5TH FCC PHYSICS WORKSHOP SPEAKER AND CHAIRPERSON GUIDE
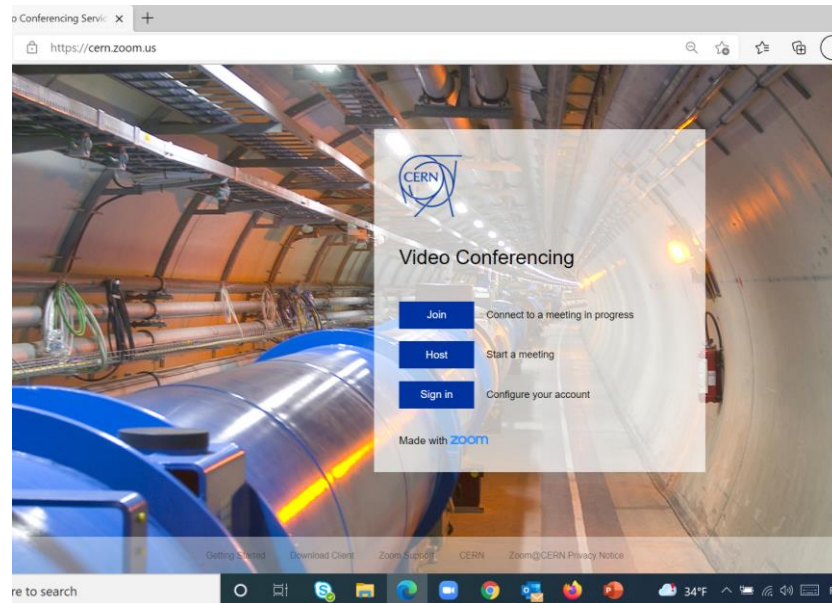
User guide for Zoom sessions

Zoom sessions

We recommend that you **update your zoom to the latest version.**
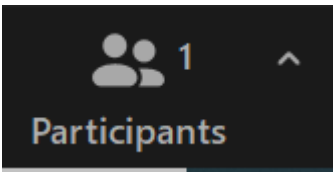
Useful information:
- How to first login at CERN Zoom?
  https://videoconference.docs.cern.ch/faqs/#how-to-first-login-at-zoomcern

- How to download / update the CERN Zoom client?
  https://videoconference.docs.cern.ch/faqs/#how-do-i-downloadupdate-my-zoom-client
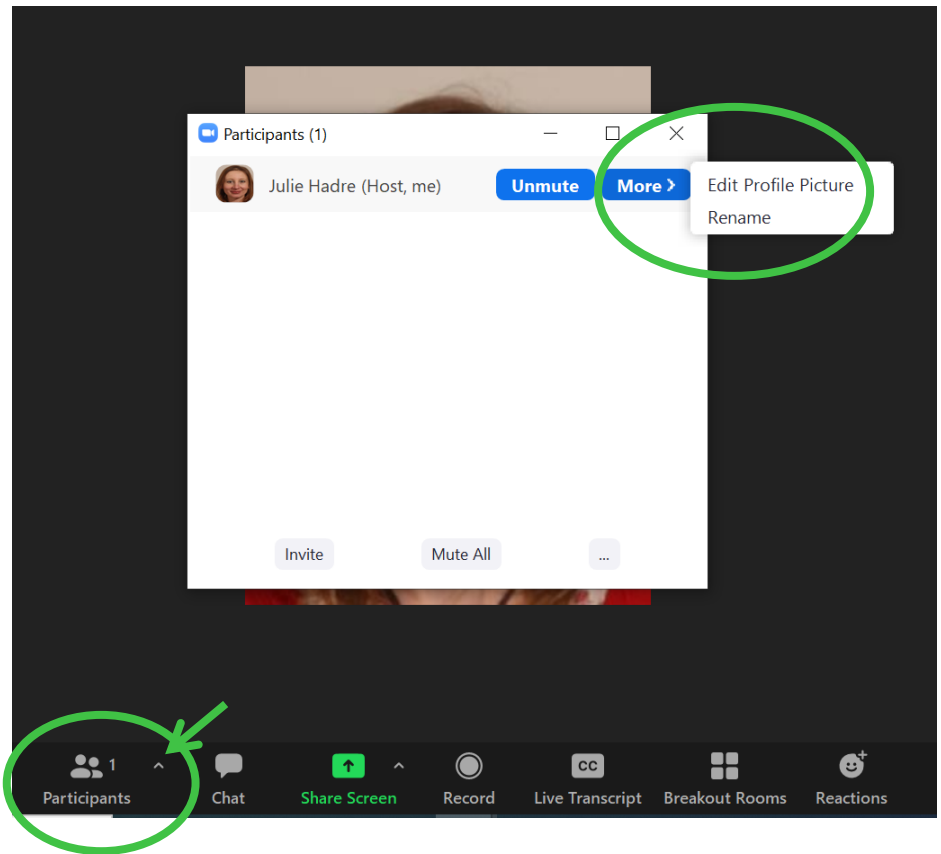

