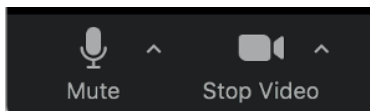


Presenting and listening (Zoom)

Listening

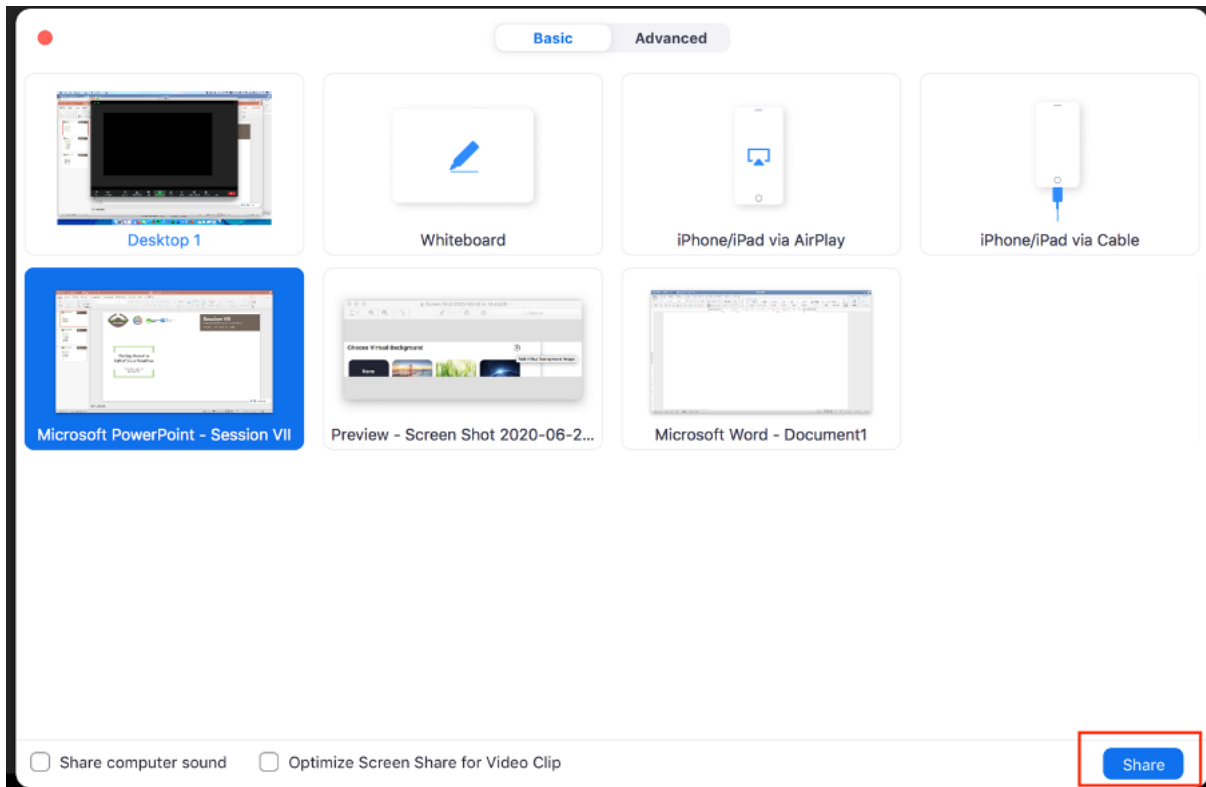
1. Enter the virtual room by following the corresponding link
2. If you have Zoom installed, select “open Zoom” in the prompt (if not, an option should appear to access the meeting in the browser).
3. If you’ve never used Zoom, it will prompt you to add your name before entering the session
4. It will ask you if you want to join with audio and with which microphone, this should be enabled.
5. In the room you can enable or mute your microphone (if you are listening, please mute your microphone – the session chair will unmute your microphone when needed, or you can unmute when it’s your time to share your presentation.). These options are available in the bottom left corner of Zoom’s interface.



