

INTERNATIONAL MASTERCLASSES HANDS ON PARTICLE PHYSICS

Introduction to IMC Zoom webinar

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Connecting to the Zoom webinar

- Each webinar is created by IMC coordinator Uta.
- You will receive the **link/passcode** to the webinar a few days before your videoconference.
- Use the **one-pager** on a second screen. It is an → overview of procedure and will guide you through all tasks.
- Connect to the webinar at 15:30.
- Moderators with a CERN Zoom account: You are “**alternative hosts**”. You have to be signed into your Zoom account on the PC you are using before joining the webinar!
- Moderators without CERN Zoom account are “**panelists**”.
- Only “hosts” and “alternative hosts” can start the webinar. “Panelists” cannot!

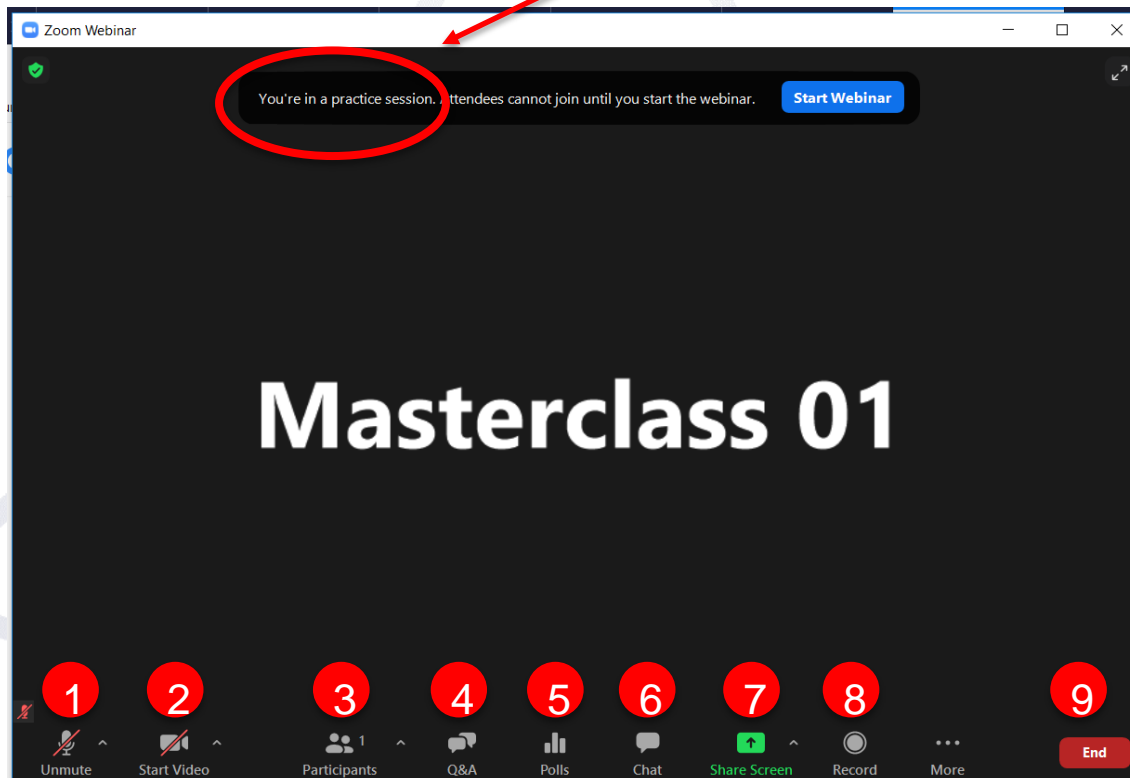
One pager for moderators – International Masterclasses 2021

Time	Activity	Details	Remarks	Phase
15:30/15:40	Connect to webinar	Log in at https://cern.zoom.us with your credentials, if you have a CERN Zoom account. Connect via the Zoom webinar link.		Practice session
	Promote panelists, if needed	Click "Participants", choose "Panelists", choose your co-moderator and make them "co-host"		
	Agree on how to share the tasks	You can use the boxes in the next column		
	Prepare all material	Download intro slide Download Masterclass map Open website for combined results Open website for the quiz		
	Establish communication channel	e.g. Mattermost		
15:55	Start the webinar	Click blue button		Live webinar
15:55	Waiting for students	Share intro slide		
16:00	Welcome	Introduce yourself		
		Share the map		
		Explain Zoom features		
		Launch first poll (icebreaker)		
16:10	Discussion of combined results	Share website or table with results		
		Ask ~ 5 questions, launch poll (repeatedly)		

Webinar features

At this stage, the webinar is in the mode "**practice session**". The practice session is only accessible by the moderators.

