

**Practical ZOOM Handbook
for
IAS Program on High Energy Physics 2022**

Website: <https://indico.cern.ch/event/1096427/>

Acknowledgement:

This handbook is prepared with references of the ZOOM handbooks and instructions of LHCP2020 conference, ICHEP2020, FCCNoW2020 and HP2020.

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For All Types of Participants

1. Support

a) General Enquiries

- If there is any doubt about using Zoom or other aspects of this program, please do not hesitate to contact us at iashep@ust.hk.

b) Pre-event Zoom Testing

- Speakers and Session Chairs are strongly encouraged to test their technical set-up well ahead of time to minimize the number of issues emerging during the program. For this purpose, a Test Room is set up for speakers and sessions chairs to get familiar with the operation of Zoom. For details, please see the "[Test Room for Speakers and Session Chairs](#)" section in this handbook.

c) During the Zoom Session

- There will be **three supporting staff** in every session to help with setting up the Zoom meeting room and providing assistance throughout the session.

2. Zoom Setting of Session

a) Format

- **ALL** the sessions in both Mini-workshops and Conference (including the Panel Discussion of the Conference) will take place as **Zoom Meetings**.
- All the Zoom meeting rooms will be created and managed by the Program Secretariat.
- The links and passcodes to the Zoom meeting rooms will be sent by e-mail to the registered participants of the program **ONLY**. **You are reminded to keep the links and passcodes safe and for your own use.**

b) Recording

- All sessions should be viewed **ONLINE ONLY**. Unauthorized recording of any session is prohibited. Please obtain the consent from the speaker concerned for any adaptation/ sharing of his/ her presentation materials.
- All sessions will be recorded by the Program Secretariat using the Zoom built-in system. The recordings are **for internal reference only**, not for public uploading.

3. Roles in Zoom Meeting

There are **three roles** in each Zoom Meeting, i.e. Host, Co-Host and Participant.

a) Host

- Who is this?
 1. The **Staff of the Program Secretariat**.

- What can this role do?
 1. To create the Zoom Meeting Room.
 2. To start the Zoom Meeting.
 3. To share screen.
 4. To stop other's screen sharing.
 5. To mute participants.
 6. To request that a participant mutes or unmutes.
 7. To stop a participant's video.
 8. To request that a participant starts their video.
 9. To view the Participants list.
 10. To rename the Participants.
 11. To remove the Participants.
 12. To type messages and questions in Chat box. Host can freely select the recipients of the messages.

b) Co-Host

- Who is this?
 1. The **Session Chair** of each session.
 2. The **Moderator** of the panel discussion.
 3. The **Supporting Staff** of the program.
 4. Session Chair/ Moderator will be promoted to be Co-host by the Host when he/ she enters the Zoom Meeting Room.

- What can this role do?
 1. To share screen.
 2. To stop other's screen sharing.
 3. To mute participants.
 4. To request that a participant mutes or unmutes.
 5. To stop a participant's video.
 6. To request that a participant starts their video.
 7. To view the Participants list.
 8. To rename the Participants.
 9. To remove the Participants.
 10. To type messages and questions in Chat box. Co-host can freely select the recipients of the messages.

c) Participant

- Who is this?
 1. The **Speakers** of the program.
 2. The **General Participants** of the program.
 3. Participants can join the Zoom meeting room only when the room is open.
 4. Participants are by default muted.

- What can this role do?
 1. To view the Participants list.
 2. To mute/ unmute themselves.
 3. To start/ stop their own video.
 4. To share screen (**Note: A participant cannot share his/ her screen when someone is already sharing**).
 5. To type messages and questions in Chat box. The messages can be sent to all participants as public messages or to the host only as private messages.

Remarks:

For more information about each role, please visit ["Roles in a meeting"](#) in the Zoom website.



4. Organization of Session

a) **Before connecting** to the Zoom meeting room

- Please test your audio and video set-up before connecting to the Zoom meeting.
- Please join the Meeting via the corresponding Zoom link and passcode.
- When connecting to the Zoom Meeting, please input your name in this format for easy identification: **LASTNAME_FirstName_Affiliation, e.g. HANKS_Tom_HKUST.**

b) **30 minutes ahead** of the start of session

- The Host will open the Zoom Meeting Room.
- The Session Chair and the Speakers please enter the room by then to test their audio, screen sharing and video in this stage.

[Note: General Participants can also enter the Zoom Meeting Room since the room is already open. They will be able to see what is being screen shared and hear who is talking.]

c) **15 minutes ahead** of the start of session

- The Session Chair and all Speakers should be connected and tested by now to assure themselves that there is no problem with the connection.
- The Host will promote the Session Chair to be “Co-Host”.
- General Participants start to enter the Meeting room.

d) **When the session begins**

- The Host will mute all the Participants.
- The Session Chair will give an introduction about the session and speakers. He/ She will also explain the rules of Q&A.

e) **During the session**

- Only the Speaker who is presenting should be unmuted.
- The Supporting Staff will help to keep time and remind the speaker of the time remaining.
- In the Q&A part, Participants can ask questions by:
 1. Typing in the Chat box as public message; **or**
 2. Raising hand to seek Session Chair’s invitation and then unmute themselves to ask question.

f) **Break**

- For 10-minute short break, the Zoom Meeting Room will remain open until the start of the next session.
- For long break that is over an hour, the Zoom Meeting Room will be closed and open again 30 minutes ahead of the next session.



For Speakers and Session Chairs

1. Instructions for Speakers

a) To Prepare for Your Talk

- To ensure smooth experience throughout the program, please download the latest Zoom in your device via this link: <https://zoom.us/download>.
- Please take note of your assigned timeslot and the length of time of your presentation.

b) To Upload Your Presentation File


- Please upload your presentation file **24 hours ahead of your scheduled timeslot** so that the Program Secretariat can download the files on their computers and broadcast the slides if there is any difficulties for you in doing these yourself during the talk.
- To upload the presentation file, please follow these steps:
 1. Go to <https://auth.cern.ch/>.
 2. Log in to the account in the way that you used to register for this program.
 3. Go to the program schedule page at <https://indico.cern.ch/event/1096427/timetable/>.
 4. Scroll to your talk and see if there is an icon looks like a pencil .
 5. Click on the icon and choose “Material Editor”. Then click “Upload Files” to upload the required file. You can also remove the file by clicking on the pencil.
[Note: Please include page numbers on your slides so participants can refer to particular page when asking questions.]
- If you cannot see your contributions in Indico, please make sure you have logged in using the same email address as for the registration. If problem persists, please contact iashep@ust.hk.
- Even if your talk may not be ready yet, we recommend trying to go through the process well in advance, so there is enough time for solving issues that might arise.
- Please read the section of “[For All Types of Participants](#)” in this Handbook to get familiar with the Zoom Meeting set-up of this program.

c) To Connect to the Zoom Meeting Room

- You will receive an explicit email containing the link and passcode to the Zoom Meeting Room. Please connect to the Zoom Room via the information inside.
- Please join your scheduled session **30 minutes ahead of the session start time (NOT your presentation time)**.

d) To Test Your Video, Audio and Screen Sharing

- Sharing the video
 1. We encourage you to turn on the video, which would make your presentation more personal and allow us to capture the screenshots to create a group photo.
 2. In case it would not be possible to share live video, please include at least a photo.

- Sharing the screen
 1. You can screen-share the presentation using the 'Share screen' function in Zoom while presenting. This is simply done by clicking on the green **Share Screen**  button at the bottom center of the Zoom screen. Then select the window (e.g. PowerPoint) that you would like to share.
 2. For more details, please see "[Sharing Your Screen](#)" in the Zoom website.
 3. If you are sharing an individual window in Zoom, you might achieve better results if the window you want to share is already in full-screen mode before sharing, otherwise the outline of the original window remains visible over your slides.
 4. **IMPORTANT NOTE:** If you are using Mac OS and want to use the full-screen mode, please make sure you share your whole screen, not a particular window only. Otherwise, your presentation will not be visible to other participants.

e) During the Session

- Please stay muted unless it is your turn to give the presentation or answer the question.

