

Bad Roads Well Built (BRWB) 2021

ZOOM - HowTo Use ZOOM

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1 Introduction

The easiest way to connect to a ZOOM meeting is to invoke the link that should be provided with the invitation. If you account problems and need additional advice, please see the document “HowTo Install and Test ZOOM”, that is provided on the website brwb.org.

2 The ZOOM-Window

2.1 The General Structure

If you succeeded to start ZOOM in an app or in a browser, you should see a window similar to the picture shown below.

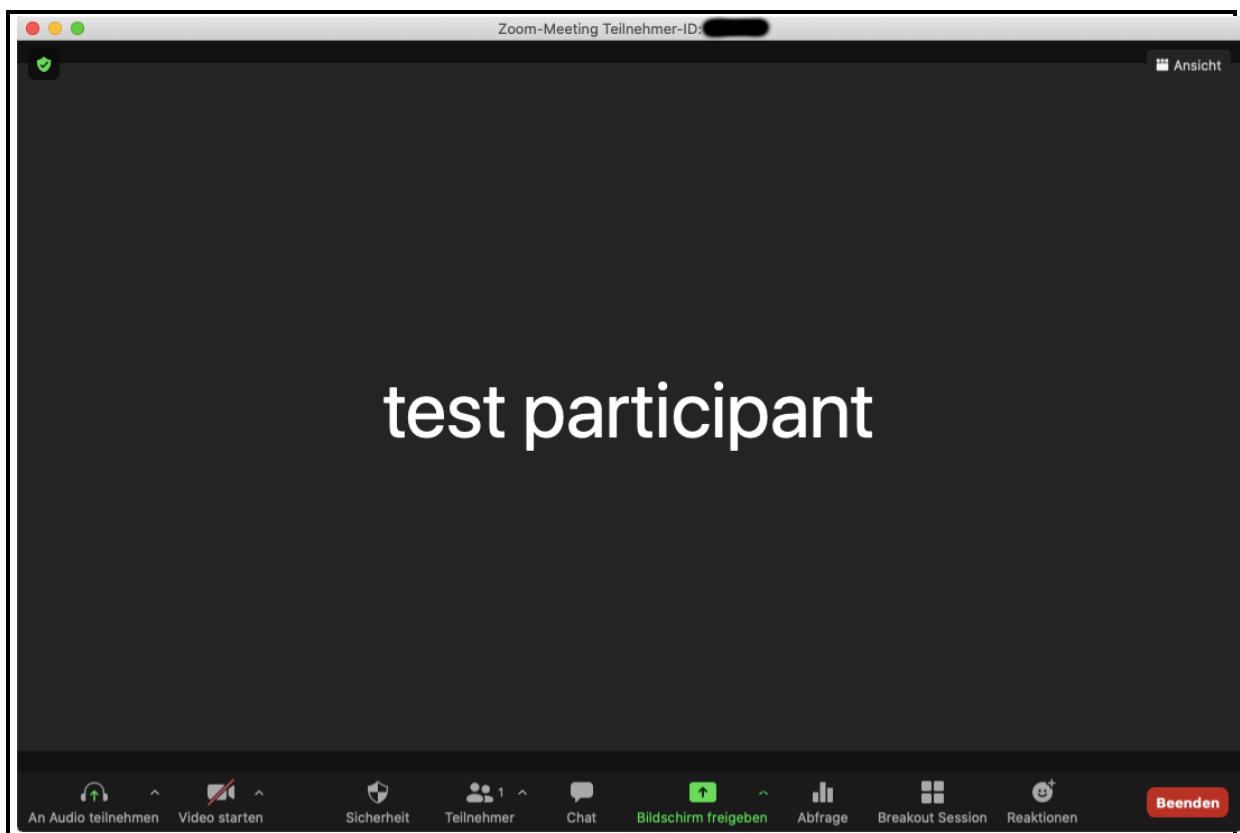


Figure: Example for a ZOOM-Window

In most cases, the main part of that window is black at the beginning (later it will show the pictures of you and other participants or the presentation). If you hover of the window, a button bar should appear; on desktop computers mostly on the bottom, on some mobile devices also on the top of the window.

The number of the buttons varies depending on the configuration of the meeting. If the window is too small to show all buttons, the button “...” allows to see the remaining ones.

The main buttons are:

- Audio (“connect audio” / “mute” / “unmute” / etc)

- Video (“connect video” / “hide video” / etc)
- Leave meeting

Other buttons helpful for the brwb conference are:

- “chat”
- “reactions”
- “participants”
- “breakout rooms” / “conference rooms”

In case, that you have two or more screens, you may prefer to have multiple windows; you may choose that in the “general settings” of the app.

