Zoom instructions for online attendance

Table of contents

1. General information
2. Information for participants

1. General information

During the online conference, we will use Zoom for all conference sessions and meetings. For the best conference experience, please download Zoom Client for Meetings onto your laptop or desktop via https://zoom.us/download (note that the Web-browser or App version does not offer all functionalities, e.g., regarding the use of breakout rooms).

The program with all the conference sessions and the Zoom links can be found on Program menu (https://ciees.eu/). Use the Zoom links with your Zoom account to join the meetings about 5 minutes before the start of the session. Our recommendation is to turn on your webcam by default to engage more with other participants and to contribute to a more lively conference experience. When presenting or asking questions, we definitely ask you to turn on your webcam.

Initial Zoom setup

Please install **Zoom Client for Meetings** in advance (https://zoom.us/download). We recommend that you try your microphone and webcam before joining the session (https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio; https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video-).

How to join a session

1. View the Program page and find the session you are interested in. You will be provided with the required credentials before the conference starts.
2. Click the “Go to Virtual Room” buttons in the conference program to join the meeting.
3. If you are joining the Session before the host has started the meeting, please wait.

Breaks

The conferencing online can be exhausting! We need to take breaks. We will take breaks. Breaks are built-in to the schedule!

1. Stand up and stretch, get a snack, come back refreshed!
2. If you leave Zoom on, make sure that your microphone is muted during the break.

In case you have any further questions, you can also contact us at conference@ciees.eu.

2. Information for participants

We are happy to welcome you as a participant at the **CIEES 2026 *Hybrid Conference***! Besides the participants, every session is composed of presenters, a Session Chair, and a technical moderator (Host).

- **Host**: This person facilitates the use of the technology and could be the same person as the Session Chair in some sessions. (NAME: Host * or Chair *).
- **Session Chair**: This person is present to coordinate the session and manage Q&A. (NAME: Chair *).

Basic session structure:

- **10 minutes before the Session**: The host will start the designated Zoom meeting.
- **2 minutes before the Session**: The host will start the recording.
- **1 minute before the Session**: The Session Chair introduces the session.
- **Beginning of the Session**: At the beginning of the session, the Session Chair will welcome you and introduce the first presenter. The talk will be presented using the video recording submitted by the presenter.
- **Maximum time limit for presentation and Q&A**: 10 minutes.

Discussion

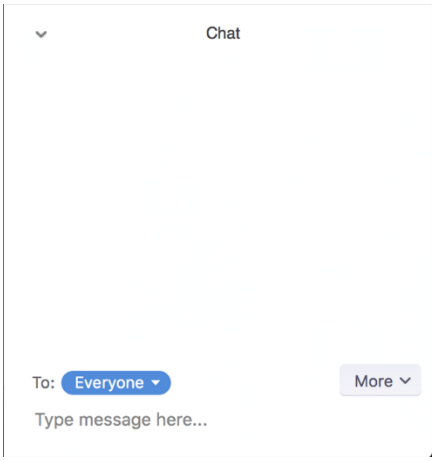
The Session Chair will mute your microphone during the entire session. In the discussion after the presentation, he can unmute participants. This discussion will be moderated by the Session Chair:

- During the presentations, all participants will be muted but can submit questions through the chat. Questions submitted in that form will be asked by the Session Chair following a FIFO policy.
- The Session Chair will have the ability to unmute participants to elaborate on their questions. Please note that due to the limited time for discussion, participants may want to continue the discussion outside the session, for example by e-mail.
- Besides the questions posed during the presentation in the chat, participants can also use the 'raise hand' option provided in zoom and be unmuted by the Session Chair to start the discussion.
- When asking a question, please turn on your webcam.

How to ask questions

- **Option 1: Chat**

You can join the discussion with other attendees by sending messages to "Everyone" or you can chat privately with the Session Chair by selecting their name from the drop down list. Learn more about https://support.zoom.us/hc/en-us/articles/203650445-Using-in-meeting-chat.



- **Option 2: Q&A Session**

Following the video presentation there is a short Q&A session. At the end of the talk, the Session Chair will select and ask the presenter to answer some of the questions in sequence they were submitted and within the allotted Q&A period and will try to cover as many questions as possible depending on the allotted time.

- **Option 3: Raise hand**

Following the presentation and once all questions placed during the presentation have been answered, you can raise your hand to ask the presenter a question through the microphone. The Session Chair will indicate your turn and unmute you.

Please check the following link for more information on the controls that you have available as attendee (e.g., applause, chat with other participants, etc.): https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting