



2022 EROPA CONFERENCE

***“Governance and Public Administration in Covid-19 Pandemic:
Learning, Innovations, and Reforms in Managing Global Changes”***

14-15 September 2021



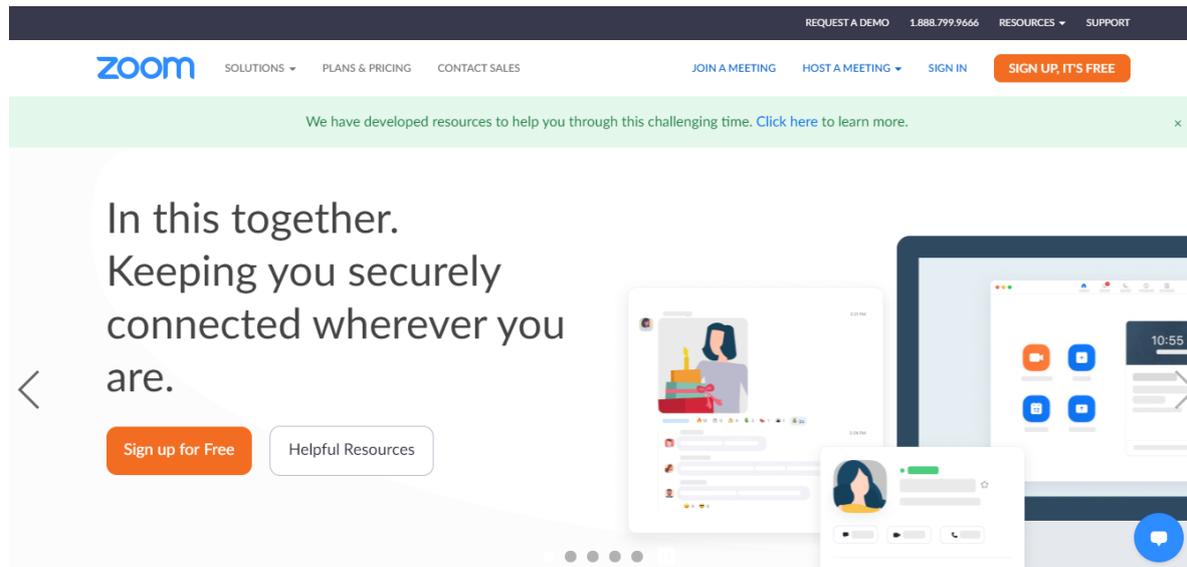
GUIDELINES AND REMINDERS



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About Zoom



¹Zoom is a cloud-based video conferencing tool that lets you host virtual one-on-one or team meetings/workshops/conferences easily. With powerful audio, video and collaboration features, this online platform serves as a bridge to enable remote communication.

Zoom's key features include:

- HD video chat and conferencing
- Audio conferencing
- Instant messaging
- Virtual backgrounds for video calls
- Hosting video webinars

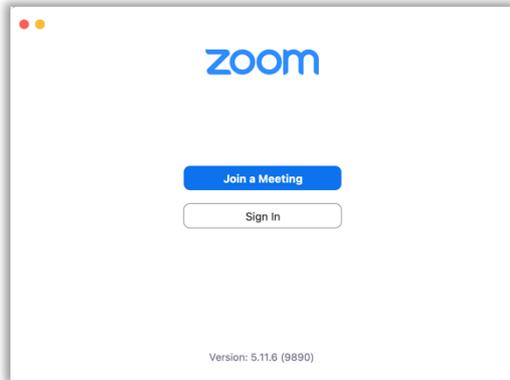
How to Get Started with Zoom

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app or join directly from the Zoom browser. Otherwise, you will be prompted to download and install Zoom when you click a join link.

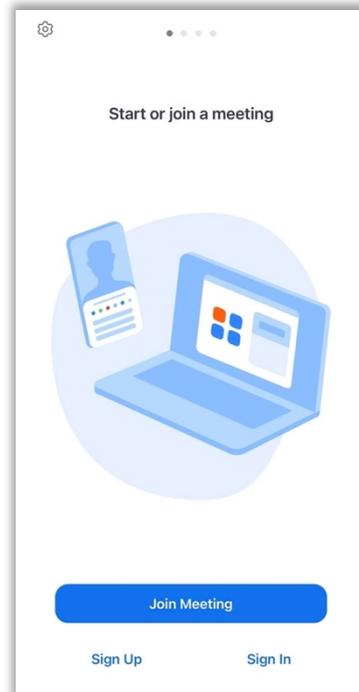
Each meeting has a unique 10-digit number called a meeting ID and a pre-set passcode that will be required to join a Zoom meeting.

