

Guidelines for live oral presentations using Zoom:

- The live program of the conference will take place as a Zoom meeting. Access to the Zoom room will be through the platform program.
- During the test sessions Sept. 16 and Sept. 20, you will have the opportunity to test your technical setup (screen sharing, microphone, webcam, laser pointer function). The link for the test session will be emailed, please then have some short test presentation available.
- If possible, please use the Zoom desktop client (Zoom app <https://zoom.us/download>) to take full advantage of Zoom's functionality.
- We recommend using a headset for optimal sound quality, and a webcam to make the online conference as personal as possible.
- Please make sure you use the same setup (laptop, internet connection & VPN, and headset) for the test session that you will use for the conference.
- If you have any issues with the Zoom software, please disable your VPN, use the app, or switch PCs/laptops.
- Please do not use iPads or cell phones.
- Please identify yourself in the Zoom meeting with your full name so that we can better assign you during the event. You can also rename yourself during the meeting. To do so, click „more" > „rename" after your name in the attendee list.

General tips for your presentation:

- Find a quiet room for your presentation and close the doors and windows to minimize noise. If possible, use headphones or reduce the volume of your terminal device to avoid feedback.
- Choose a background that is not too cluttered (e.g. a unicolor wall). Avoid bright backgrounds with windows or bright lights. If the room is too dark, you can use a desk lamp to better illuminate your face.
- We recommend a wired internet connection to ensure a stable connection. If you are using a wifi connection, try to be as close as possible to your wifi router (ideally, the router should be in the same room).
- Place your webcam at eye level. If you are using a laptop camera, place the laptop on a raised position (on a book or a cardboard box). Keep a distance of 50 cm between the camera and your face. Always look directly into the camera during your presentation. Ideally, leave a distance of about 5 cm between the upper edge of the camera image and your head. The lower edge of the camera image should be approximately at chest level.