



ZOOM Login Guidelines

Those participants that chose to register as "Participants" for the Presidency Conference, will have to use Zoom as the platform to enter and actively take part in Conference. We have chosen this platform, as it is well-known and probably most of you have used it before during this year. It is a very intuitive and "user-friendly" system, and therefore we consider it to be the best available option for a great online event experience.

If you have not use Zoom before we provide here an easy "Step by Step" login guide together with a "First Aid Kit" to help you overcome any connection trouble that might come.

There is no need to download Zoom in advance since you can join all calls from the Brower. Nevertheless, for a better online experience we **highly suggest you download Zoom** and use the Desktop programme to join the Conference calls. You can download Zoom in here: <https://zoom.us/support/download>

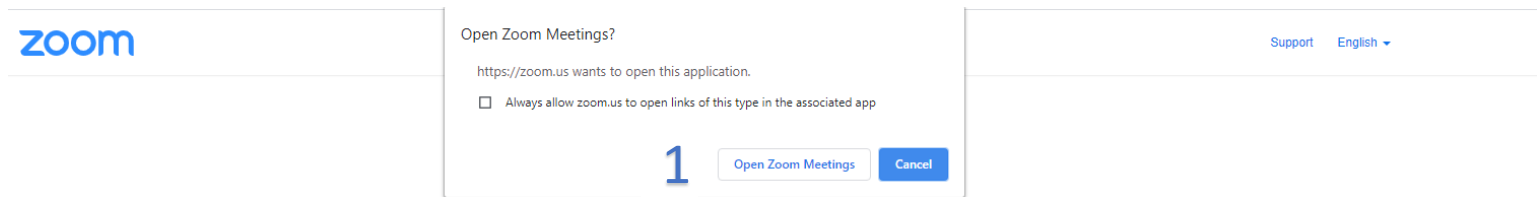
All participants that registered as "Participants" have received 2 links to join the Conference:

1. Link to the main conference room
2. Link to the Track room of the Parallel Session of your choice

During the Keynote presentations, you would have the possibility to use the chat function to send questions to the speakers that would be asked by the moderator and answered for all viewers. During the Parallel Session you will be able to activate your microphone and camera for a good interaction and debate in the discussions.

Step by Step - Login

1- Click in the link to the Main Conference and Login with your name and last name, as you registered to the Conference:



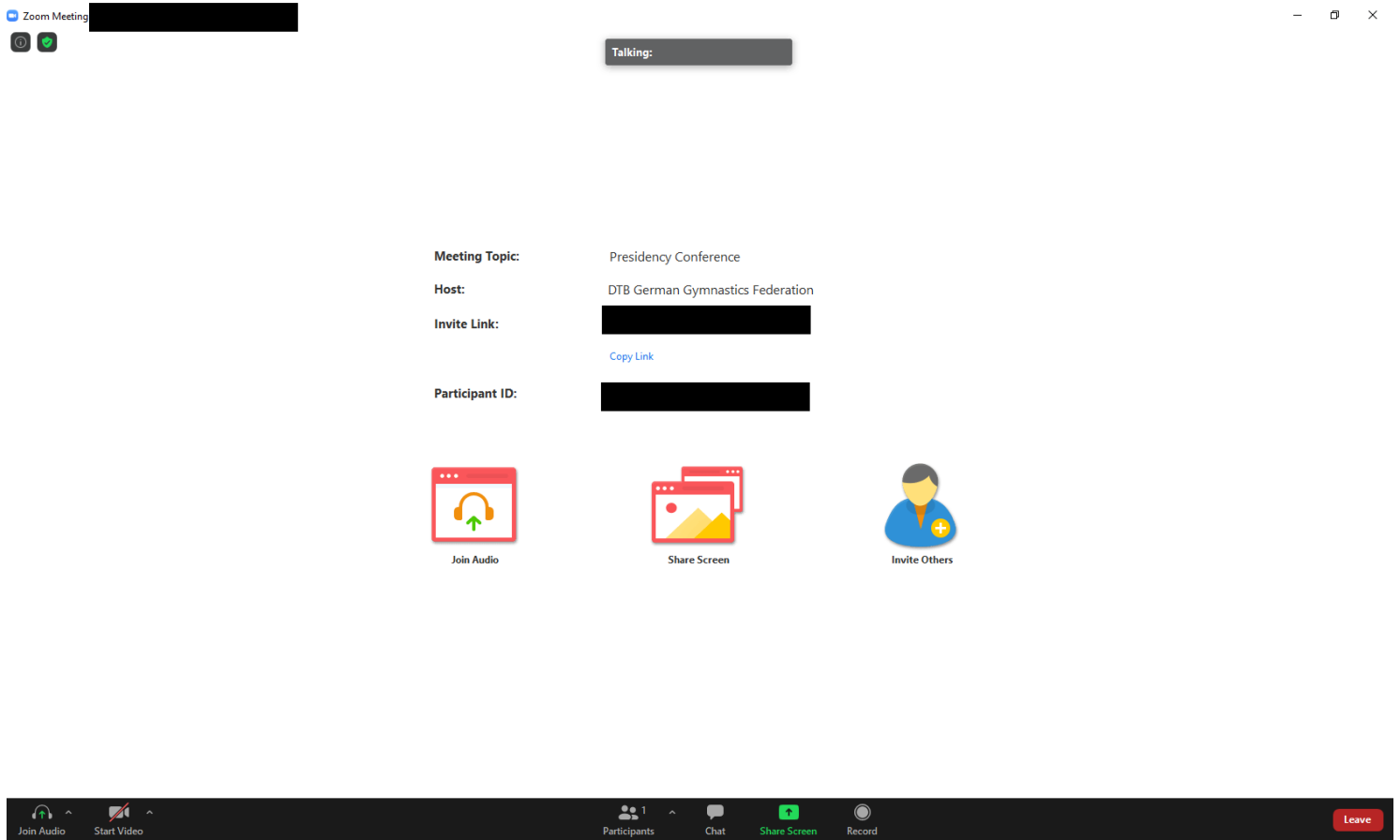
When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#). **2**
If you cannot download or run the application, [join from your browser](#).