¹ How to Use Zoom: A Step-by-Step Guide (2020) <https://biz30.timedoctor.com/how-to-use-zoom/#what-is-zoom>
Joining a Meeting: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>

1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
 - Click **Join a Meeting** if you want to join **without signing in**.

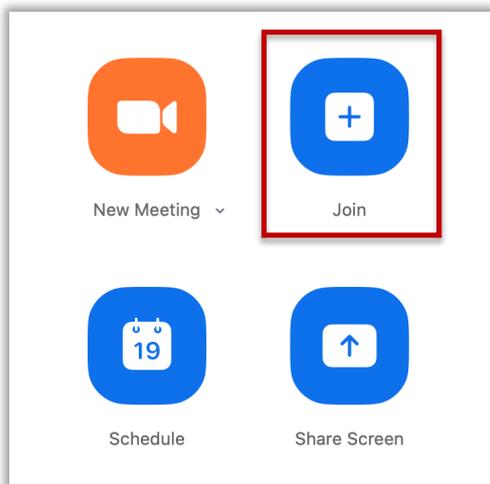


Desktop View

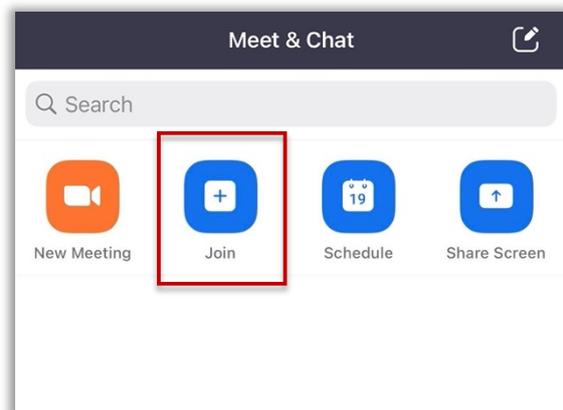


Mobile View

3. However, it is advisable that you have an account first, sign in and click join.

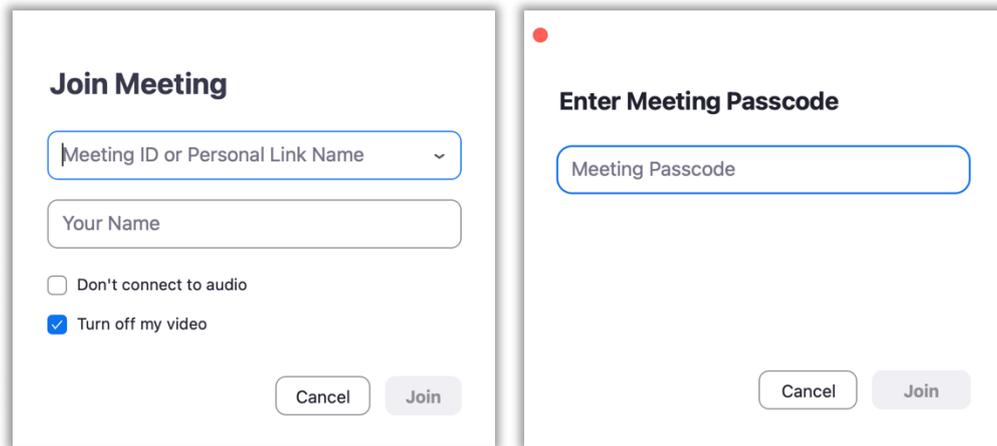


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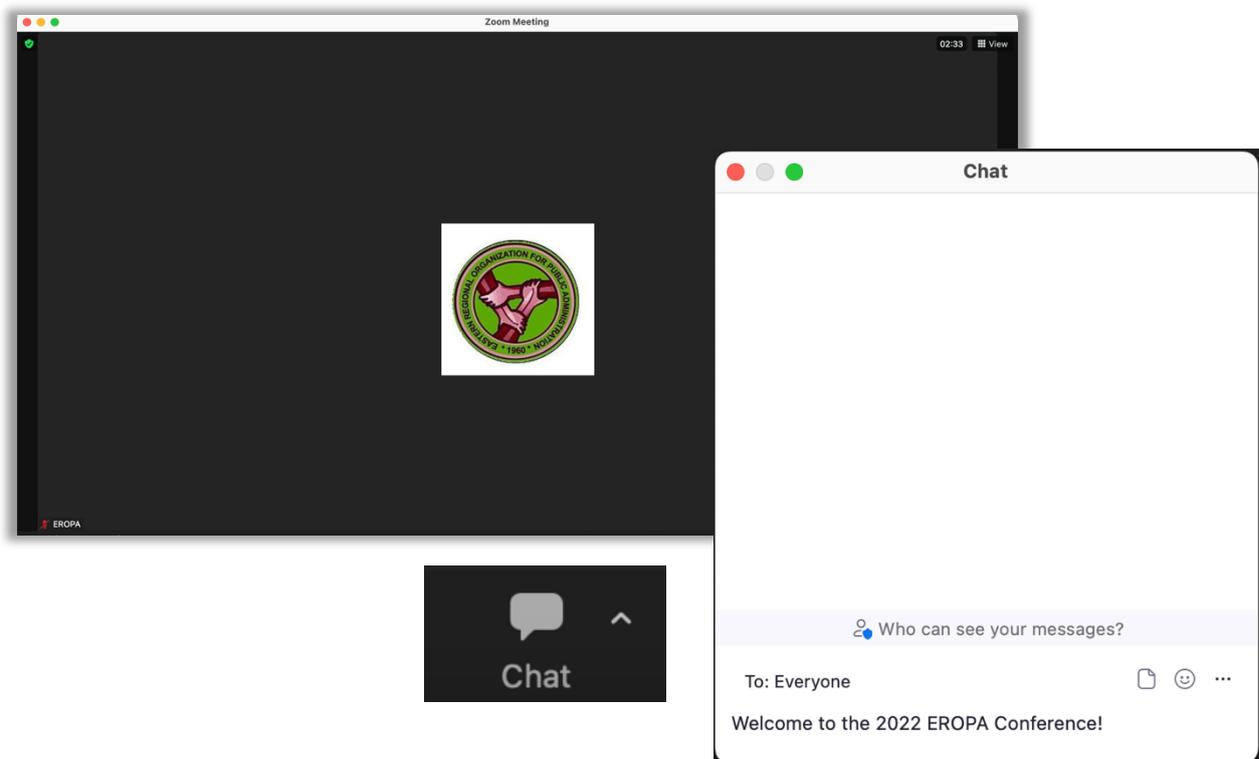


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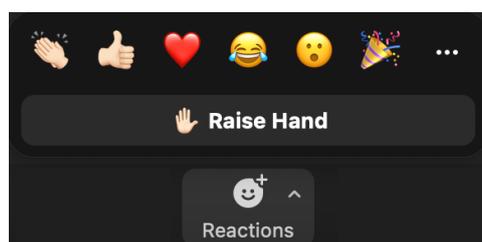
4. Enter the meeting ID number and your display name. If you are signed in, you may customize your name. Then you will have to choose your audio and video preferences. Zoom will prompt a dialogue box for meetings that require a password.



