

International Workshop | 24-25 September 2020
 Living with Tourism: Paradoxes, Empowerment and Future Directions

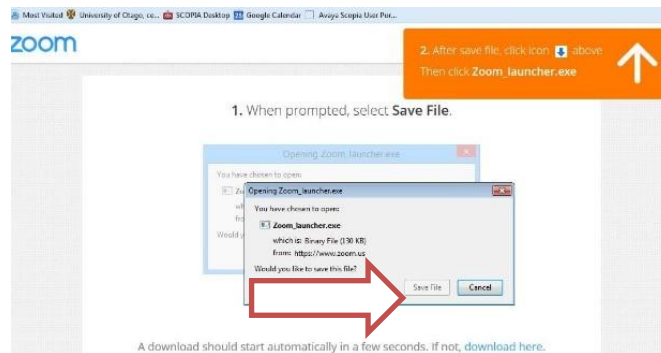
COLIBRI/ZOOM GUIDE

Before the Session

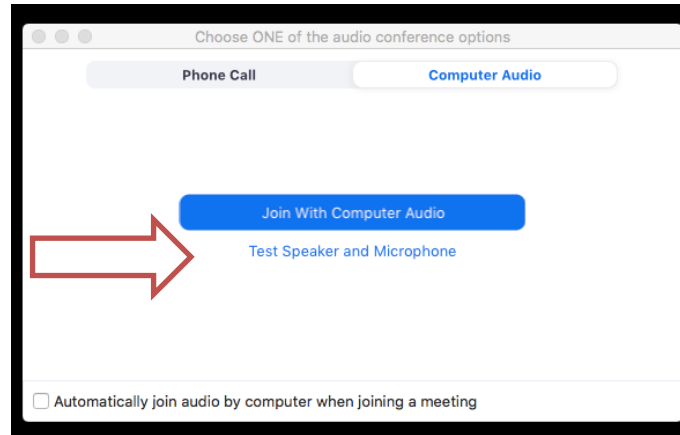
- 1) Join the video conference session through the link you received. Generally, you need only to click on it and follow the instructions.



- 2) Then, an authorization request should come up, asking to open the page *zoom.us.app*. This step might take a while during the first time and you might be asked to install the zoom app.



3) An option to test your audio and video system should show up. We strongly suggest that you do this test every time you use Zoom. It won't take more than 10 seconds and you can make sure your settings are working accordingly.



4) Finally, Zoom's main screen will come up, showing you the other speakers' video. Regarding this screen, most options are quite intuitive.



5) Using the bottom bar, you can make sure your audio and video are turned off when it's not your time to talk, seeing as it might slow or deteriorate the quality of the connection.



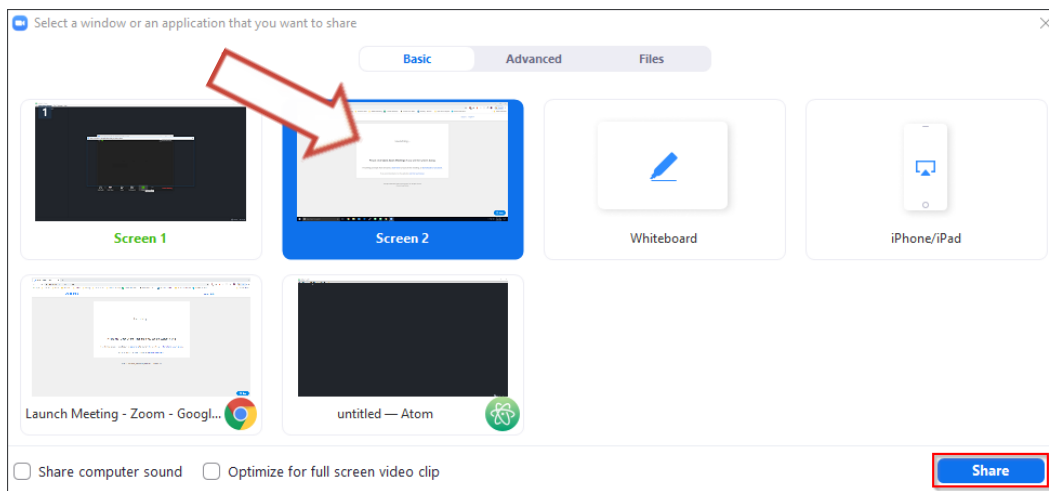
During the meeting

- 1) Your video and audio should only be connected after asking for permission to participate (the chatroom offers the option to raise your hand—please do it only when presentations are over to avoid confusion—, so the moderator can take note, or you can write on the chat box if you want to ask something).
- 2) Unless you're the current speaker, you should keep your microphone turned off. You should only activate your microphone during the Q&A sessions following each conference. Otherwise, the sound quality might be affected by the number of microphones and cameras connected. We also suggest that you use a headphone set, to have better sound quality.
- 3) The usage of video by the non-speaking participants should be avoided and only punctually used to contribute during the Q&A sessions, during sessions with many participants, the image changes can make the conference confusing.

