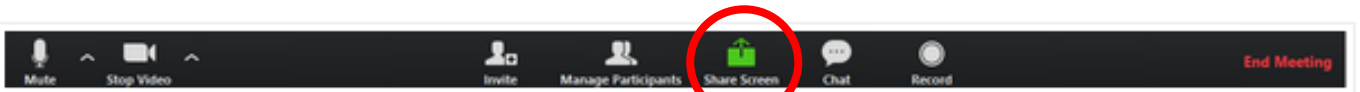


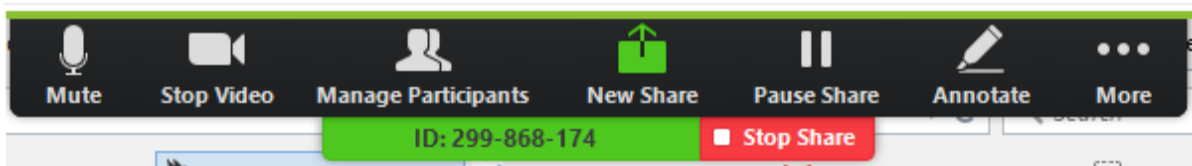
A few hints and tips for Zoom webinars

Technical aspects

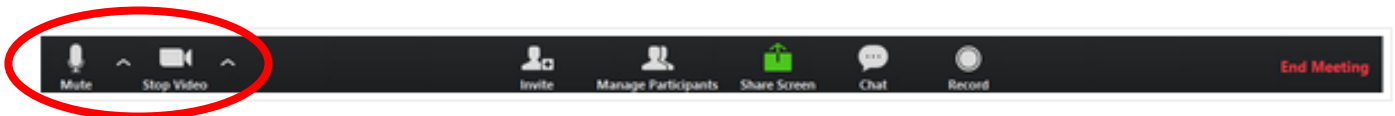
- How to join the webinar?
 - o You will have received an invitation email from Zoom and from a member of the MDPI conference team. You should simply click on that link and you should be automatically connected to the webinar.
 - o You are also sent the webinar ID and password in case Zoom requests it. This is another way that allows you to connect to the webinar.
 - o Please do not share the URL or your credentials as they are personal to you.
- How to share my screen?
 - o At the bottom of your screen, there is the Zoom menu bar. You will need to select “Share Screen” (usually in green, circled in red below)



- o Another window will pop up and you can choose which application you would like to share (generally PowerPoint). Once you select the application, your screen will be shared and the attendees will be able to see your presentation.
- o Once you have reached the end of the presentation, it would be good if you immediately stop sharing your screen. To stop sharing, simply click on “Stop Share” at the top of your screen.



- o If you would like to know more tips on what you can do when you are sharing your screen, check out this website: <https://helpdesk.athens.edu/hc/en-us/articles/221736987-Zoom-How-to-share-your-screen->
- What to do during the other presentations?
 - o Whilst you are waiting for your turn to present or if you have already presented and waiting for the webinar to end, it would be better if you would mute your microphone. You simply have to press on “Mute”. This will allow you to carry on what you are doing, be it checking your emails, coughing, sneezing, drinking, etc. without disturbing the presentation of your colleague.

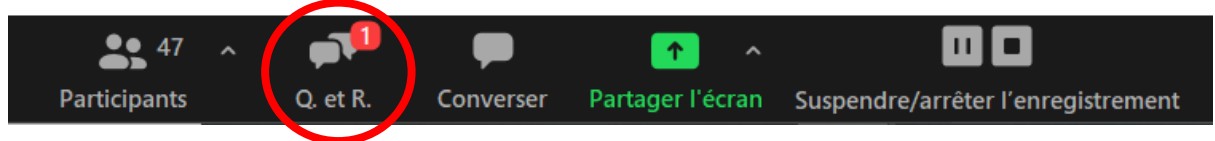


- o You can also switch your camera off if you wish. However, please remember to switch it back on once it is your turn to speak.

Formal aspects

- The chair will be introduced by the MDPI host at the beginning of the webinar.
- The chair will introduce the speakers, preferably just before each speaker will give their presentation.

- The chair will also manage the discussion and Q&A session.
 - o Depending on the chair and speakers' preferences, the Q&A session can either be at the end of the webinar or at the end of each presentation.
 - o The attendees are asked to post their questions in the Q&A box. Simply click on the Q&A and the questions will pop up.



- o Unlike in a conference, it is very difficult for the chair to notify the speaker on how much time they have left. We ask you, therefore, to keep an eye on the time yourself. However, should the speaker go overtime (more than 5 minutes), we would appreciate it if the chair would switch on his microphone and his camera and politely interrupt the speaker.

Some other suggestions:

- We would recommend that, if it is possible, you find a quiet room to avoid external noises disturbing the webinar.
- If you have an external microphone or headset, please feel free to use it.
- In order to look your best, it would be good to avoid any bright light source (i.e. window) coming from behind you.
- Having a glass of water within reach wouldn't go amiss! You never know when you will get a frog in your throat!