

Guideline for audience and presenters

- **What is Zoom?**

Zoom is a Unified Meeting Experience platform that brings HD video conferencing, mobility, and web meetings together as a free cloud service. It is available for *Windows, Mac, iOS, Linux, Android* and works with PSTN and H.323/SIP room systems. You can download zoom from here: <https://zoom.us/download>

- **Where do I find a desktop or mobile app?**

For iOS, visit the Apple App Store or by searching "zoom." For Android, visit Google Play or by searching "zoom HD meetings."

- **How do I begin?**

To begin, simply go to <https://zoom.us/signup> and enter your first and last name, and your e-mail address to sign up.

- **How do I log in?**

To log in, you can use the e-mail and password that you have created, or use your Google (Gmail or Google App) or Facebook account. Tip: If you have not created a user e-mail and password, please click on "Sign Up" to create a zoom account.

- **What do I do after I launch the app?**

After you launch the app, you can join a meeting by the click on the presentation link (Figure 1). By default, the zoom web-interface will be open automatically. You can also access the presentations by using the corresponding meeting IDs, which is attached in the text of invitation e-mail (Figure 2). The second way is recommended.

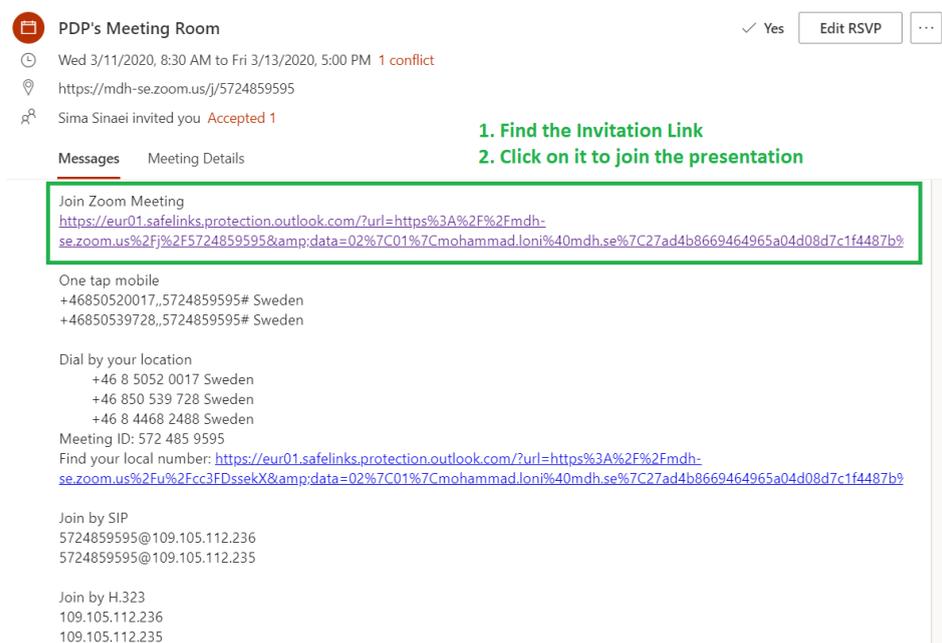


Figure 1. Join via the invitation link

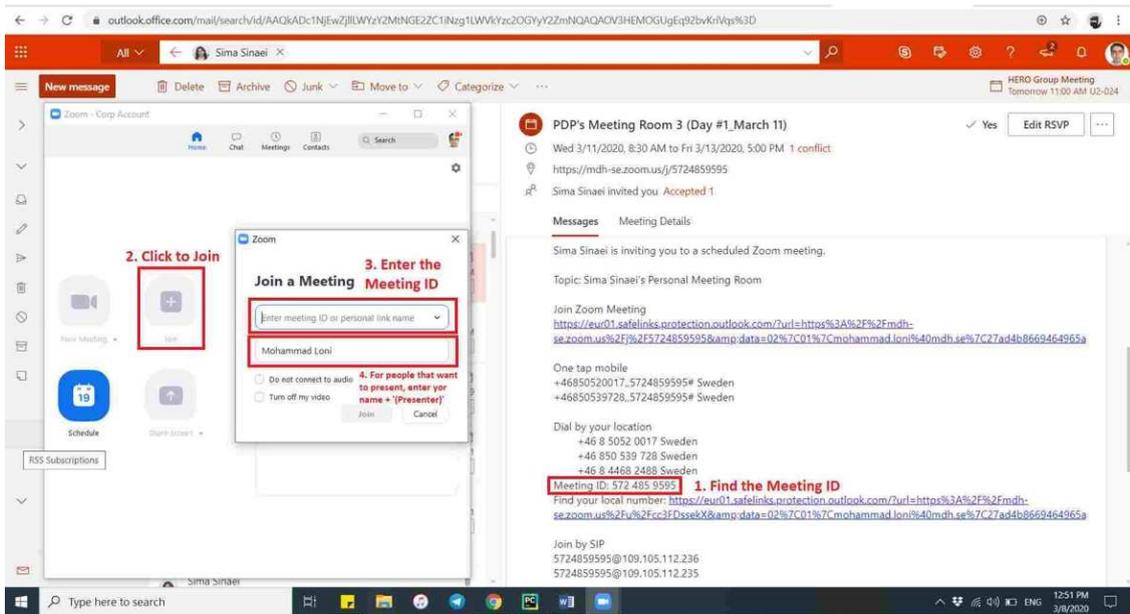
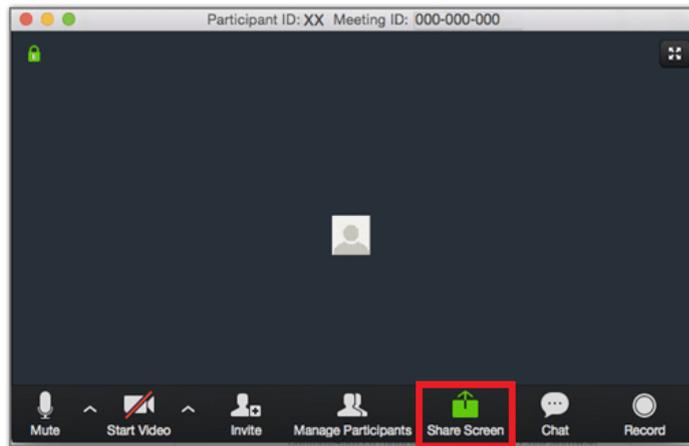


Figure 2. Join via the meeting ID (recommended).

- For getting more information: <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>

For Presenters

- **Before your presentation**
 1. Please send **the slides of your presentation** and **a short biography of the presenter** before Tuesday, March 10 on 23:59 CET, to the web chair [Mohammad Riazati \(mohammad.riazati@mdh.se\)](mailto:mohammad.riazati@mdh.se).
 - a. The subject of the email **must have the following format**:
 - PDP 2020 - Presenter - {Name of the presenter} - {Session Number}
 - Find your 'Session Number' under the [PROGRAM](#) tab on the PDP 2020 website.
