

Zoom instructions

Dear conference participants,

This document will provide you with some information and technical recommendations for the **Digital Genres and Open Science Conference** held on 26-27 May 2022.

The Conference is held on ZOOM. Please make sure in advance that you have a stable internet connection and that you have downloaded the latest version of the app to be able to use all the features.

Alternatively, in case you cannot install the app in advance, you will also be able to access the conference from your browser. In that case, **please use Google Chrome**.

We also give you the option of sending your slides on pdf to the organising committee (genciconference2022@unizar.es) before May 24th, so that the organisers can help you share them during your presentation in case of technical issues.

ACCESSING THE CONFERENCE

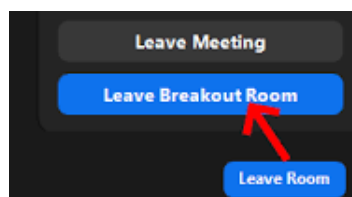
1. The link to access the conference both on Thursday and on Friday is <https://zoom.us/j/97790658906>. It will take you to the main room on Zoom where plenary sessions, most parallel sessions and coffee breaks will be held.

If you cannot open the link with the app, you can access the main room from your Google Chrome browser by clicking on the link (<https://zoom.us/j/97790658906>), and then on the button “Launch meeting”. Then scroll down to find “Having issues with Zoom Client?” and click on “Join from Your Browser”. You only have to enter your name and click on “Join”.

2. Breakout rooms: To access the parallel sessions 1B on Thursday morning we will open a breakout room to join it. Click on the symbol “breakout rooms” and choose the session called Session 1B.

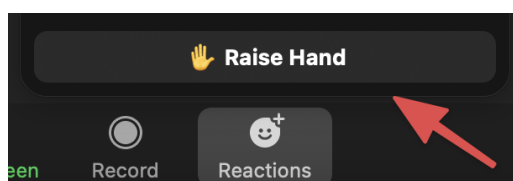


In order to leave the breakout room, press the button “leave breakout room”. Do **not** “leave meeting”, or you will leave the conference.



INSTRUCTIONS REGARDING THE PRESENTATIONS

Presentations will last 20 minutes and will be followed by 10 minutes for questions and answers. During presentations, all participants and attendees except the presenter(s) must keep their microphones and cameras off. However, during the Q&A time after the presentation everyone is welcome to open their cameras and microphones in order to interact with the presenter and/or the remainder of the audience. If you want to make a comment or ask a question, raise your hand, so that the chair can give you the turn to speak. To raise your hand, click on the hand icon in reactions, at the bottom bar.

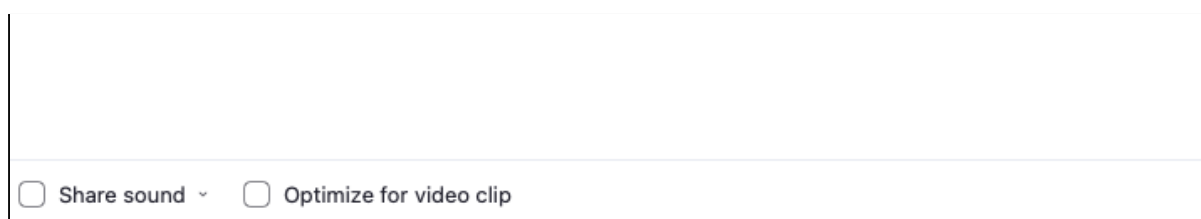


If you are a presenter and/or chair, you are expected to enter the conference 10 minutes before the starting time of the session to check that the presentations work well. Please, check that your camera and your microphone work well and that you are allowed to share your screen.

In order to share your screen, you need to click on the “share screen” button.



Choose the window/desktop you want to share with the audience. Be sure to tick the option “share sound” if you want to play a video or an audio (left-bottom corner of the pop-up window).



TECHNICAL SUPPORT

Please, remember that you can always contact us at genciconference2022@unizar.es and on the Zoom chat. We will do our best to help you!

WE HOPE THAT YOU ENJOY THE CONFERENCE AND WE VERY MUCH LOOK FORWARD TO MEETING YOU ON ZOOM!