https://cern.zoom.us/

We recommend that you add your **"First name Last Name"** to your account so the participants know who you are
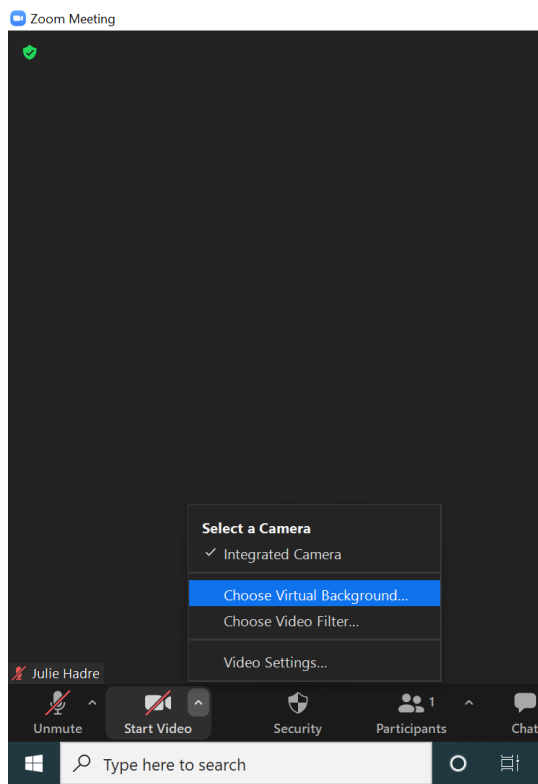
To change your name after entering a Zoom meeting, click on the "Participants" button.

Next, hover your mouse over your name in the "Participants" list on the right side of the Zoom window. Click on "Rename".
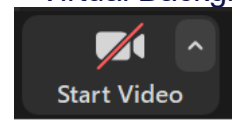
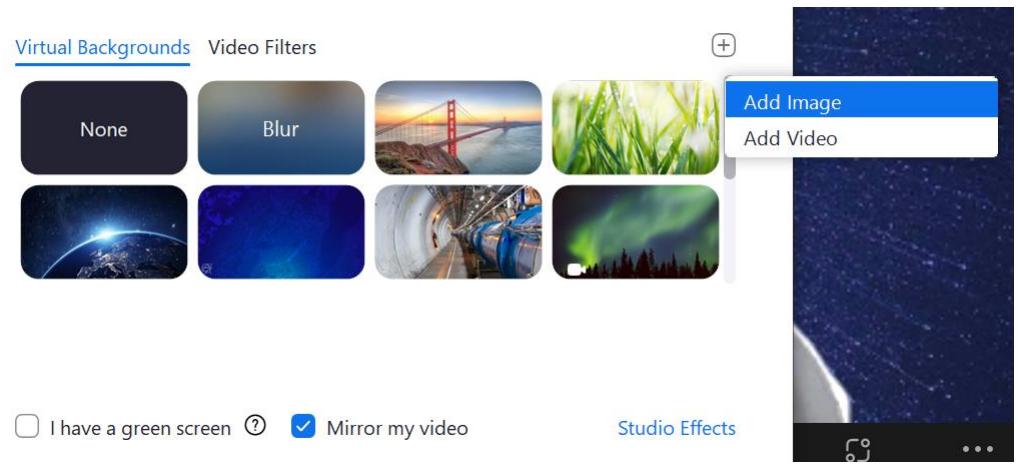# We recommend that you change your **background:**

To change your background after entering a Zoom meeting:

- Click on the arrow next to the 'Start Video' button, and then on 'Choose Virtual Background'

