



Guidelines for Zoom Meetings

Before the Meeting:



Speakers - Ensure that you have uploaded your documents to Indico **at least one day before** the talk.



Ensure you allow permission to camera and audio when joining a meeting.



Using the app or your browser, join the Zoom meeting via the link provided.

During the Meeting:



Mute your microphone when not speaking, in order to avoid echo.



Participants may disable their camera to save bandwidth.



Use the 'Chat' functionality of the video conferencing tool to:

- Indicate if you cannot hear or see
- Indicate that you want to speak
- Share a file
- Ask a question



Use 'reactions' to give your opinion without interrupting the meeting. It will be displayed for 5 seconds.




To speak or ask a question:

- Use the 'chat'
- Use the 'raise your hand' function



To share your screen:

1. Click the Share Screen  button at the bottom-center of the Zoom screen
2. Select the window you would like to share