

## Details and guidelines for the ZOOM meetings of the ECFA Detector R&D Symposia

The symposium will be run in seminar mode. Please everybody mute when not speaking and raise your hand in case of comments or questions. You are also invited to place your questions in the “chat” window. The chairs will call you to unmute.



**Recording:** The meeting will be recorded.



**Questions or comments:** Please raise your hand to speak (as by default participants are muted) or comment in the “chat” window. The chairs will call you to unmute.



**Q&A:** Questions and comments are collected on the live google doc on [LINK](#)



**Polls:** Everybody is invited to vote in the pop-up window when a poll is run



**Reactions:** Use “reactions” to give your opinion without interrupting the meeting. It will be displayed for 5 seconds.