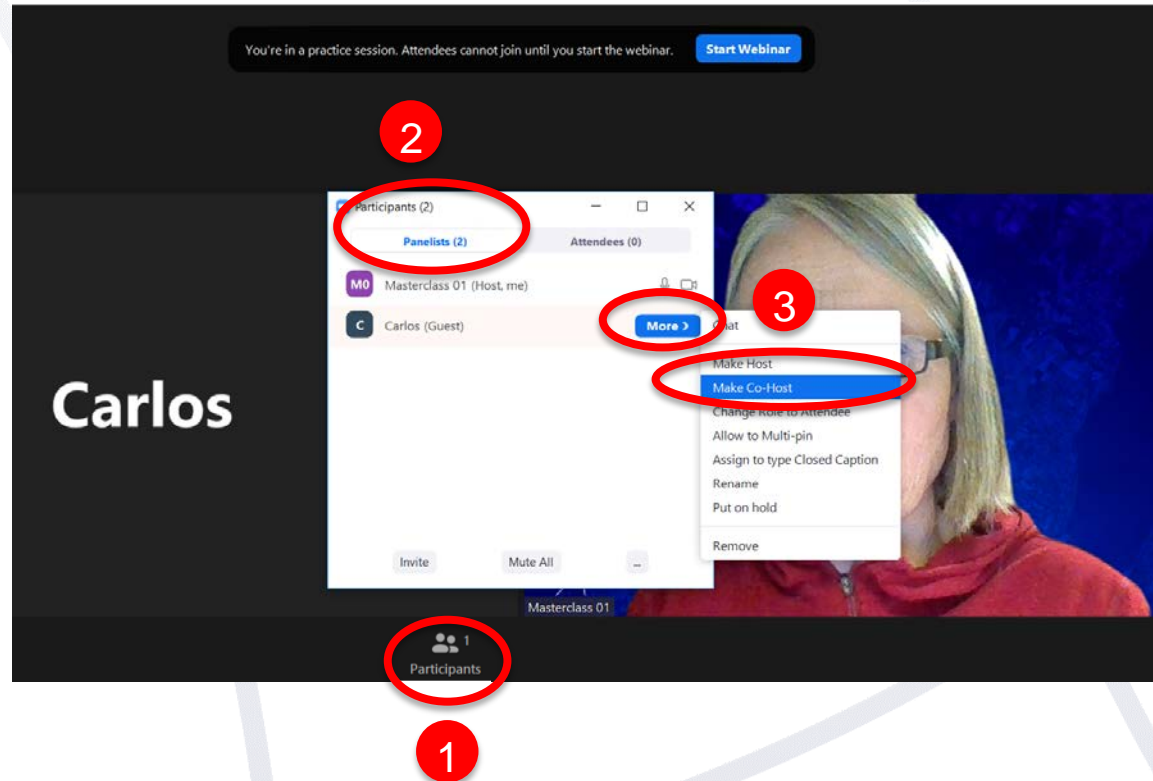
Students are "attendees". They cannot join the practice session.



- 1: mute/unmute your mic
- 2: turn your camera on/off
- 3: see who is in the meeting
- 4: questions from students
- 5: for interactive live polls
- 6: chat
- 7: start screen share.
Select the application you want to share
- 8: start and stop local recording
- 9: leave or end the webinar

The „practice session“

- The "practice session" allows you to set up and get acquainted with webinar controls before starting your webinar.
- In the bottom control bar, click “Participants”, then choose “Panelists”. Make sure, all your co-moderators are "co-host", so they have the same permissions.

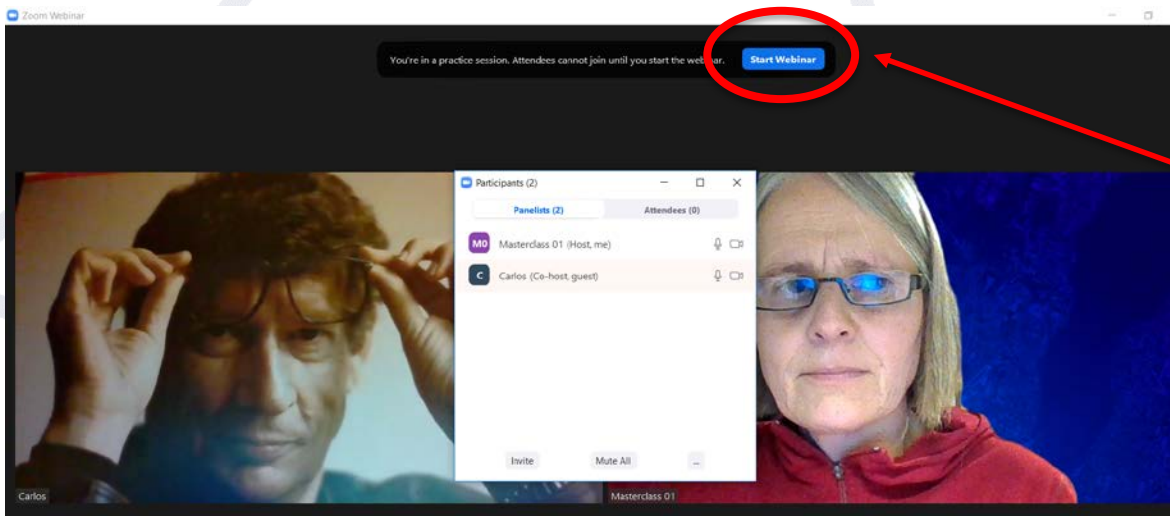


Ready, set, go!

Prepare/upload all the material you will have to share, including:

- Intro slide
- Masterclass map
- table/website for combination of results
- website for kahoot quiz

Agree with your co-moderators on how you will share the tasks: Who does the technical stuff, shares results, launches the polls etc. Use the one-pager!



When you are ready, but no later than 15:55, start the webinar (click blue button at the top). Only then students can join. It might take some time before they are all connected.

Intro slide during waiting time

- Share the intro slide at the very beginning. This can happen when you have started the webinar, but still wait for participants to connect.

International Masterclasses videoconference

16:00 ● Welcome

● Combination and discussion of your results

● Question & Answer

- Open the Q&A window in Zoom
- ask questions to the moderators
- Click the thumbs up icon to like a question (upvote)

● Quiz on kahoot.it

- Open on your PC or second device

17:00 ● Good bye