 - e.g.: PDP 2020 - Presenter – Thierry Gautier – 1.1
 2. **Control video and audio quality**: Invest in a quality webcam and speaker and microphone headset. These provide better video and audio than your computer's built-in system. Try to hold meetings in quiet, indoor locations to control ambient noise.
 3. **Desktop sharing**: Generally, DO NOT select 'Share Your Desktop' (unless you want every pop-up e-mail and private message on display for your audience!). Instead, open up any relevant documents before the presentation and share only those during your presentation (Figure 3).
 4. **Presentation Slot**:
 - a. Long papers have **25 minutes + 5 minutes Q/A**
 - b. Short papers have **10 minutes + 5 minutes Q/A**
 - c. All presentations should take place according to the given date and time of the program schedule.
 - d. The breaks (coffee and lunch) follow according to the program schedule.
 5. **Practice hosting**: Zoom is very easy to use, but the live video conference with a limited presentation time is not the time to explore its features. Make video appointments with a friend to get used to Zoom.
 6. Please be in the virtual meeting room before starting your presentation session.
 7. **Mute microphone**: By default, your microphone is muted at the beginning of the presentation. No need to be worried, the room coordinator gives access to the presenter.
 8. To distinguish presenter from other people, please enter your name with the '**(presenter)**' postfix (Figure 2). For example, **John (presenter)**.



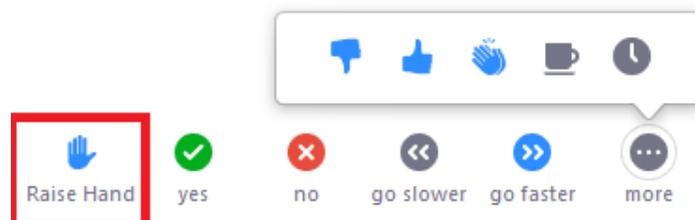
Click to share slides with others

Figure 3. Share the screen.

For Audiences

- **During the presentation**

1. **Mute your microphone:** Your microphone is muted during the presentation time. You are only allowed to give feedback or ask a question at the end of the presentation. To inform the room coordinator, please use Zoom's chat function placed at the bottom of the participants' list (Figure 4). Then, the room coordinator will turn on your microphone.



1. To ask question

Figure 4. Zoom's chat function