

# Guidelines for online participation in Hybrid conference

You will present online at the XYZ Meeting/Conference via Zoom/Teams/other on the following link:  
<https://link.here>

A support technician will be at the other end of the call, to facilitate and monitor the presentation.

Regarding your presentation: you will share your presentation in Zoom/Teams/other from your own PC. As a backup, we would like to receive the (PowerPoint) presentation before the meeting starts (if necessary via WeTransfer or any other FTP service of your choice).

Finally, we would like to give you some **important recommendations** for a swift online presentation:

- Join from a silent room that is brightly lit, where you will not be disturbed, do not sit with your back to a window.
- Do not blur the background unless you really have to, it is less distracting and you will look better.
- Connect your PC by wire, connection by Wi-Fi is to be avoided,
- Use a headset or a separate microphone so that the audio is optimal, do not use Apple AirPods or any other wireless earphones
- Restart your PC immediately before joining the online meeting, switch off all unnecessary applications on your PC (email, browsers, word...), and mute all other devices (telephone).
- Keep your microphone on MUTE at all times except when the technician or the Chairperson(s)/Moderator(s) instruct you to unmute.
- Check if your Zoom/Teams/other set up is set to HD (see instructions for Zoom on next page<sup>1</sup>).

A support technician will carry out a technical check well before the time of your presentation, they will arrange a time together with you. This test is recommended to ensure the best possible presentation quality. Finally, the organisers require you to be connected for the duration of the session during which you are presenting. If you have any questions, please let us know immediately,

Contact person

[contactperson@email.com](mailto:contactperson@email.com)

mob +123 456 7890

Keep cool, good luck and smile, you are on camera!

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<sup>1</sup> Teams does not allow users to manually change the video resolution for meetings. The resolution of the video in Teams meetings is automatically adjusted based on your bandwidth connection.

To set your Zoom account to HD, start a Zoom meeting, then:

1. click on the arrow next to the Camera icon in the bar below the Zoom window,
2. click on **Video Settings**,
3. activate **HD** under the camera box