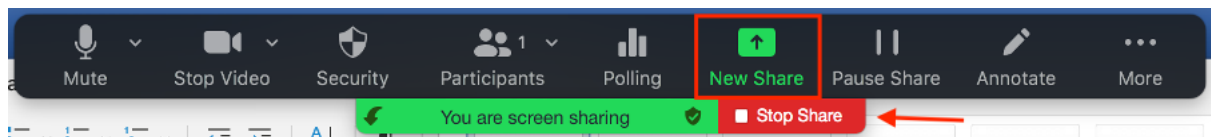
Presenting

Following the aforementioned steps 1-5:

1. Unmute your microphone
2. Select “Share Screen” option in the bottom menu
3. A window selection screen will pop-up enabling you to select which screen you want to share.
4. If your presentation has any sounds attached, check the box on the bottom left “Share computer sound”
5. Click in the “Share” button in the bottom right corner



Note: If during your presentation you wish to open external links (i.e. *Youtube* video), you should manage which screen you are sharing in the upper menu, selecting the option “New Share”. If this is the case we strongly suggest that you test your presentation – please refer to the next section: Testing Channel for more details.



6. When you finish your presentation, please stop the share so that the session chair can have a better view of the participants wishing to pose questions.

Testing Channel

If you wish to test the Zoom platform and your presentation, there are one timeslot scheduled for testing purposes:

Friday 21st of October: from 14h00 to 15h00 (Portuguese Time –GMT Time zone)

Within this timeslot you can freely enter the “ESM2022 Conference Rooms.” If any test is taking place, please wait for your turn. Leave a message in the chat box with your intention.

Final Recommendations

We recommend installing Zoom: <https://zoom.us/download>

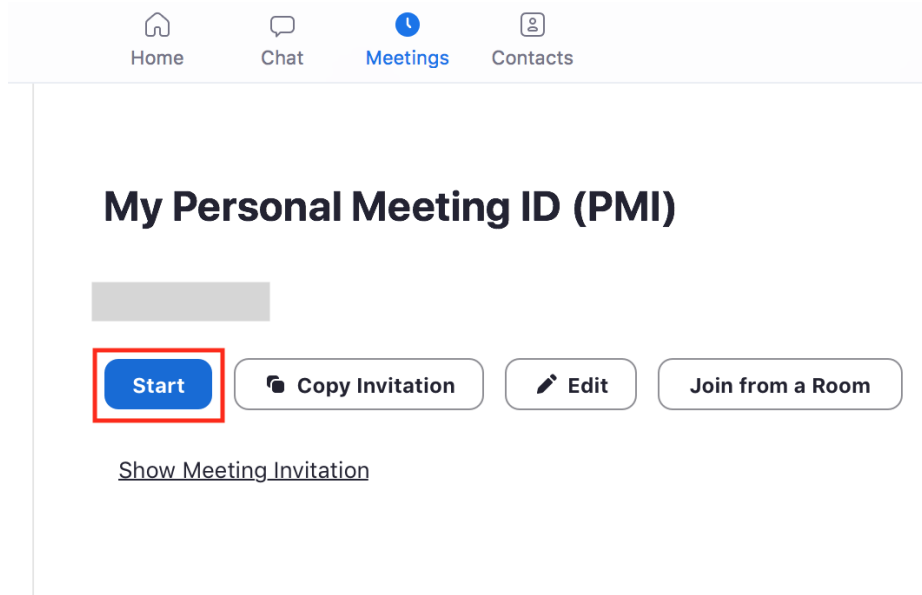
If you are only attending you could also install the Zoom mobile app (this could also be helpful for social gatherings as coffee breaks): [iOS](#) [Android](#)

Be present at least 15 minutes before in the “Conference Rooms” and test before the session that all slides and video are working. We encourage to have the video on so that everyone gets to know the presenter, enabling a sense of membership.

Presenters:

[Important] Backup video: We highly encourage you to submit a backup video with a length similar to the allocated time of your presentation, just in case something goes wrong. Otherwise the conference presentation slot will be lost.

Recommendation: You could record yourself in Zoom (in your private zoom room, under “Meetings” tab and clicking start - this is your private room), sharing your presentation as you would do live during the conference - the final result would be very similar to the live presentation.



Please send videos in mp4 format and do not extend your allocated presentation time