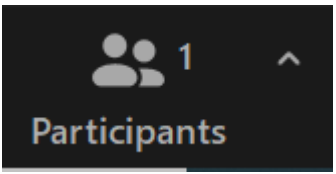
- You can select one of the proposed background or add one by clicking on 'Add Image'
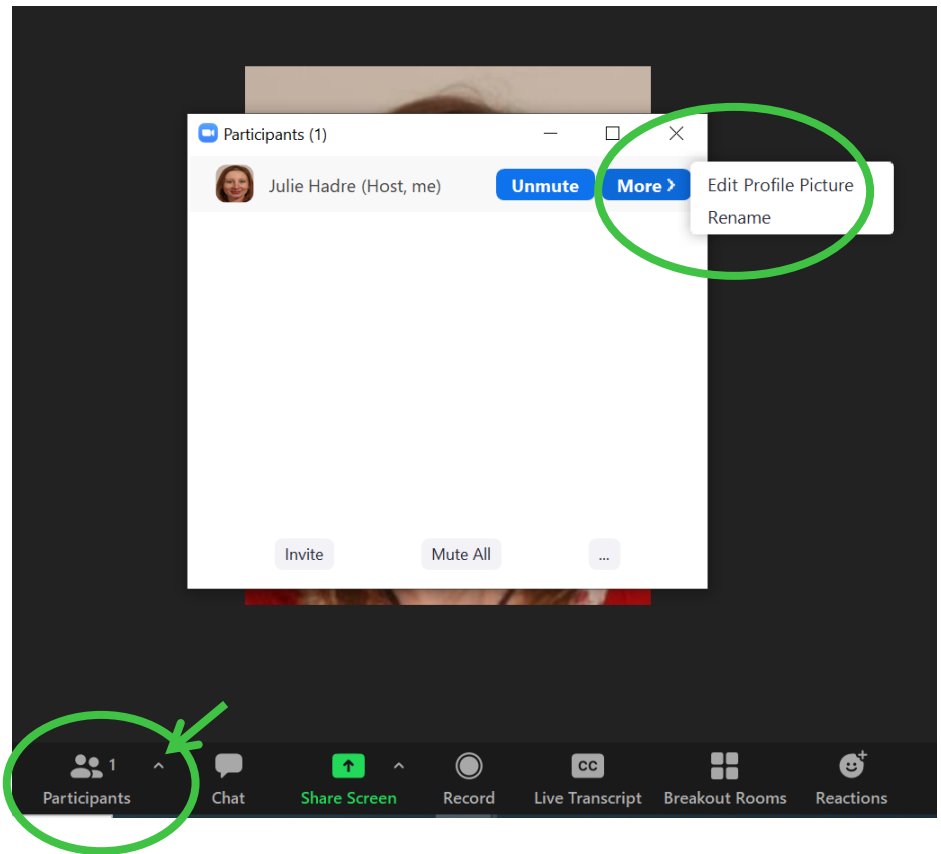
You can also Add your picture when you Stop Video

To change your picture after entering a Zoom meeting, click on the "Participants" button.

Next, hover your mouse over your name in the "Participants" list on the right side of the Zoom window. Click on "Edit Profile Picture", then click on 'Change Picture'.

Zoom sessions

Internet connection

A fiber connection is ideal. Use an ethernet (wired) connection rather than wifi. This connection must be stable: we recommend 10Mbits/s (You can test your line on speedtest.net).

If there are several connections in your house / apartment, limit the consumption of bandwidth on your connection by other users (time slot where you would be the only one to use the internet connection). If your fixed line is of poor quality, you can use 4G back-up (but this is riskier).

Computer

The computer must be relatively recent (+/- 5 years) in order to have the necessary power for the smooth running of the video conference (sending and receiving video streams simultaneously). The computer must have a webcam and a headset jack. If the computer does not have a webcam, you can add an external one via a USB port.

If you are on your work computer, be sure to disable any VPN, firewall or browser proxy that could block the correct transmission.

Zoom sessions

Audio

We recommend that you use a headset in order to isolate yourself from surrounding noise and echo effects during the broadcast. Choose a room isolated from noise and which does not resonate.

Video

If your computer has a webcam, you will have little ability to manage your frame. However, it is worth noting that an integrated webcam is often found below eye level, so the shot is "low angle" which is rarely aesthetic. If possible, raise your computer to reduce this "seen from below" effect.

Shooting location

Choose a room that does not resonate, is well-lit, and is isolated. Choose a neutral background with enough space between you and the wall in order to not give the impression of oppression. The light should be in front of you (not in the background): do not stand with your back to a window in order to avoid backlight as webcams do not handle this well.

D-day - Be prepared !

Fix computer errors: ALWAYS double- or triple-check your equipment before giving a virtual presentation. Make sure your microphone, webcam, and internet are working. If you have to fumble around with technical details during the video call, your audience may have the impression that you are unreliable.

Eliminate distractions: Silence your phone, turn off desktop notifications, get rid of loud fan noises, and make sure your room is child/dog free. Keep in mind that your audience will likely be listening through their headphones, so even the tiniest of noises might be heard.

Bring a glass of water : Talking for 20 minutes can be a difficult exercise. Drinking a little water before and during if necessary will help you feel more comfortable during your speech.

The powerpoint presentation
Some tips

Online presentations should **be simple and straightforward**, like live presentations. The biggest difference here is that your audience will likely be straining their eyes, trying to look at their (potentially tiny) computer screens while you are giving a presentation. People will have difficulty reading AND listening to your speech. The important thing is to determine what the key message of your speech is. Bring people to this by considering the most important elements, and that is what you want to show in your powerpoint presentation.

✓**Cut Extra words from a sentence without changing the original sentence's meaning**

✓**Use Powerpoint animations to build the messages visually.**

✓**Illustrate with pictures as much as you can.**

Your goal is to make your presentation slides as small as possible, while retaining the most essential information possible.

You can even write down notes on notecards to help assist you in explaining the points you have in your presentation, or memorize what you will say altogether.

Thank you
for your attention.