

Speakers (Keynotes and parallel sessions)

Time slots

- Keynotes: 45 minutes, with 30 minutes presentation and 15 minutes for questions
- Parallel sessions: 30 minutes, with 15 minutes presentation and 15 minutes for questions

Before the call

- Make sure your headset, microphone and webcam are working correctly
- Have your presentation ready and open (as power point or pdf)
- In talque, select your presentation in the schedule on the left-hand bar and click on “Enter session now” blue button to enter the Zoom call. For speakers and chairs the button should be available from 30 minutes before the scheduled start.
- **Important: please always enter the call from talque**, even if you receive a link to the meeting room by email from Zoom

During the call

- Depending on what version of Zoom you have, you will land in the meeting room on a web browser or on the Zoom desktop app
- Once you enter the Zoom call there will be one member of our team who will make sure your camera and microphone are active and will assign host and co-host privileges to the session chair and to you
- You will be responsible for running your presentation on your computer and share the screen in the Zoom call. **Make sure you stay within your time** and agree with the chair on a signal for minus 3 minutes and minus 1 minute
- All viewers will enter the meeting room with their video off and microphone muted
- Your session chair will be in charge of handling the questions, which can be typed in the Zoom room chat or asked via microphone (the chair will manage that)
- If you have requested the use of instant polls with the SliDo tool, you will be contacted by our person in charge for that (Marcel Arter - artr@zhaw.ch) and he will set it up for you

After the call

- When the questions are over, after a well-deserved round of applause, simply leave the zoom meeting room. If you plan to attend another presentation, go back to talque, click on the next item in the schedule on the left and enter the room
- All keynotes, panels and parallel sessions will be recorded and made available to all Closed Cycles 2020 participants. Mode and location of the recordings will be communicated later