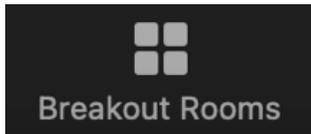
How to Navigate the Zoom Platform (During the Conference)



1. **Chat Feature:** Access the chat window to chat with other participants. You may also use this feature to type-in your questions and/or comments.
2. **Reactions Feature:** There is also an option to use the non-verbal feedback buttons/reactions.



How to Join Breakout Rooms (During the Parallel Sessions)



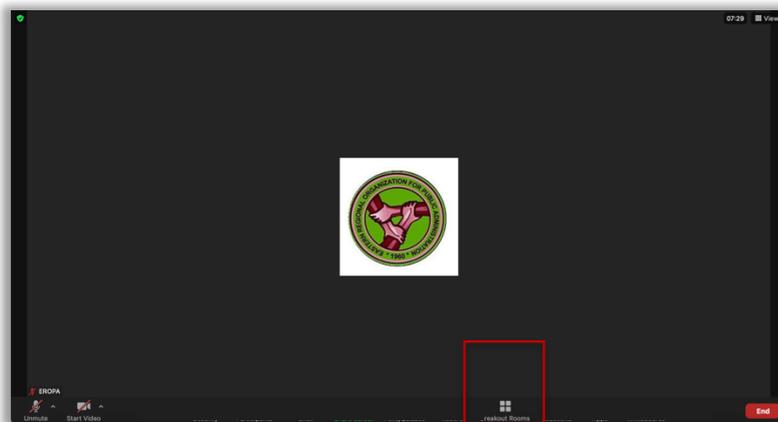
Breakout rooms are sessions that are split off from the main Zoom meeting. They allow the participants to meet in smaller groups, and are completely isolated in terms of audio and video from the main session. For this conference, breakout rooms will be opened during the Parallel Sessions.