As a speaker

- 1) Your image will always be on your screen in a small window. You can change this window, in the options menu, to a grid view of the audience, or a list view. Zoom will always give automatic image priority to the people who are speaking during a meeting.
- 2) To share your screen and your computer sound, there's a green button on the bottom bar that says Share Screen. Clicking this button will open a window which will show you some small windows, which correspond to the apps you have opened on your computer. Select the one with the software you're using for your presentation, only that screen will be shown to the audience, along with your camera image. On the bottom of this window, you can also select to "Share computer sound".





3) The speaker's image will always appear in a smaller window. You can change this window to a grid view, thumbnail view, or a list view, using the icons shown in the picture below. You can also drag this window through your screen.

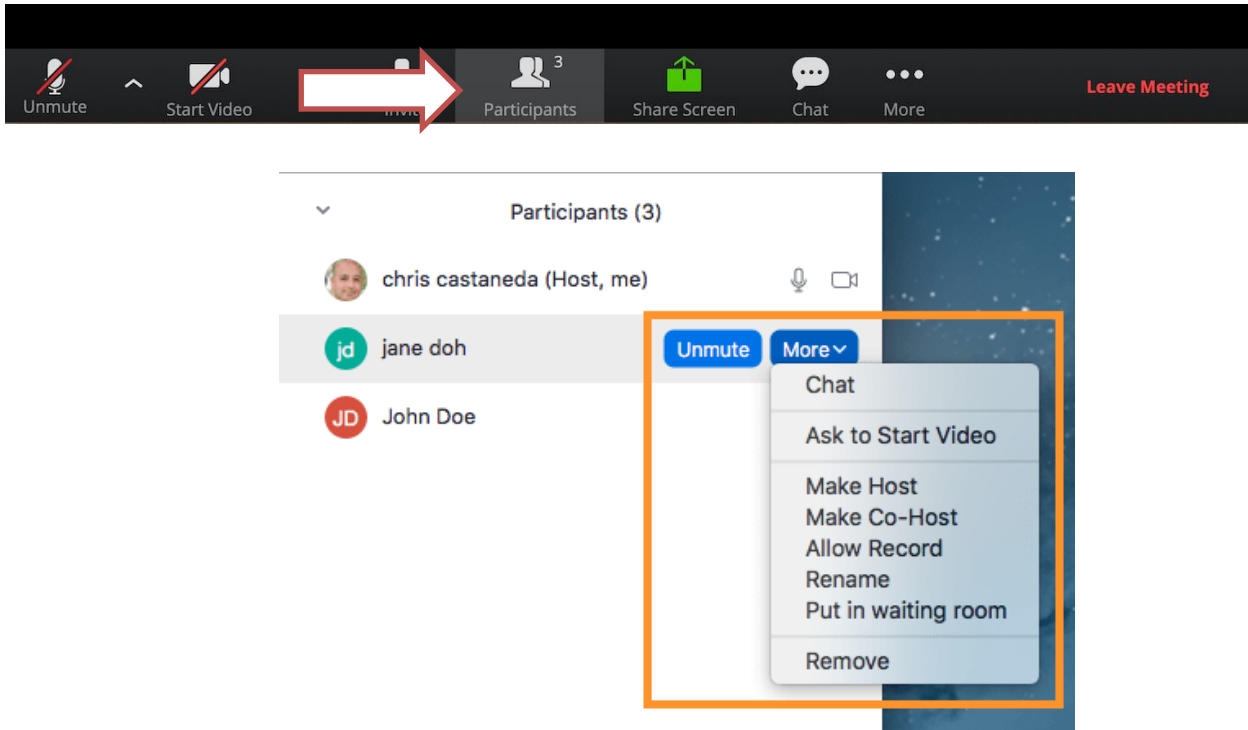


4) Zoom will always pick the user who is speaking to show their image, it will instantly alternate between speakers during a dialogue. You can also choose to fix one or more members of the meeting.