- When it is your turn to give talk, please share your screen, unmute yourself, and turn on your video.

- Please take note of the length of your presentation. The Supporting Staff will remind you of the time in Chat box. The Session Chair may also unmute him/ herself to remind you of the time left whenever necessary.

- At the end of each presentation, the Session Chair will unmute him/herself and chair the Q&A.

- The Session Chair will read out the questions received from the Chat box for you to answer.

- If there is any raising hand, the Session Chair will invite the participant to unmute him/ herself to ask the question verbally. Then the Session Chair or the Supporting Staff will mute the participant when the question is answered.



2. Instructions for Session Chairs


a) To Prepare for Chairing the Session

- To ensure smooth experience throughout the program, please download the latest Zoom in your device via this link: <https://zoom.us/download>.
- Please make sure that you have a timing device available for time control.
- Please read the section of "[For All Types of Participants](#)" in this Handbook to get familiar with the Zoom Meeting set-up of this program.

b) To Connect to the Zoom Meeting

- You will receive an explicit email containing the link and passcode to the Zoom Meeting Room. Please connect to the Zoom Room via the information inside.
- Please join your scheduled session **30 minutes ahead of the session start time**.

c) To Test Your Video, Audio and Screen Sharing

- Sharing the video
 1. We encourage you to turn on the video to allow us to capture the screenshots for making a group photo.
 2. In case it would not be possible to share live video, we kindly ask you to include at least a photo.
- Sharing the screen
 1. If you have something to show, you can screen-share it using the 'Share screen' function in Zoom. This is simply done by clicking on the green Share Screen  button at the bottom center of the Zoom screen. Then select the window (e.g. PowerPoint) that you would like to share.
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 4. **IMPORTANT NOTE:** If you are using Mac OS and want to use the full-screen mode, please make sure you share your whole screen, not a particular window only. Otherwise, your presentation will not be visible to other participants.

d) To Begin the Session

- Please give an introduction about the session.

- Please remind the participants of the following rules:
 1. Speakers should stay muted unless it is their turn to speak.
 2. Participants are by default muted. If they want to express anything, they can type in the Chat box **or** by raising hand and wait until the Session Chair invites them to speak.
 3. To ask questions during the Q&A session, participants can
 - Submit questions in the Chat Box. The questions will then be read out by you.

or

- Raise hand to alert the Session Chair that they have a question. He/ She should wait until the Session Chair invites them to talk. Then the participant can unmute him/ herself to speak.

e) During the Session

- At the beginning of each talk, please briefly introduce the speaker and remind her/ him of the presentation time restrictions.

- The Supporting Staff will help to keep time for you and the speaker. However, whenever necessary, you can unmute yourself to remind the speaker of the time left.

- Please adhere to the times listed on the schedule so that simultaneous sessions can be as closely synchronized as possible. Many participants move from session to session in order to hear specific presentations.

- At the end of each presentation, please unmute yourself and chair the Q&A section.

- Please read out the questions from the Chat box and invite the speaker to answer.

- If a participant raises hand to ask question, please call out the name and ask him/ her to unmute him/ herself to speak. Please lower the hand and mute the participant when the question is completely answered.



3. Test Room for Speakers and Session Chairs

a) A Test Meeting is prepared for speakers and session chairs to test the Zoom set-up, get fully familiar with screen sharing, and fine-tune your video and audio settings. The staff of the Program Secretariat will be in the Meeting to do the testing with you:

- **Timeslots (Hong Kong Time, GMT +8):**
 - January 10, 2022 (Monday) at 15:00 – 17:00
 - January 11, 2022 (Tuesday) at 10:00 – 12:00
- **Link:** [Here](#)
- **Meeting ID:** 959 4963 9856
- **Passcode:** HEPTTEST

*****End*****