Zoom-Etiquette

9th ESPRit Conference
Periodical Formats in the Market:
Economies of Space and Time, Competition and Transfer
Periodische Formate auf dem Markt:
Ökonomien von Raum und Zeit, Konkurrenz und Transfer

Prerequisites

- Make sure you have a microphone and some sort of camera device for the meeting.

- You do not have to create an account for Zoom. However, downloading the client from the official webpage is advisable but not required.

- You will receive a link for the meeting which will automatically direct you to a website which prompts to open the client for you.

- If the prompt does not pop up for you automatically, click the "launch meeting" button.

- If you decide not to download the client, you will have to click the "launch meeting button". Zoom will ask you if you have issues with the Client. Select "join from your browser" to join the meeting.

- There may be pop-ups from your firewall to allow access from zoom, as well as pop-ups from your browser asking for permission to use your microphone and camera device.

- Accept all these and you should be able to join the meeting without problems.

- If you have accidentally missed the pop-up or denied access, simply reload the page.

Zoom Etiquette

- The following is an example of the Zoom room. However, as there will be more than one participant we would like to present to you some general guidelines to ensure an ordered panel.
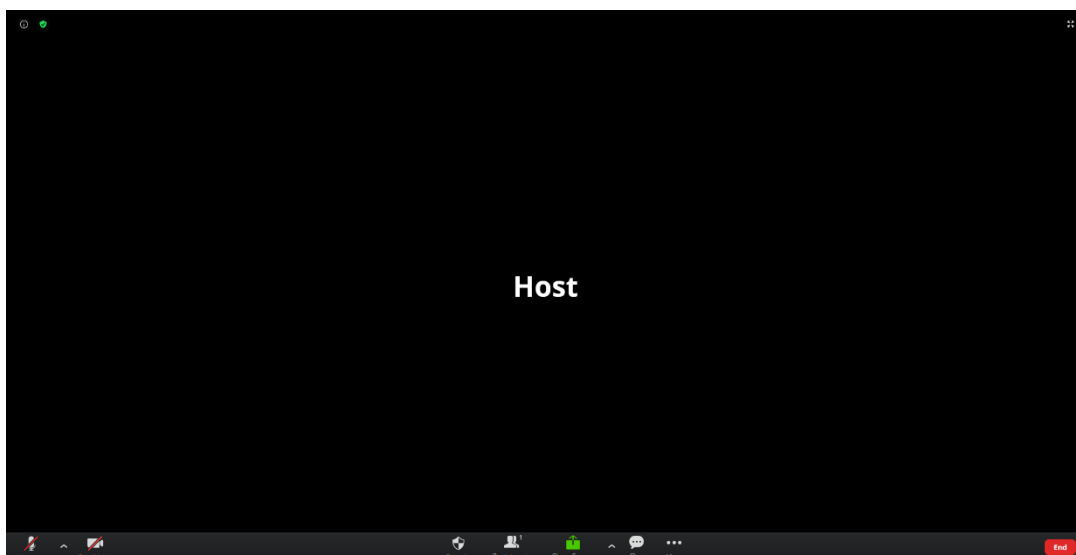

- We would like to ask you to **turn off your microphone** during the Zoom-meetings to reduce the potential background noise while a participant is speaking.

- You will be able to unmute yourself within the programme by clicking on the microphone icon on the bottom left-hand corner.
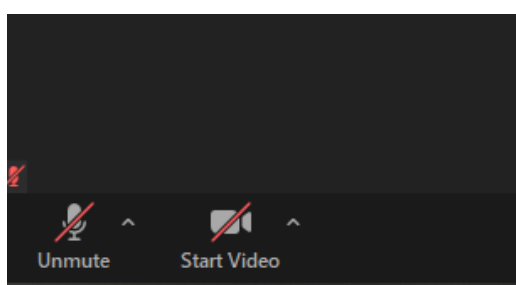
- You may virtually raise your hand and give feedback through an option in the participants menu.

- We would also like to ask you to **turn on your camera**. The image quality of the camera is of little importance. Through experience, we realised that it is much more comfortable to speak while seeing faces than to talk to black tiles on a screen.

Virtual Backgrounds

- If you feel turning on your camera would invade your privacy too much there is a possibility to use a **virtual background** within the Zoom client. This is not possible in the browser version.
- You will find the option at the lower-left corner of the screen. Simply start the meeting without video and turn it on later.
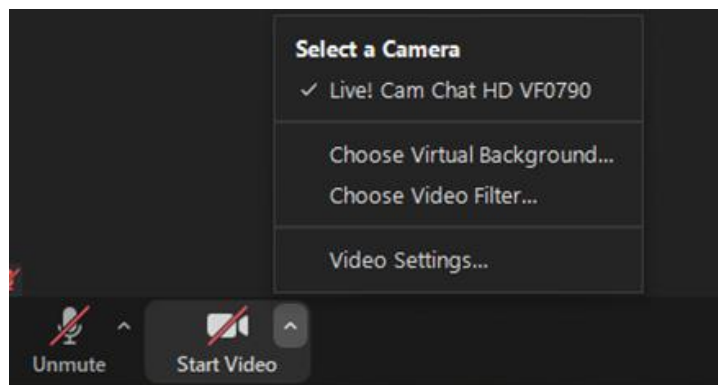
- Note, that the simpler your real-life background, meaning the more unified in colour it is, the better the result will be.
- If the virtual Background does not work for you and you feel you do not have the possibility of finding a place where your privacy would be least invaded, you may leave the camera turned off. We would ask again, however, for the sake of the discussion to consider this an emergency solution.
- The moderator should prompt you to speak if you raised your hand. Please wait your turn to avoid speaking over one another.
- The chat may be used to add comments or short questions, depending on the situation. Make sure, however, to keep it concise.

Further hints and tips

- **Keeping open the participants and chat** tabs by clicking on the respective tabs at the beginning of the session is most advisable.
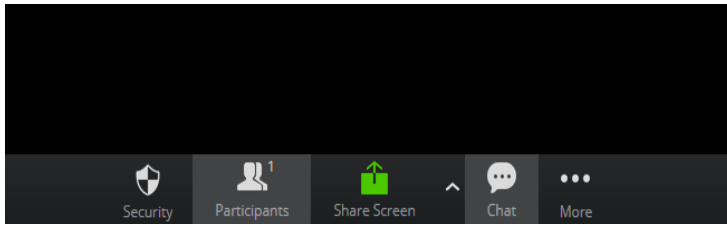
- In there you will find the options to raise a hand and are able to read the chat.
- Please do not use the reactions for feedback or raising your hand, as they are uncontrollable and will vanish after a certain amount of time.
- This being said, if you are experiencing lags (meaning the videos freeze or people record your voice sounding robotic) turn off your camera to not strain your connection too much.