Joining a breakout room:

During the Parallel Sessions, all participants will be allowed to **self-select and join breakout rooms of their choosing**. Participants will be able to view and select from a list of breakout rooms depending on the topic they are interested in. They will be able to enter and leave breakout rooms freely.

Note: Participants should have the Zoom version 5.3.0 or higher to be able to self-select a breakout room.

1. Click **Breakout Rooms** in your meeting controls. This will display the list of open breakout rooms created by the host.

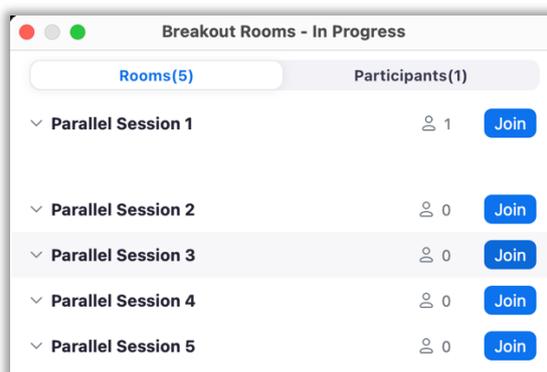


Desktop View

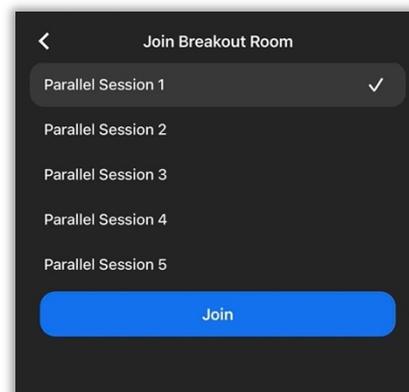


Mobile View

2. Hover your pointer over the breakout room you wish to participate in, then confirm by clicking **Join**.

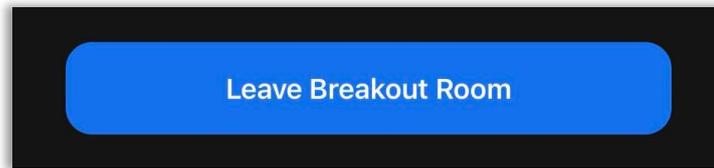


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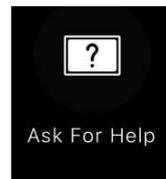
3. Repeat as necessary to join other breakout rooms, or click **Leave Breakout Room** to return to the main session.



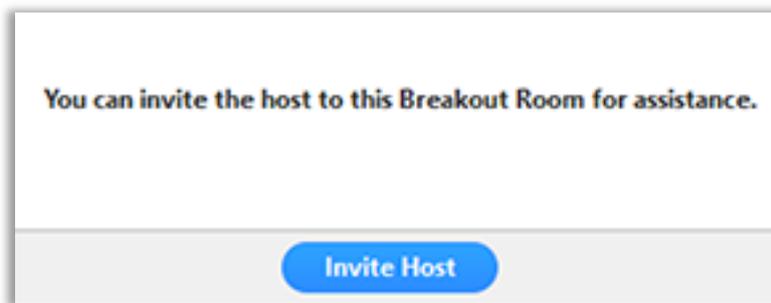
Asking for help:

If you click **Ask for Help**, it will notify the Zoom host that you need assistance and they will be asked to join your breakout room.

1. Click **Ask for Help** in the meeting controls.



2. Confirm that you would like assistance by clicking **Invite Host**.



When the host ends the breakout rooms, you will be notified and be given the option to return to the main session.

2022 EROPA Conference Reminders

1. Always put your microphone on mute.
2. As you would in any other meeting or public event, always observe proper decorum.
3. If you have comments/questions, please send them via the Zoom chat box, privately to the event host, speakers, or to everyone.
4. Do not share your screen or do any annotations. (The share screen feature will not be accessible to the participants).
5. A group photo will be captured at the end of the online event.