2.2 The Buttons

2.2.1 Audio

The button allows you to mute and to unmute your microphone. During the sessions, the microphones should be muted. During the discussions and for the chats during the breaks you may unmute it, continuously or only while speaking; some configurations allow to switch temporarily by pressing and holding the space bar (as with walkie-talkies).

2.2.2 Video

The button allows you to switch your camera on and off. During the sessions, the cameras should be switched off. During the discussions and for the chats during the breaks you should switch it on to allow the other persons to recognise you.

2.2.3 Leave Meeting

Self explaining, isn't it?

Depending on the actual state you will perhaps be asked whether you will leave the breakout room only or the meeting entirely.

2.2.4 Chat

The button opens or closes a chat (sub-) window (depending on the configuration). In the chat window, you may send messages to the hosts (e.g. questions or requests for remarks) or to other participants (e.g. to agree on a (real) chat during the next break).

2.2.5 Reactions

This button opens a sub-menu to trigger a short comment (e.g. **yes** or **no**), raising your hand or give other reactions.

2.2.6 Participants

The button opens or closes a chat (sub-) window (depending on the configuration). In the participants window, you can see a list of all participants and their reactions.

2.2.7 Breakout Rooms

The button opens or closes a (sub-) window (depending on the configuration). In the breakout rooms windows you can

- see which rooms are available actually;
- watch other participants strolling through the rooms;
- decide for yourself to join or leave a room by pointing to the room name and choosing “join room” from the popup menu.

2.2.8 “...”

If the window is too small to show all buttons, the button “...” allows to switch to the remaining ones.

2.3 Pictures of the Participants and Presentation

The main window (or windows, if you switched to the “two monitors” option) show the pictures of the other participants and perhaps the charts of the presentation, if someone shares his screen. On a button (normally in the upper right edge of the window) you can switch between different view modes (e.g. big presentation, big picture of the talking person, big picture of another person, gallery mode of many persons etc.). Depending on your configuration the maximum number of shown pictures is 25 or 49.

You may configure your client whether participants that do not show their picture are shown as a black field with their name (or are ignored).

If you have chosen the “two monitors” option in your configuration, you can see the pictures of the persons in one and the presentation in another window.

3 During the Workshop

3.1 The Presentations

During the presentations of the workshop please mute your microphone and switch your camera off to avoid background noise and economise bandwidth on the communication paths. If you're connected via phone (see “How to install ZOOM”), you can mute and unmute your telephone by typing “*6” on your telephone.

If you have questions, please use the chat window and type your question. The moderator will watch the chat and interrupt the speaker at a convenient moment.

During their presentation, some speakers may ask you simple questions, that you can answer with the “yes” and “no” buttons in the “reactions” section.

3.2 The Discussions After the Presentations

In the discussions that will follow all presentations, you should announce your question by raising your hand (in the “reactions” section) or by typing your name into the chat window. The moderator will watch these channels and ask you to pose your question in the order of your request. If it’s your turn, you should unmute your microphone, switch your camera on, introduce yourself shortly by giving your name and affiliation, and ask your question.

3.3 The Breaks at Tables (in Rooms)

3.3.1 Overview

We have tried to simulate a workshop situation as good as possible. One element of this is the chat in the breaks, when “normally” you stroll around from one bar table to another, having some snacks and sipping your coffee.

Unfortunately we can’t provide neither snacks nor coffee in the virtual environment. It’s your own responsibility to organise that.

But we are trying to simulate the setup with the bar tables as good as possible by providing “rooms”, that in fact simulate tables.

3.3.2 Breakout Tables (Rooms)

As a user of a newer ZOOM clients (since version 4.5 from about Sept. 2020) and of a browsers you will find the button “breakout rooms” in the bottom bar of your ZOOM window. Join a table (room) with the topic you are interested in, or with persons you want to socialise with. Don’t forget to switch your camera on and to unmute your microphone.

Be aware, that for maintaining a discussion, no more then four to six persons should join at one table. We will try to provide enough tables (rooms) that small groups are possible. And don’t forget your coffee ...

3.3.3 Special Tables (Rooms)

For the users of older clients, breakout rooms are not available. For them we will provide extra links to special tables (rooms; see separate document). To use them, leave the main meeting and join the the special tables by using the provided links. Unfortunately in this setup you can’t see, who is on the table, unless you have joined it. Try .. Don’t forget to switch your camera on and to unmute your microphone.

And don’t forget to come back to the main session if the break has ended!

3.3.4 Discussion with the Presenters

To discuss special questions we will ask the presenters to host a special table in the break following their presentation. If you want to use that opportunity, leave the main meeting and join the link which is also provided in the separate document, that all participants received via e-mail. Don't forget to switch your camera on and to unmute your microphone.