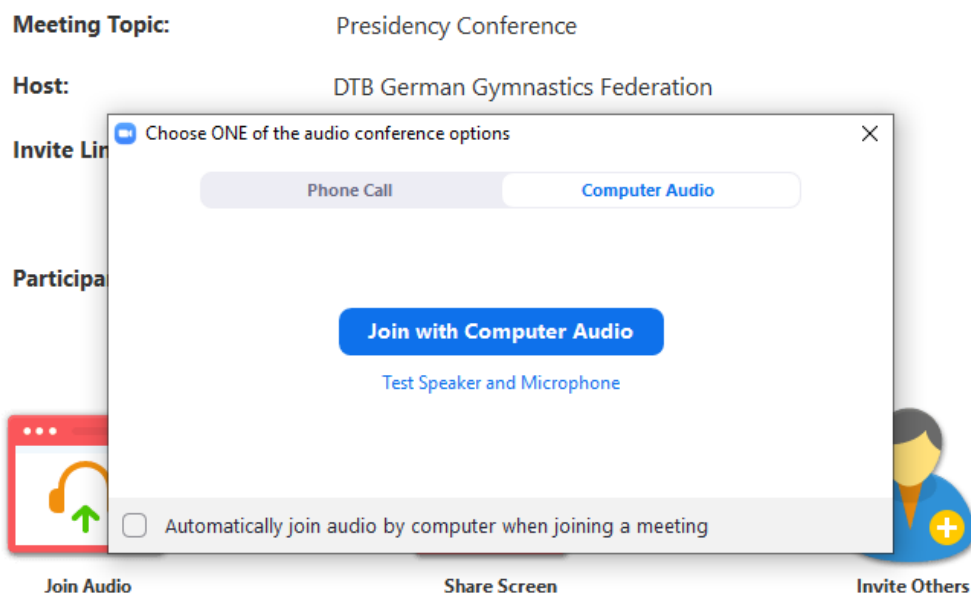
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If you already have downloaded Zoom in your device click 1.
If you want to download Zoom, and login from the Desktop click 2.
If you want to join from the Browser click 3.

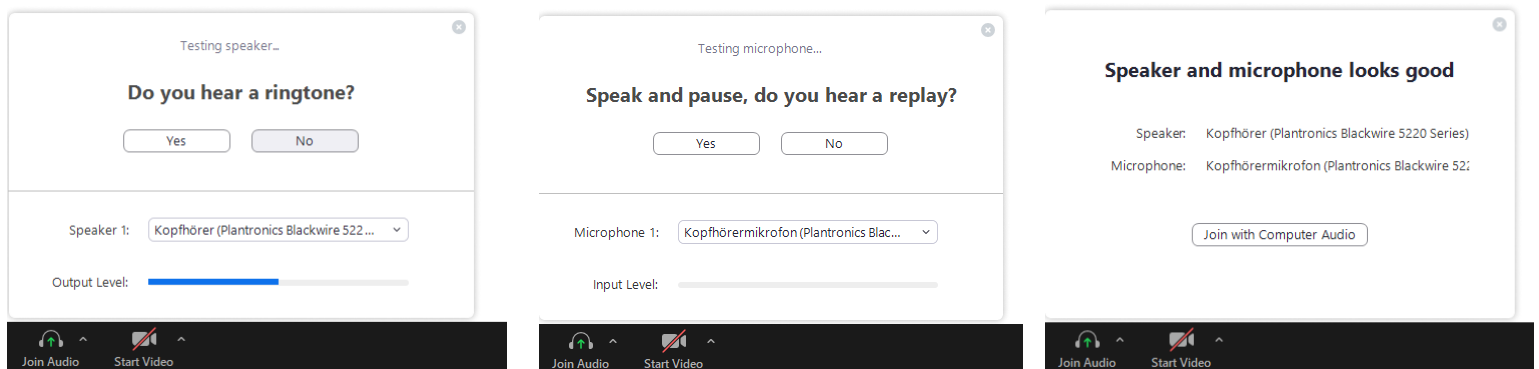
2- A window like this will be open:



3- The system will ask you to choose the Audio option. Click In "Join with Computer Audio"



4- You can test your Audio and Microphone by clicking in the "Test Speaker and Microphone"



5- You are now ready to take part in the Conference. You can use the Public Chat to send questions to Keynote speakers and the Privat Chat to connect with participants. When in Parallel Session calls, you can activate your camera and microphone for discussions.



Troubleshooting - First Aid Kit

- Before joining the call, make sure that your Internet connection is strong and stable.
- For a better Audio experience, we suggest using headsets and secure a quiet place for listening and speaking.
- We suggest to Login into the platform through Chrome as a browser.
- If you are connected to an Internet line with a strong firewall (office/work line) there might be limitations to the audio and/or camera usage. We suggest checking in advance that your internet line allows you to connect and use Zoom.
- Login to the Conference calls at least 20 minutes before starting to check all technical settings.
- If you have problems with the platform functioning, you can contact the "Support" team through the Private Chat.
- Please read the [Online Conference Guidelines](#) one more time before joining the Conference.
- You can contact us for any technical issue at our hotline: +49 69 678 01 322