



CIVIS3i Second Call for Postdoctoral Projects in all Scientific Domains

InfoDay, 16 September 2022 (10:30-12:00 Paris time)

Zoom Meeting Guidance

Accessing the meeting via Zoom:

To access the meeting via Zoom click the link sent in the planning (and in your calendar invite if you received one). You do not need to install the app, or register with Zoom, to join the meeting. Please sign in at least 5 minutes before the meeting starts to ensure your connection and equipment are working. You can also use this period to raise questions with the CIVIS3i management team via Slido: <https://app.sli.do/event/87tK9asGT4pGblf4bAe9XN>; code **#CIVIS3i**.

Zoom meeting tips and etiquette:

- When prompted to choose a **username**, all Zoom participants should sign up with their full names (or First name Last name) to avoid confusion when speaking. The host can rename you for the meeting on request;
- We recommend you **disconnect from any Virtual Private Network (VPN)** before joining, as these reduce available bandwidth. Additionally, please close down any programmes you will not need during the meeting, particularly those that use large amounts of bandwidth or processing power. Try to **avoid downloading large files (including updates) during the meeting**;
- Please feel free to join the meeting with your **video** enabled, as it makes it easier for other participants to follow who is talking. We would not recommend using an HD video connection for this meeting. Should you find you are struggling to maintain a connection, please feel free to switch to **audio-only**;
- **Please mute your microphone** when you are not addressing the meeting. ALT+A will switch between muted and unmuted;
- **Please test your audio equipment prior to the meeting** to ensure other meeting participants can hear you clearly. You can test your microphone and speakers in the 'Audio' section of the Zoom settings area.
- **Enable dual monitors in Zoom.** After joining or starting a meeting, you will see a Zoom window on each monitor. The meeting controls and participant's video will display on one monitor, while the other monitor will just display participants' video. If you share your screen, you can continue to view participant's video on the other monitor. Users should make sure their monitor settings on their desktop are set to "extended" before starting or joining a Zoom meeting so items can be split between the different monitors correctly. To enable dual monitors in Zoom:
 - Sign in to the Zoom Client
 - Click your profile picture then click Settings.
 - Click the General tab.
 - Navigate to the Use dual monitors option and verify that the setting is enabled.
- **Ensure the quality of the connection:**
 - Use a headset with microphone, to avoid feed-back and/or noise interferences;
 - Use an Ethernet cable and avoid Wi-Fi connections;

Zoom meeting guidance:

- **Technical issues:** please use the chat function to ask any member of the management team for advice.