



## ESHP5 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 **update** it before the conference. If you *don't* have a recent version, you will 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 if possible (rather than a phone or similar) for Zoom, although you may well be able to participate in ESHP 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 at various points), 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 **ESHP5 mailing list** around an hour before the start of the day, and we will also put it on the ESHP5 **Discord** site (in the general-queries channel) each day, but we will **not** put it on the ESHP5 website. 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 may not be able to. (We may need to remove any unregistered people from Zoom if any appear.)
4. At some points during the conference, we will be using Zoom '**breakout rooms**', especially 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 might help if you 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...). You can also post questions in the general-queries channel of the ESHP5 **Discord** site, where someone will hopefully be able to help.
5. During **talk sessions** and other plenary events (the **opening** and **closing**, and the **quiz** and **forum**), we will only need the 'main' Zoom room – you should get there by using the link that we will send round before the start of each day. We will be asking people to 'raise their hand' electronically through Zoom during the question period if they want to ask a question, or if you can't use audio, to type your question in the chat. We intend to record the talks (and to post them to the ESHP5 Discord site).
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 put questions in the chat for a talk. Use the ESHP5 **Discord server** for chat, because Zoom chat will disappear once a room is closed.