



## PARTICIPATING IN A SCIENTIFIC or BUSINESS COLLOQUIUM

### *For all Mini-Oral Presenters and all Delegates*

Use the menu at the top of the page to visit the agenda on the platform at <https://virtual.eubce.com>, find your Scientific or Business Colloquium session and visit its page in which the live meeting is, not your poster place. You can add it to your personal agenda to get reminders before the scheduled starting time.

A Scientific or Business Colloquium is a discussion organised as a live moderated Zoom meeting with real time audio/video interaction between all participants (poster presenters and general audience). During this open discussion, participants can address questions and engage in the discussion. Poster presenter can be invited by the chairperson to highlight their results and also to have their poster and pre-recorded video shown (which is also available for all attendees throughout the conference in the poster area).

- On the day and time of the session, click **Join Meeting** button.

To attend this kind of virtual meeting on our platform <https://virtual.eubce.com>, we strongly recommend using Google Chrome or Microsoft Edge browsers<sup>1</sup>.

- After the meeting starts, please check how your name is listed. Click **More** and then **Rename** if it is not correct.
- When logging into the meeting, a hard-wired Internet connection (DSL, LAN, T1, etc.) is preferred. Avoid a wireless Internet connection if possible (In case use the 5Ghz Wi-Fi bandwidth).
- Remember to turn off (or at least silence) your cell phone. If you're calling from a multi-line phone (or a phone with call waiting), then silence its ringer as well.
- Please stay muted and remain muted until it's time for you to speak. While muted, you can communicate with EUBCE staff and other meeting attendees via the Chat window.
- When speaking, do it clearly and directly into your microphone or telephone, and be careful not to speak too softly.
- Use headphones with microphone. Avoid any loudspeaker or microphone that is integrated in the laptop/computer.
- Be in a quiet space and be sure that lighting is appropriate during the meeting. A Zoom background image is available for you to download in the "[Instructions / Notes for Presenters](#)" section of EUBCE website and we suggest you use it.

### Zoom controls

The controls will appear at the bottom of your screen if you are not currently screen sharing.



**NOTE: the controls will auto-hide, so you may have to 'mouse-over' the bottom of your screen to get them to show.**

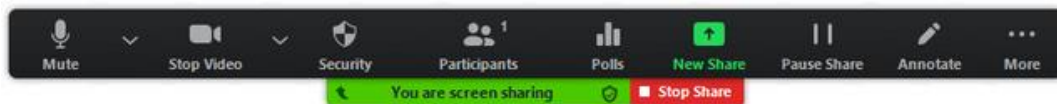
- Mute/Un-mute: This allows you to mute and un-mute your microphone.

<sup>1</sup> Due to limitations within Zoom, attendees in Safari, Firefox, or other browsers may have start the broadcast, then click the link in the lower-left corner to open the meeting within the Zoom program.



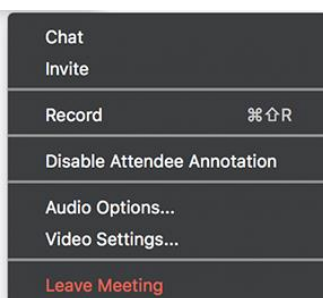
- Audio Controls (via the ^ arrow next to mute/un-mute): The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio options in the Zoom settings.
- Start/Stop Video: This allows you to start and stop your own video.
- Video Controls (via the ^ arrow next to Start/Stop Video): If you have multiple cameras on your computer, you can select which Zoom is using, access the full video controls, and select a Virtual Background.
- Participants: This opens the Participants window. The Participants panel will be on right side of your screen.
- Share Screen: Click on this to start a screen share. You will be able to select the desktop or application you want to share. [Learn more about screen sharing.](#)
- Chat: Access the chat window to chat with the host or all attendees.
- More: Clicking on More will give you access to additional options.
- Leave Meeting: Click this to leave the meeting. Only the host can end the session.

When you are screen sharing, the controls will appear in a move-able bar. It is typically at the top of your screen, but you can drag it around as needed.



Select the file you wish to display (NOT the “screen” option), this makes sure participants can only see your presentation, nothing else that may be going on with your computer during the presentation. Your deck will then come up as your main screen.

- New Share: You can click on New Share to start a new screen share without first stopping your current screen share. It will replace the screen that you are currently sharing, as you can only share one screen at a time.
- Pause Share: This will pause your current share and not show any changes to your screen until you choose Resume Share.
- Annotate: This will allow you to annotate on your shared screen. It will open up the annotation options.
- Remote Control: Click this to give the host, co-host or another panelist remote control of your shared screen.
- More: In addition to the Invite and Recording options, the options for Chat, video and audio settings, and leaving the meeting move under More. There are also new settings specific to screen sharing.



- *Disable/Enable Attendee Annotation*: If you want to prevent the attendees from being able to annotate on your screen share, select this option.
- *Hide Video Panel*: When you are screen sharing, the video will be in a move-able window. If you want to hide the video panel, select this option.



- *Optimize for full-screen video clip*: If you are sharing a video clip in full screen (not your live camera feed), we recommend checking this option.
- Stop Share: Select this to stop your screen share.