

CASCA Online AGM "Zoom tips sheet"

1. Think of your zoom login as your name tag - make sure it's configured to show your name. We will not take questions from accounts that do not clearly have a name associated with them. You can set this in your profile or change it during the meeting by finding yourself in the list of participants and changing it there.

<https://www.techjunkie.com/zoom-change-name/>

2. For zoom *meetings* please turn off your video and mute unless you are asked to present by the moderator (either as a poster presenter or when directed to ask a question by the moderator). You're all likely aware of how problematic background noises can be with 10 people on the line, we're likely going to have 100+.

3. Review the Code of Conduct so we can all have an enjoyable meeting.

4. Ask questions via chat "to everyone". For the prize talk webinars the questions will only be accepted via chat. For the poster sessions people can submit questions via chat that the moderator can read, or people can request to ask a question using their mic (don't forget to unmute). We'll see how well this works in the sessions.

5. Don't forget to check posters out before the poster sessions – they'll be available to see from Sunday night onwards. Presenters will give key result summaries ahead of the discussion, not a full review.

6. Be respectful and remember sometimes conversations move on. You can always write the question down and bring it up with others later by email or in your own meeting. Sessions will be starting and ending within their scheduled windows - sorry if time runs out, but you can follow-up offline.

7. If you choose to leave the meeting please do so quietly and don't message everyone on chat. Everyone understands that things come up, just quietly step out.

8. Instead of writing chat comments like "Great talk!" please use the "Reactions" buttons at the bottom of the Zoom window. This will allow you to clap and show your appreciation for the talk.

9. Please be patient with the moderators and presenters. Drop-outs are going to happen, but we're using prerecorded lectures streamed from high bandwidth connections to minimize problems in the webinars. Moderators will ask people to repeat if there are obvious upstream problems (more probable), but we suspect there will be occasional localized sound/video issues that are beyond our control.

10. If your connection gets dropped you can just rejoin the meeting as normal. Prior experience shows that people do get dropped from large meetings sometimes, webinars seem to be more stable though.