

HOUSE RULES

Expectations for attendees

General House Rules

Respect confidentiality. What transpires in (and between) sessions stays within the group.

Please do not share via social media, blogs, etc.

- Attendees are prohibited from video, audio or otherwise taping sessions.
- Practice civility-- but know that civility doesn't mean we have to agree.

Participating overview

Before You Join

To ensure the best connection, try to arrange a wired connection. This is more stable than wi-fi.

Also, shut down all unnecessary programs on your computer.

Session Access: Use Zoom

We are using Zoom for the sessions. You can download Zoom at <https://zoom.us/> or you will be prompt to download it when you will click the zoom meeting links that will be provided.

In any case it is preferable to download and install the Zoom app one day before the session.

Join Early

You will be provided with the Zoom session links several days before the meeting. It is critical that you join 20-30 minutes before each session starts. This allows for one last soundcheck, questions and time to troubleshoot issues if required.

ICOLC Office Support

Two Office members will be in each session. They will 1) put the session online at the starting time 2) help to manage the chat by answering questions and providing links where possible to mentioned material 3) help troubleshoot any access problems. In an emergency, where the Chair is unable to host the session, the ICOLC Office will be prepared to take over.

Mic Muted & Camera Off When Not Speaking

If you are speaking, please turn your mic and camera on. When you are done, mute your mic and turn off your camera. For Q&A, all presenters and the chair should have both mic and camera on.

Zoom meeting control for attendees

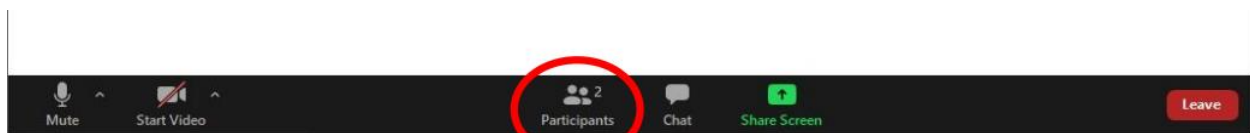
Identifying Yourself During the Meeting (Virtual Nametags)

In place of a conference nametag, attendees are asked to identify themselves by adding their full name and organization in the Participants panel.

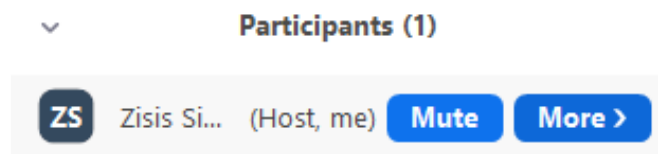
Instructions for changing your display name during the meeting are provided below. We recommend logging in a few minutes early to do this.

Changing your display name

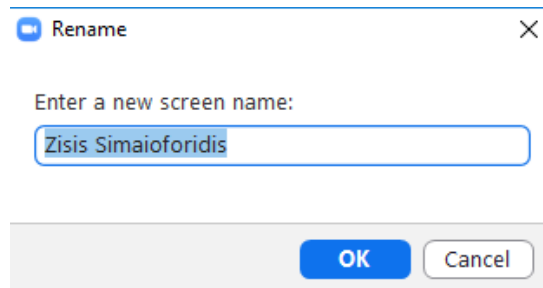
1. Click on the "Participants" icon at the bottom of the window (shown circled below).
NOTE: Clicking on the Participants panel will also allow you to see who is in the meeting and access Non-Verbal Feedback controls.



2. A Participants window will appear. Click on the "More" button next to your name.



3. Click on "Rename". Enter your full name and add your organization in parenthesis. Click "OK".



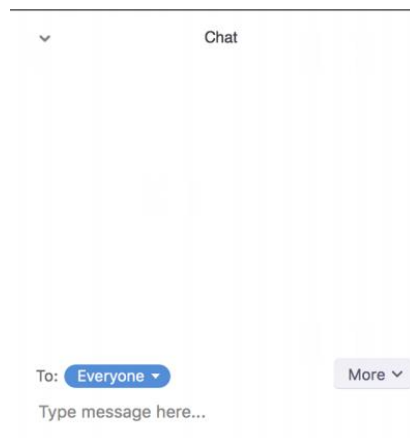
Communication & Questions During the Meeting

Each session will include a Q&A period at the end. Meeting attendees can use Chat to type questions to be unmuted and ask questions live during Q&A periods. Instructions for using Chat feature are provided below.

Attendees can also use Chat to communicate with other attendees during the meeting.

Using Chat Accessing in-meeting chat

1. While in a meeting, click Chat in the meeting controls.
2. This will open the chat on the right. You can type a message into the chat box or click on the drop down next to To: if you want to send a message to a specific person.

