FAQ – zoom spring meeting 23-24 April

You need to register in order to take part in the conference. All registered participants are provided with a program with the links/meeting IDs for the videoconference. Please do not spread the link or meeting ID to others that have not registered (unregistered colleagues are welcome to contact Lina or Cerina for participation in the conference). You do not need a Zoom account to participate, the link opens in your standard browser and a dialogue box is shown. Make sure that “Zoom Meetings” is chosen and click “Open link” at the bottom of the dialogue box. If you have the Zoom client installed, the client will open and you will enter the meeting room.

If you have any technical issues or questions you can turn to Lina, Cerina or Ludwig, we will be active during all sessions.

We ask you to respect our speakers and be an active listener!

Make sure you enter the meeting with a muted microphone and please keep it muted. Your video can be on, this is a way of letting your speaker know that you are actively listening, but please note we are recording the presentations.

Click on the symbols for microphone and camera down in the left corner in the meeting room to enable/disable audio and video.

Posting questions to the speakers

Questions are most welcomed, please state them in the chat forum and questions will be raised by the moderator. In the chat forum Josefin, Cheryl and Juliana will handle your questions and answer you if needed. A tip is to have the chat forum open during the sessions to be able to follow the dialogue.
Choosing view during the conference
To have the best experience we recommend you to use the **speaker view** during the presentations and the **gallery view** during panel discussions and group discussion.

**Speaker view will enable you to see the presenter**

**Gallery view will enable you to see almost all participants without making large jumps between peoples’ screens**

My video/camera is not working
Read tips on troubleshooting a camera that will not start or show video.

There is echo in my meeting
Echo can be caused by many things, such as a participant connected to the meeting audio on multiple devices or two participants joined in from the same local.

Breakout rooms
Breakout rooms are sessions that are split off from the main Zoom meeting. They allow the participants to meet in smaller groups. Breakout rooms can be used for collaboration and discussion of the meeting. You have access to full controls similar to the meeting.
You join the breakout room by clicking “Join” in the invitation from the host. If you choose “Later”, you can join by clicking the “Breakout Rooms” option in your meeting controls and then click “Join Breakout room”.

Click on the symbol for Breakout Rooms down to the right in the meeting room to join the breakout room.

If you need help in the breakout room, click “Ask for Help” and a notification will be sent to the host that you need assistance and the host will join your breakout room.

Click on the symbol Ask for Help to get assistance from the host.

You can leave the breakout room and return to the main meeting session at any time, make sure not to leave the meeting entirely from the breakout room. If the host ends the breakout rooms, you will be notified and given the option to return to the main room.