

GHP2021 ZOOM INSTRUCTIONS

The workshop will be hosted using a Zoom Meeting via the link: <https://mit.zoom.us/j/92186355220>

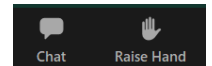
The Zoom password will be sent to everyone who has completed both steps of the registration process: (1) indico form; (2) registration fee payment. This email will be sent to participants before 9am (EST) on Tuesday 13 April.

The plenary sessions and the main coffee breaks will be held in the main Zoom room, whereas the parallel sessions will be held in breakout rooms. We will also have several additional “discussion rooms” for general discussion in smaller groups and have allowed extra time at the end of each day for free discussion. Instructions for navigating in and out of the breakout rooms are given on the next page. We recommend using a recent version of Zoom so all features (e.g. breakout rooms) function correctly.

Everyone attending GHP 2021 is required to follow the [Code of Conduct for APS Members](#). During a session please keep your microphone muted and video off unless you are asking a question, giving a presentation, or chairing/hosting a session.

Asking a Question

To ask a question please use the raise hand feature of Zoom that can be found using the reactions icon, or in older versions of Zoom in the participants list. At the end of the presentation the Chair will call on participants to ask their question to the speaker. Alternatively, once the presentation is finished questions can be put in chat and the Chair can ask these questions to the speaker. We ask participants to not publicly chat during question time so the Chair can see any questions.



Giving a Talk

Speakers will be asked to share their screen and control their own slides. If there are technical issues the Chair can show and advance the slides. Please upload your slides to indico so the Chair has access well before the session. Please keep your presentation and questions within the allotted time – 30 mins for plenary and 20 mins for parallel talks. As a guide, plenaries should be 23+7 mins and parallels 16+4 mins.

To share your screen first click on the green "Share Screen" button in the Zoom control panel and then select the application or screen you would like to share. Please put your presentation in full screen mode. Speakers are welcome to test the share screen feature in one of the many “discussion rooms” and will not need to be a co-host to share their screen.

Chairing a Session

Each session will have (at least) two Zoom co-hosts, where one of the co-hosts will Chair the session. This information is given on the timetable. The Chair will lead the session by introducing the speakers and inviting them to share their screen and start their presentation. After the presentation, as time allows, the Chair will call on participants who have their hand raised to ask their questions and read questions from the chat. Questions should be left for the end of the presentation.

If an abstract has been withdrawn or the speaker does not appear in the Zoom room the Chair should just continue to the next presentation on the schedule.

At the end of the session there should be some time remaining, where the Chair is encouraged to invite and facilitate opened discussion amongst the remaining participants and the speakers.

Co-Hosting a Session

Co-hosts can mute/remove participants and should use these abilities if needed.

Hosting

A host must start the meeting, only the host can create co-hosts, only the host can end the meeting for everyone, and the host can end all participant activity. As host the raise hand feature is not available.

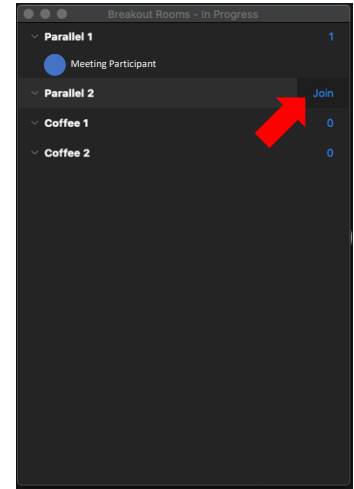
GHP2021 ZOOM NAVIGATION

After joining the zoom conference, you will be in the plenary room by default. To join other sessions, use the controls at the bottom of the screen:

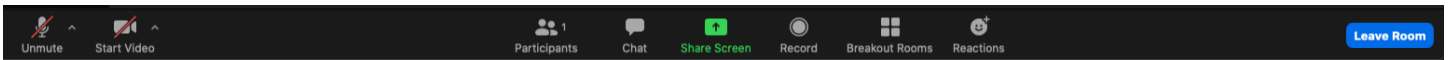
Please check that you are muted when you are not speaking

To enter or move between parallel sessions or the coffee break / discussion rooms, select the **“Breakout Rooms”** button.

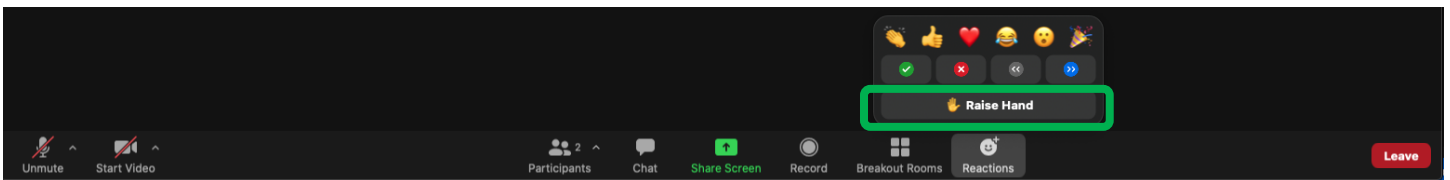
In the pop-out panel, **hover your cursor over the numbers** next to the name of the room that you would like to join (at the right-hand side), and click **“join”**.



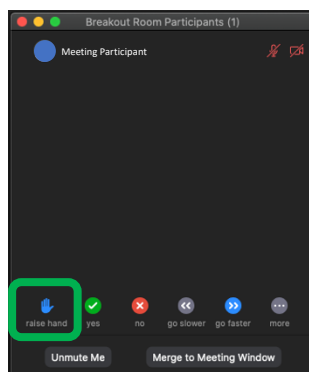
To leave the parallel session or coffee break / discussion rooms, select **“Leave Room”** at the bottom of the screen on the right-hand side:



To **“raise your hand”** to ask questions during the session, select the **“raise hand”** button. Depending on your zoom version, this will appear by clicking on either **“Participants”** or **“Reactions”** in the control bar:



In older zoom versions, click on **“Participants”**, and then on **“raise hand”** in the pop-up



In newer zoom versions, click on **“Reactions”**, and then on **“raise hand”** in the pop-up window above