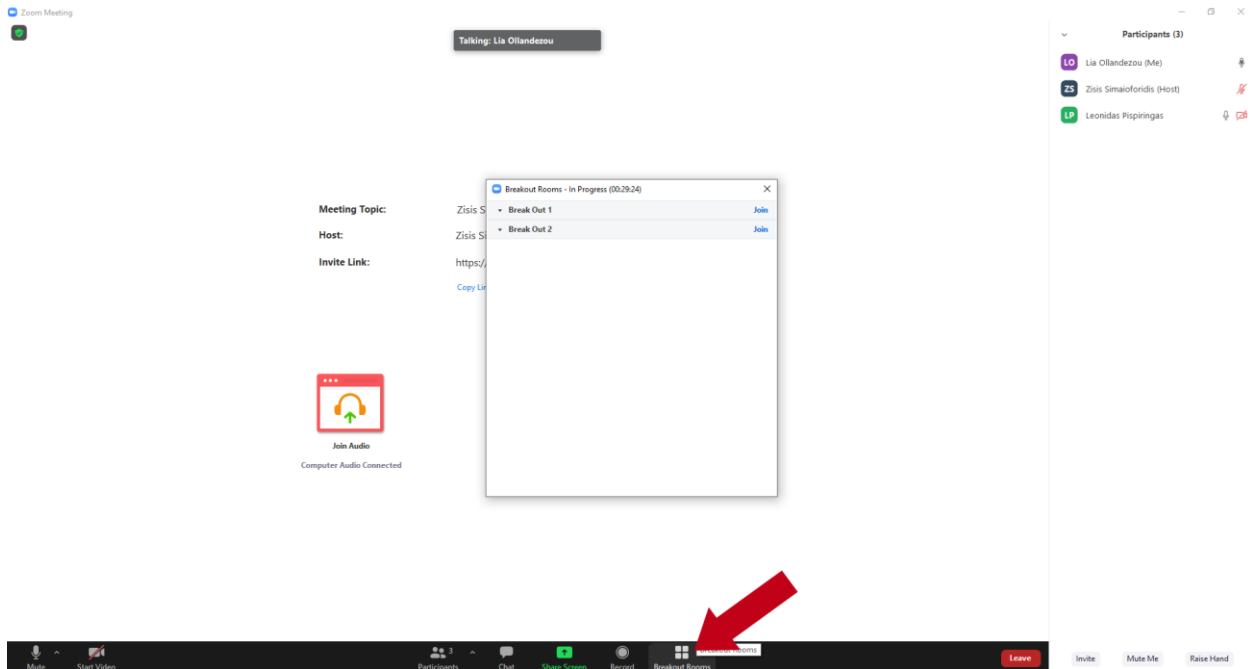


Accessing Breakout Rooms

During the first day (23/11) a Breakout session will take place from 17:15 to 18:00.

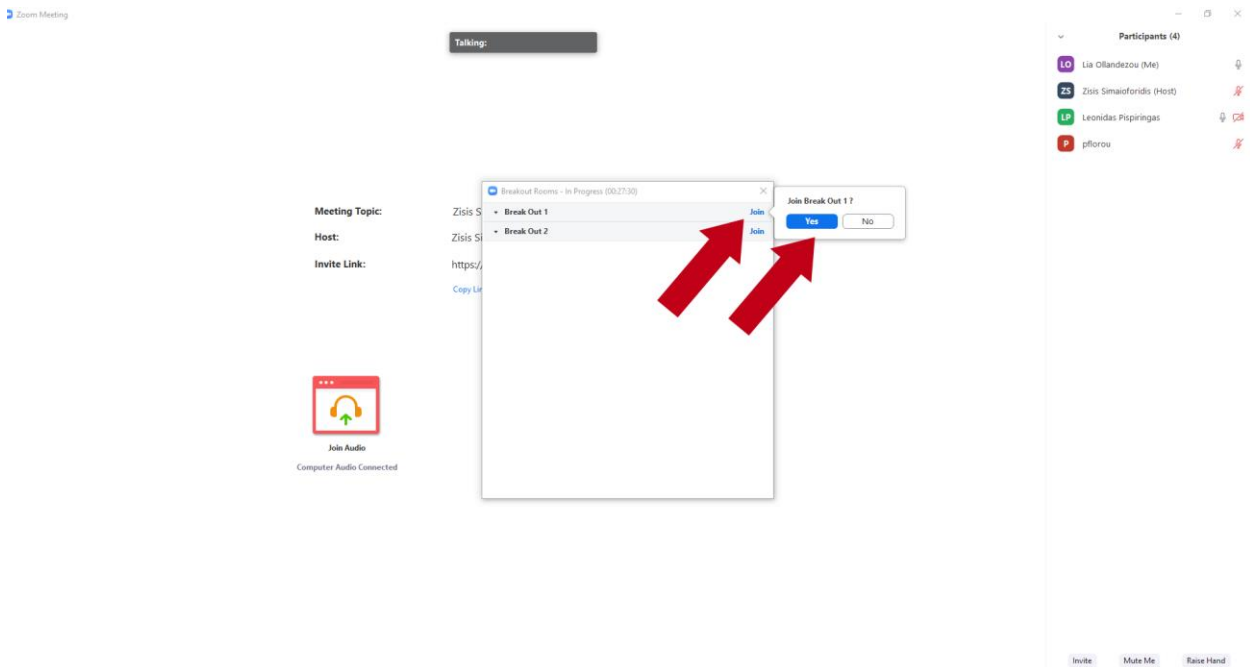
Two separate Breakout Rooms will be opened and each attendee will be free to join by will.

This can be achieved by clicking the Breakout Rooms button which will appear in the meeting controls, as soon as the host will open these Rooms:



Then a pop-up listing the two Breakout Rooms will appear, each one named by the Session's corresponding presentation. You can join by clicking the "Join" button next to each Room.

A confirmation dialog will appear and you must click "Yes", in order to complete the process:



By repeating the same steps you can join the second Room as soon as the presentation which will take place in the first Breakout Room will be completed.

When both Breakout Room presentations will be completed, you will be automatically transferred to the Main Session.