

### **Rules of Etiquette in the Webinars and Zoom Meeting Rooms:**

- ALWAYS be polite and considerate – failure in this respect will result in ejection from the Zoom room.
- In the Zoom meeting rooms please keep your microphone muted until you are ready to talk.
- When a lot of people are in the room, please use the chat feature to communicate one-to-one with others.
- Anybody sharing inappropriate content will be banned from the conference and future SPICE events.

### **Procedures for Talk Sessions (Webinar format):**

The talk sessions will be in a Webinar Zoom format, where there are panelists (speakers, chairs, and organizers) and attendees. The attendees will be able to see the talk (and whoever is speaking) and will be able to write questions on the Q&A which will then be moderated by the chair of the session after the talk.

There is no chat feature among the participants during these Webinar format talks.

#### **For Speakers:**

- Please log-in into the Webinar 15 minutes before the start of the session (not 15 minutes before your talk).
- Once logged in, if you don't automatically enter as a panelist, indicate by the Q&A that you are logged in and the host will promote you to panelist so you can present your talk when your time comes.
- If you are not familiar with Zoom please contact us ahead to test the system.
- You will present your talk by sharing your presentation directly in Zoom.
- Please see <https://www.spice.uni-mainz.de/on-line-speaker-guide/> for helpful hints on giving an effective on-line presentation.

#### **For Attendees**

- Please write questions as the talk is progressing. The chair of the session will then serve as host and call upon you to ask your questions directly (allowing speaking/microphone privileges).
- Do not ask the question in an anonymous mode as we will not be able to find you to give you microphone access.
- If you have no microphone capabilities and still would like the question to be read out for you, please indicate this.
- Keep the questions short and to the point – further discussions should take place during the breakout sessions.

## **Procedures for Poster Sessions (Meeting format):**

The poster session will be in a large Zoom meeting format (>100 participants).

We have set-up a break-out reception room, a break-out emergency room, poster rooms, and break-out rooms for impromptu discussions.

In order to have access and navigate freely through these rooms you will be given co-host rights by the host (otherwise you can only be in one of the break-out rooms and not navigate through them). As you enter the room at the start of the session, this has to be done by clicking on your name and therefore it may take a few minutes for everyone to be set up with co-host rights. If you are not made co-host within 5 minutes, please rise your hand.

Once you are a co-host you must enter first the reception room (you will see that this is your only choice to enter). Once there you will see that you can jump to the other rooms and will also see who is in which room (and how crowded they are). You can navigate among them as you would in an office space.

To summarize the procedure for participants in the poster session:

- Enter the Zoom meeting (link will be provided) – please have your microphone muted.
- Once in (muted), wait until you are made a co-host. If it takes longer than 5 minutes use the raise hand feature so the Host can see you.
- Once you are a co-host enter the break-out Reception room (should be the only one you can enter from the main Zoom room).
- Once in the Reception room you should be able to see the other break-out rooms and navigate to them.
- If there are any problems (or someone is creating problems), go into the emergency break-out room where someone will be there ready to help.

### **For poster presenters:**

- Once you are in (and have followed the above procedure), go into your poster break-out room and stay there for the whole session. Use the Screen Share function to discuss your work with participants. Do not leave your poster break-out room during your poster sessions.
- We recommend that you use the PowerPoint format provided for your poster presentation (with a simple first visual summary and the other pages linked for easy navigation), so once in presentation mode you can click to navigate through the presentation instead of clicking sequentially.

### **Procedures for Coffee Breaks (Meeting format):**

The coffee break session will be in a large Zoom meeting format (>100 participants).

We have set-up several break-out rooms for impromptu discussions.

Please enter the main Zoom room via the link provided.

If you want to have a discussion in a small group, please ask through chat to have a break-out room assigned to specific people. Once assigned your group will be able to move to their assigned break-out room.