**Zoom Webinar guidelines for the IUFRO Conference**

**“The social and ecological value added of small-scale forestry to the Bio-Economy”**

**7-8 October 2020**

1. Before you connect to the conference,

* Make sure you are in a space where you can control noise. You can connect to the audio by phone or using a headset connected to your computer. We do not recommend using the microphone on a laptop, as this is not high enough quality for the recording.
* Use the link that was sent to you in the meeting invitation – this is a link just for you as a presenter/panelist/chair. You will receive two separate links, each per conference day.

2. If you are going to present/chair/speak on that day, so you are a **PANELIST**.

Common rules for you are:

* We are in Italy, so our time Zone is CEST Central European Summer Time (ROME), UTC+2
* Please connect to the conference link in advance & be present at your session at least 30-60 minutes before the start
* Mute your microphone & stop your video unless you are making a statement
* Use the chat function if you want to raise a question or make a comment
* Remember that the sessions will be recorded

After the connection, the panelist controls will appear at the bottom of your screen:



* **Mute/Unmute**: allows you to mute & unmute your microphone.
* **Start/Stop Video**: allows you to start/ stop your own video.
* **Participants:** you can see who is on the webinar.
* **Q&A**: here you can see the questions to the panelists from the attendees.
* **Share Screen**:

1. Please open up your presentation on your desktop before starting to share.

2. Click on **Share Screen** to start a screen sharing when it is your turn

3. Select the PowerPoint presentation you wish to display, this makes sure participants can only see your presentation, nothing else that may be going on with your computer during the presentation.

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

 You may have to “mouse over/hover” over the lower green and red section to have the other options show up for you – the controls auto-hide when you are not using them.

3. A **CHAIR** of each session will receive the PANELIST link and has following tasks:

* To briefly welcome speakers and invite the speakers to start his/her presentation
* Check timing and intervene if the speaker is exceeding his conceded time presentation
* Check Q&A if there are any questions during the session you chair

4. If you are not going to present/chair/speak on that conference day, so you will be an **ATTENDEE**.

The attendees cannot have the possibility to speak or share their screens, but they can write the questions in Q&A section(to ask the panelists).

Please make sure, that your account is allocated correctly, otherwise please let the host know.

5. If you have any technical questions or doubts, there will be always a **HOST** for you.

You can chat with him/her in zoom or contact one of them using these mails:

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