



Hints and recommendations for the webinar

TECHNICAL REQUIREMENTS

- Zoom is used as the video conferencing tool during the webinar.
 - Install the free zoom client for meetings (<https://zoom.us/download>).
- Use a computer with camera and microphone that meets the Zoom system requirements. (<https://support.zoom.us/hc/en-us/articles/201362023-Systemanforderungen-f%C3%BCr-PC-Mac-und-Linux>)
- Headphones with microphone (headsets) are recommended to avoid sound feedback.
- An Internet connection with a stable bandwidth of at least 4Mbit upload and download is required.
 - A wired LAN connection is preferable to a (wireless) WLAN.
 - If your Internet connection is shared with several people, please inform them to avoid intensive use of the Internet (e.g. streaming, downloads etc.) during the webinar.
 - You can test your actually available bandwidth here: <http://meta-fusion.speedtestcustom.com/>.
- The incoming viewer questions are collected on a website. We recommend a second device (e.g. tablet, mobile phone) for display.

BEFORE THE WEBINAR

- Make sure that the lighting is good and that the background is simple and preferably monochrome.
- Call from a quiet environment without background noise.
- If you are using a laptop, connect it to the power supply. Battery operation may affect the video quality.
- Clean up your desktop, close unnecessary windows/tabs/programs and make sure that private or sensitive information is hidden while sharing your screen.
- Test your Internet connection (see above) as well as camera and microphone (<https://zoom.us/test>).
- If desired, include a virtual background and check the display.
- As a backup, keep a telephone ready to dial in the meeting in case of connection or sound problems.
- Mute your phones, etc.
- Be at the meeting on the day of the event, 60 minutes before the webinar starts.
- Clarify the agenda and procedure of the meeting with all participants

DURING THE WEBINAR

- Wear plain clothes without patterns.
- Turn off your microphone when you are not speaking. (Microphone icon in the lower left corner of the window)
- Give the moderator a hand signal if you want to speak.
- Use the mouse pointer as a "laser pointer" if necessary.
- Remember that you can be seen and heard at any time after the webinar has started!

PRESENTATIONS

- Use the 16:9 format for your presentations.
- The first slide should contain your name and the title of the presentation.
- Please start presenting only when the start slide is open in fullscreen/presentation mode. (This creates a good starting point for the ondemand videos)