rooms

- Entering breakout rooms
 - You are free to choose which breakout room you want to join. To do so, you will need to select “Breakout Rooms” in the Zoom menu bar at the bottom of your screen (see the red circle below). Please select the room you would like to join and click “Yes”.

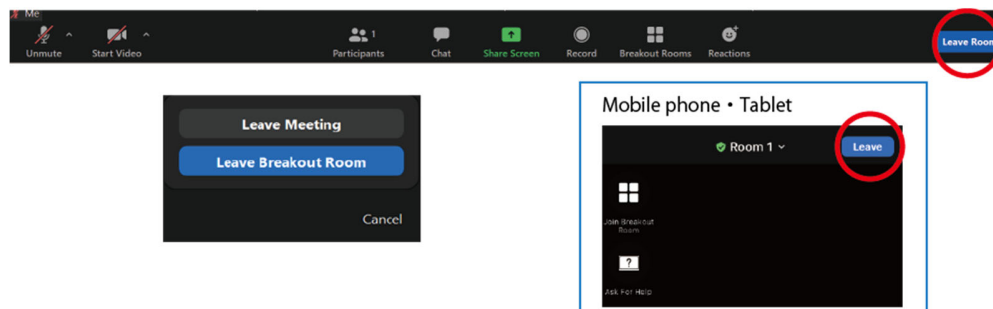


- Changing breakout rooms
 - If you would like to join another breakout room, please click “Breakout Rooms”, and then select “Choose Breakout Room”.



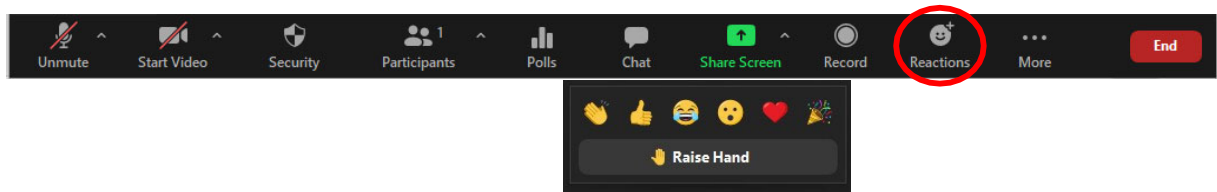
- Leaving the Breakout rooms
 - To leave a breakout room, please click “Leave Room” in the Zoom menu bar at the bottom of your screen (see the red circle below). Clicking “Leave Meeting” will cause you to leave the entire

conference and you will have to sign in again. Clicking “Leave Breakout Room” will return you to the Main room.



Formal aspects

- The chair will also manage the discussion and Q&A session.
 - Depending on the chair and speakers' preferences, the Q&A session can either be at the end of the meeting or at the end of each presentation.
 - The attendees are asked to post their questions in the chat box.
 - Attendees can also switch on their camera to indicate the chair they want to ask a question “live”. The attendees can also click on the button “Reactions” and use the “Raise hand” option to indicate they want to make a live question.



- Unlike in a conference, it is very difficult for the chair to notify the speakers how much time of the speaker has left. We ask you, therefore, to keep an eye on the time yourself. However, should the speaker go overtime (more than 5 minutes), we would appreciate it if the chair would switch on his/her microphone and his/her camera and politely interrupt the speaker.

Some other suggestions:

- We would recommend that, if it is possible, you find a quiet room to avoid external noises that may disturb the meeting.
- If you have an external microphone or headset, please feel free to use it.
- In order to look your best, it would be good to avoid any bright light source (i.e. window) coming from behind you.
- Having a glass of water within reach wouldn't go amiss! You never know when you will get a frog in your throat!