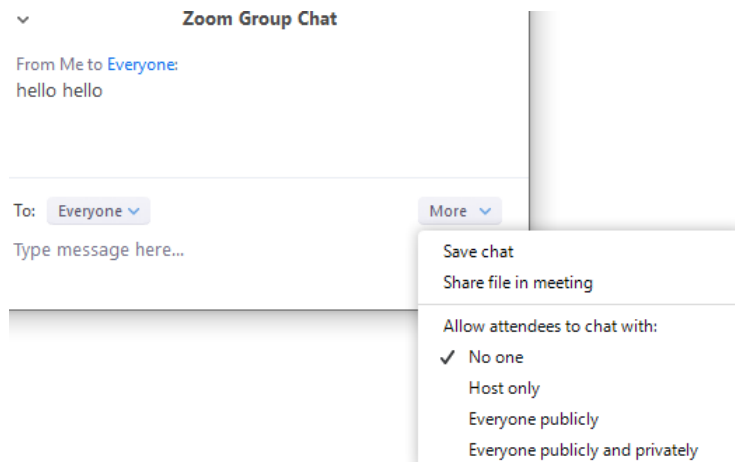
As a moderator

1) If the meeting has a waiting room, the moderator must allow entry to the participants of the meeting. During the waiting room period, the moderator can also enable or disable the microphones and videos of the participants.

2) You can control who's talking. Click in Participants to open a list of participants to the right side of your screen. You can see who's speaking and enable or disable people from speaking, by hovering your mouse over the participants' names.



3) There's also a Chatroom option. You can use the chatroom to communicate with all the participants or with someone specific. Make sure you pay attention to the bar which tells you to whom you're sending your message. You can also disable the chatroom. The chatroom is a good place to tell the speakers how much time they have left, as they will see your message on their screen.



FAQ

As a moderator, how can I control the audience's audios? Can I put everyone online on mute?

By selecting "Participants" in the bottom bar, the right side of your screen will show up a list of all the people who are online in the Zoom meeting. Here you can also see whose microphone is being used. If someone is disturbing, you can select them and mute their microphone. It is not advised to use the option to silence everyone at the same time, because you will also be silencing the speaker.

Can I give the password to whomever I want?

Yes. To access the Zoom meeting, it is required that people follow a certain link and, if the meeting is private, to insert a given password. If you want someone to assist to the conference, you must give them both the link and the password.

How can I tell the speakers the time they have left to talk?

One option is to use the chatroom, selecting the option to send a message only to the speaker (you must select their Zoom name in the list) and write the time they have left (e. g. "5 minutes", "2 minutes", "1 minute"). There is, however, the possibility that the speaker won't see this message (if, for instance, they have their PowerPoint in full screen), in this case, it is advised that you politely interrupt to make the speaker pay attention.

How can I project my PowerPoint presentation?

Using the "Share screen" button of the bottom bar, then selecting the app you're using for your presentation (e.g. PowerPoint, GoogleDocs, Prezi, ...) from the grid. If you have sound effects, you must select the option "Share computer sound".

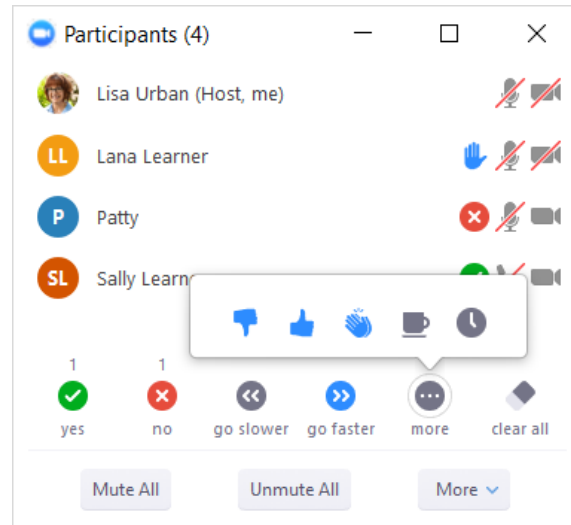
Will there be two screens, one for the PowerPoint and another one with my camera image?

Will I always be seeing the audience? And the moderator?

While the audience will only be able to see your presentation, you can still use your computer and check other documents and apps. However, there will always be a small Zoom window, which can show the speaker or whomever you wish to fix. You can choose to have a single view (only the speaker), a list view (three or four participants), a thumbnail view (three participants on the bottom row, and a bigger image of the speaker), or a grid view (nine people at the same time).

How can I answer the questions that people are asking me?

The participants who are interested in asking questions should first raise their hands, an option available from the Participant list. First, click “Participants” on the bottom row, then, on the right side, a list will come up, on the bottom there are some options (raise hand, say yes, no, go slower or faster, and more).



After noticing the raised hands, the moderator should give participants the word to ask their questions, by inviting them to turn their microphone on. After listening to the question, the moderator will give the word back to the speaker to answer.