

## 29mfm Zoom guidance

1. The one thing that you absolutely need to do – indeed perhaps the only thing that we really need you to do in order to help us run the conference – is to make sure that you have the **latest version** of Zoom. If you haven't used Zoom before, you will need to install it, but if you have been using a version of Zoom for a few months – please! – do check that it has recently been **updated** before the conference. If you *don't* have the latest version, you may not be able to do the things that we will ask you to do. You can **download Zoom**, or an update, from their website (<https://zoom.us/download>). We recommend getting the 'client for meetings'. You may need to open an account with Zoom, but that should be free, and you can delete things after the conference if you want to. We recommend using a computer (rather than a phone or similar) for Zoom, although you may well be able to participate in the 29mfm using Zoom on other devices – if you're going to try to do that, do make sure that you have checked for Zoom **updates** where you download your apps. You can check if an update is available on many versions of Zoom by opening the app/client, finding '**Check for Updates**' in the options, and following the instructions.
2. We will be running a lot on **trust**. Everyone will be able to turn on their microphone and share their screen (to avoid having to change privileges lots), but please don't do either unless it is appropriate! There will be quite a few co-hosts who will **mute** people if they speak out of turn, or **remove** people if they behave inappropriately. Please, if you can, **keep your camera on** at all times, but **keep your microphone off** unless you need to speak. We think it's nice if people can see each other on Zoom, even during talks. Don't turn your camera off unless you really need to! (We understand that there *can* be good reasons to turn off your camera, however.)
3. We will be using **one Zoom link per day** for the conference, with a **password**. We will email the link and the password for each day to the **29mfm mailing list** around an hour before the start of the day, and we will also put in on the 29mfm **Discord** site (in the general-queries channel) each day. Please do **not** give this link to anyone who is not registered for the conference – there is a limit to the number of people who will be able to use the Zoom link at any one time, so if unregistered people use it, those who are registered for the conference will not be able to. (We will need to remove any unregistered people from Zoom if any appear.)
4. We will be using Zoom '**breakout rooms**' a lot, especially during the **talks** and during the **poster sessions**. You will be able to **move between these break-out rooms yourself**. (This is one of the reasons why you will need a recent version of Zoom – old versions do not allow this.) If you are using Zoom in a language other than English it would be great if you can find out what the translation for features in Zoom is in your language (for example, 'breakout room' is 'salle de petit groupe' in French – we will be using the English terms, of course). If you have problems doing something in Zoom at some point during the day, it might be worth leaving the session completely, closing Zoom, reopening it and rejoining the conference (that is: try turning it off and on again...).
5. During **talk sessions**, there will be **three breakout rooms**, one for each session. The breakout rooms will be named after the sessions (e.g., 'Session 1A', 'Session 5C'). You will need to check which session you want to go to on the programme. You will be able to **move between sessions** by moving between breakout rooms yourself – click on the breakout room icon in Zoom and just select a different room. We are expecting that someone will be monitoring the main room at all times, so if you have major problems, you could always try going to the main room and seeing if someone can help you.
6. During **poster sessions**, each poster presenter will have **their own breakout room**, named using the surnames of the poster presenters. This means that you will need to check whose posters you would like to discuss with the authors. You could check this in the programme or take a note of who you want to talk to while watching the 2-minute **videos** at the start of each poster session. (All videos will be played in the main Zoom room at the start of a poster session, which will leave about one hour for discussion). You will be able to **move between poster discussion sessions** by changing breakout room. We recommend that you don't spend too long in any poster room – it is definitely polite to leave a poster room after 10 minutes maximum, so that you can talk to other poster presenters, too.
7. Please do **not** use chat in Zoom, unless you are asked to at some point in the conference. Use the 29mfm **Discord server** for chat, because Zoom chat will disappear once a room is closed. If you have problems with Zoom, you could try asking a question in the general-queries channel on Discord.