

XYZ workshop ZOOM INSTRUCTIONS

The workshop will be hosted using a Zoom Meeting via the link:

<https://gsi-fair.zoom.us/j/91844227439>

The link will be password protected and the password will be sent to everyone who has registered.

The workshop sessions and the mid-session coffee breaks will be held in the Zoom room, breakout sessions at the end of the morning and afternoon talks will be set up on request.

During a session please keep your microphone muted and video off unless you are asking a question, giving a presentation, or chairing/hosting a session.

For a congenial and welcoming atmosphere, the XYZ workshop participants are asked to follow the [American Physical Society's Code of Conduct](#).



Asking a Question

To ask a question please use the raise hand feature of Zoom that can be found using the reactions icon or in order versions of Zoom in the participant list. At the end of the presentation, the Chair will call on people to ask their questions to the speaker, in the order that the hands were raised. Alternatively, once the presentation is finished questions can be put in chat and the Chair can ask these questions to the speaker. We ask participants to not publicly chat during question time so the Chair can see any questions.

Giving a Talk

Speakers will be asked to share their screen and control their own slides. To make this possible in a Zoom meeting, speakers in a given session will be promoted to co-hosts. In order to facilitate this promotion, speakers should identify themselves to the session hosts by raising their hand when they enter the Zoom room prior to their session. If there are technical issues the Chair can show and advance the slides. Please upload your slides to indico so the Chair has access well before the session. Please keep your presentation and questions within the allotted time. As a guide, time for a talk should be talk+5 mins discussion.

To share your screen first click on the green "Share Screen" button in the Zoom control panel and then select the application or screen you would like to share. Please put your presentation in full-screen mode. Speakers are welcome to test the share screen feature 10 mins before the start of the session.

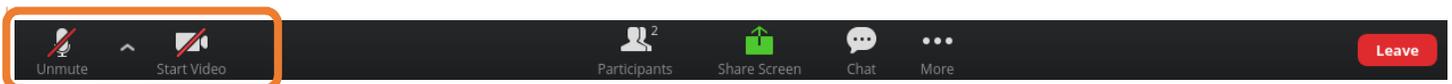
Chairing a Session

The session chair and speakers will be elevated to co-hosts. The Chair will lead the session by introducing the speakers and inviting them to share their screen and start their presentation. After the presentation, as time allows, the Chair will call on participants who have their hands raised to ask their questions and read questions from the chat. Questions should be left for the end of the presentation.

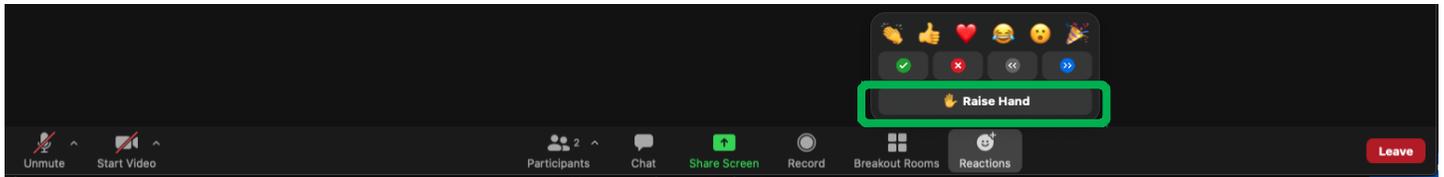
When leaving the session as co-host please select **"Leave Meeting"** rather than **"End"** which would end the entire Zoom meeting.

ZOOM NAVIGATION FOR THE XYZ ONLINE WORKSHOP

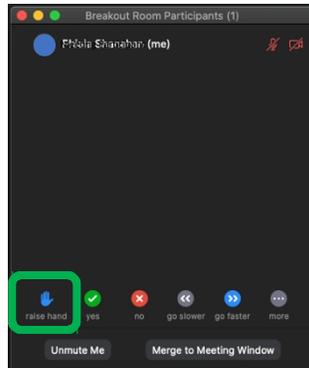
After joining the zoom conference, please check that you are muted when you are not speaking.



To “raise your hand” to ask questions during the session, select the “raise hand” button. Depending on your zoom version, this will appear by clicking on either “Participants” or “Reactions” in the control bar:



In older zoom versions, click on “Participants”, and then on “raise hand” in the pop-up window



In newer zoom versions, click on “Reactions”, and then on “raise hand” in the pop-up window above