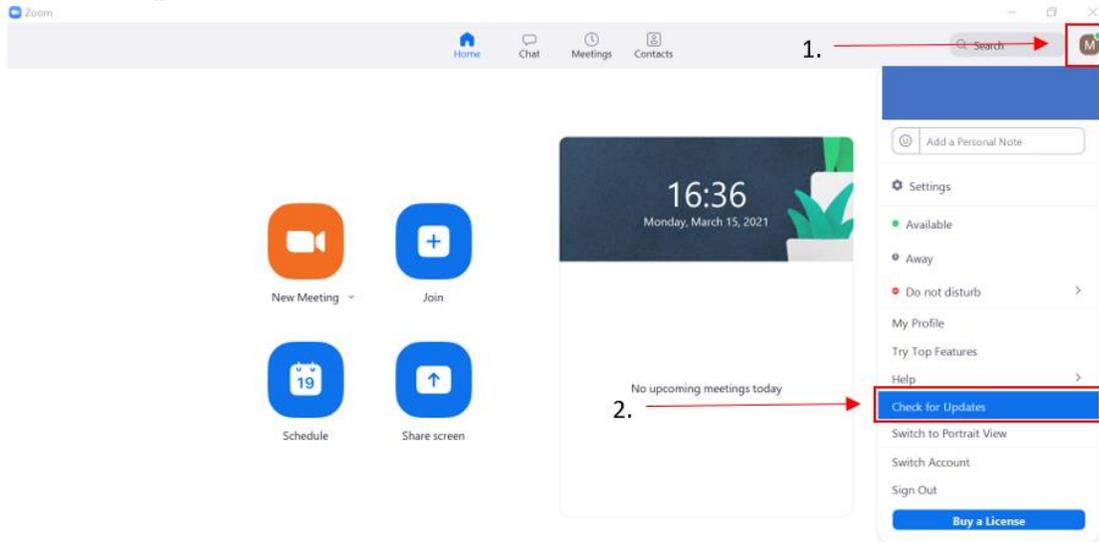# Instructions NCK days 2021 via Zoom

General:

Install or Update Zoom application
Please make sure to install the latest version of Zoom. If you installed the Zoom application some time ago, you can check for updates here:

Windows (log-in first):

Apple:

Mute/unmute
When entering a session (main or parallel) you will be automatically put on *mute* by the host. You can unmute yourself here (lower/upper bar on your screen) but only if the host has enabled you to unmute (after you raised your hand):
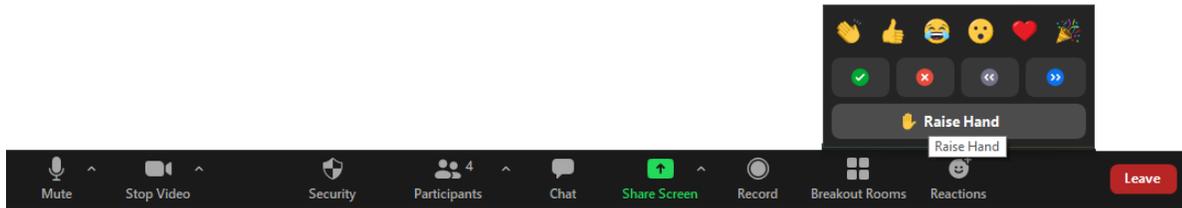

Camera
Please start video when you speak.

Asking a question
Use the chat window to ask questions during the talks and use the 'Raise Hand'-button during the question session after the talks. The chair will then ask you to unmute your microphone so you can ask your question to the presenter, if your question is selected by the chair. Please also start your video when
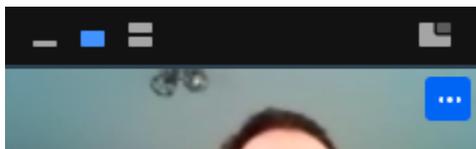
speaking up.

Breakout rooms

When you enter the conference via the link sent to you, you enter the *main room*. Shortly before the parallel sessions start, *breakout room*s are created by the host. During much of the conference, there is also a *coffee corner*. After the parallel sessions end, the rooms will be closed and you are moved automatically back to the main room.

During the parallel sessions, you can move/change to the room of your choice by clicking on *Breakout Rooms* and then select the session of your choice, moving your pointer to the right, and click *Join*: The number on the right tells you how many people are already in the room.

Cameras on view

During presentations, you may want to see only the speakers camera; for this, select the second option here:

The third one brings back the gallery with all cameras.