

PROMINENT INFERENCE

HOW TO ATTEND



URL: <https://uni-koeln.zoom.us/j/92095102753?pwd=Z3ZmbksyaktXcnpGbi95TmhwdmJPZz09>

Meeting-ID: 920 9510 2753

Passwort: 548023

September 17-18 2020, Time Zone: CEST – Central European Summer Time

1. Downloading Zoom

The web browser client will download automatically when you join your first Zoom meeting, and is also available for manual download here.

For more options and Mobile Apps, please visit the [download center from zoom.us: https://zoom.us/download#client_4meeting](https://zoom.us/download#client_4meeting).

2. Access the Zoom Meeting

You can join the workshop by clicking the meeting link or going to join.zoom.us and entering in the meeting ID. Both will be sent to you by mail after your registration.

On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings.

For more help on audio, video and troubleshooting, please visit [the Zoom Help Center: https://support.zoom.us/hc/en-us/articles/206175806](https://support.zoom.us/hc/en-us/articles/206175806).

3. Netiquette

IN GENERAL

1. Please set your real name as username.
2. **Set microphones to mute** when not speaking.
3. We encourage everyone to turn on their webcams so that the speakers can see their audience. Though bear in mind that in low-bandwidth environments, turning off the camera can help with call quality!
4. **Call in from a quiet, well-lit location:** everyone should be able to see and hear you clearly.
5. **Please test your audio and** iron out any audio/visual equipment issues before starting.
6. We recommend to use a headset or earphones where possible to **minimize echo and background noise.**

TALK

The talks are ideally 30 minutes plus max. 30. Discussion.

Each session is guided by a **Chair**. The chair introduces the speakers and pays attention to the schedule. 5 minutes before the end of the talk time, the chair will display a paper with "5 Minutes" on the screen. All speakers are kindly asked to respect the time schedule.

As a **speaker** you're welcome to use share screen feature to show your presentation file. While sharing your screen, we recommend you to switch to the Side-by-side Mode (While viewing a shared screen click on *View Options* and choose *Side-by-side Mode*. The shared screen will appear on the left and the speaker will appear on the right. Please find more information on the topic via [zoom: https://support.zoom.us/hc/en-us/articles/115004802843-Side-by-Side-Modus-für-Bildschirmübertragung](https://support.zoom.us/hc/en-us/articles/115004802843-Side-by-Side-Modus-für-Bildschirmübertragung))

As a **participant** you can choose between 2 video layouts: **Active Speaker View** and **Gallery View**. We recommend to use the Active Speaker View. When someone is screen sharing, you can use **Side-by-side Mode**. [Further information on video layouts: https://support.zoom.us/hc/en-us/articles/201362323-Changing-the-video-layout-Active-Speaker-View-and-Gallery-View-](https://support.zoom.us/hc/en-us/articles/201362323-Changing-the-video-layout-Active-Speaker-View-and-Gallery-View-)

DISCUSSION

For the discussion we kindly ask you to use the chat window, already during the talk. Alternatively, you can just type a message that you have a question (e.g. "question" or "I have a question").



You can also raise your hand virtually by clicking the *Participants* button:



Select *Raising Hands*

A blue hand appears behind your name



After the talk, the speaker will answer the questions according to their chronological or reasonable order. Each speaker receives support by the chair and a moderator.

BREAK

During the break you will have enough time to provide yourself with drinks and food or to get fresh air if necessary. At the same time we give you the opportunity to use the break for exchange and discussion:

The main meeting window remains open during the breaks. For small discussion groups we offer Breakout Sessions where you can "meet up". Once the breakout rooms have been started, the participants will be asked to join the Breakout Session.

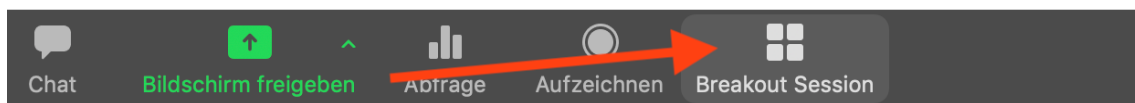
The following breakout rooms are available:

1. University of Cologne
2. Dom
3. Flora

4. Colonus
5. Rheinauhafen
6. Seilbahn
7. Grüngürtel
8. Stadion
9. Fort X
10. Skulpturenpark

The distribution to the rooms is random. You want to get reassigned or you would like to be assigned to a specific room? Please leave your current breakout room and return to the main meeting window. Juliane or Robert can assign you to a specific room. Or send us an email to jholzhei@uni-koeln.de.

Please note: You have to accept the assignment by clicking the Breakout Rooms option in your meeting controls:



Click **Join Breakout Room**.

After the breaks, the Breakout Sessions end automatically and you will be redirected to the main meeting window.

4. Questions & Support



You have questions? Something isn't working? You need technical support?

Please contact **Juliane & Robert**:

jholzhei@uni-koeln.de

Phone: +49 (0)221 470 6931