# ZOOM instructions for ONLINE presenters at VALP5

This presentation is only for ONLINE presenters (on site presenters will use a Windows computer on site and get instructions on site).

Joining the meeting

1. **Join the zoom meeting** (see the zoom link in email). Please join the meeting at least one hour before the session with your presentation starts (so the organizers know that you are present).
2. **Make sure that your real name is displayed in ZOOM**. To change the name: Click on the "Participants" button and hover your mouse over your name in the list of participants. Then click on "Rename".
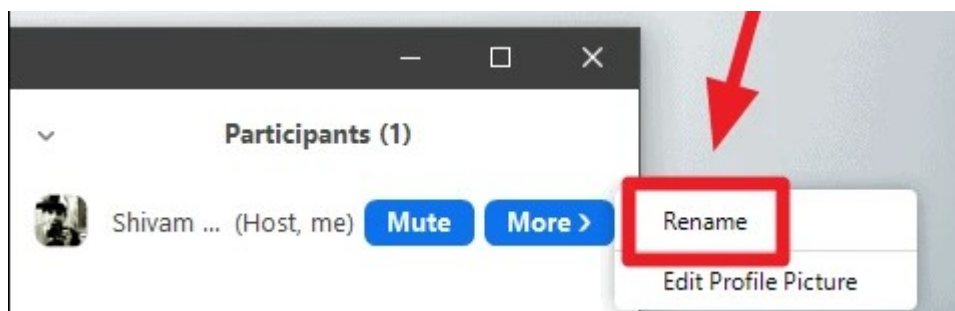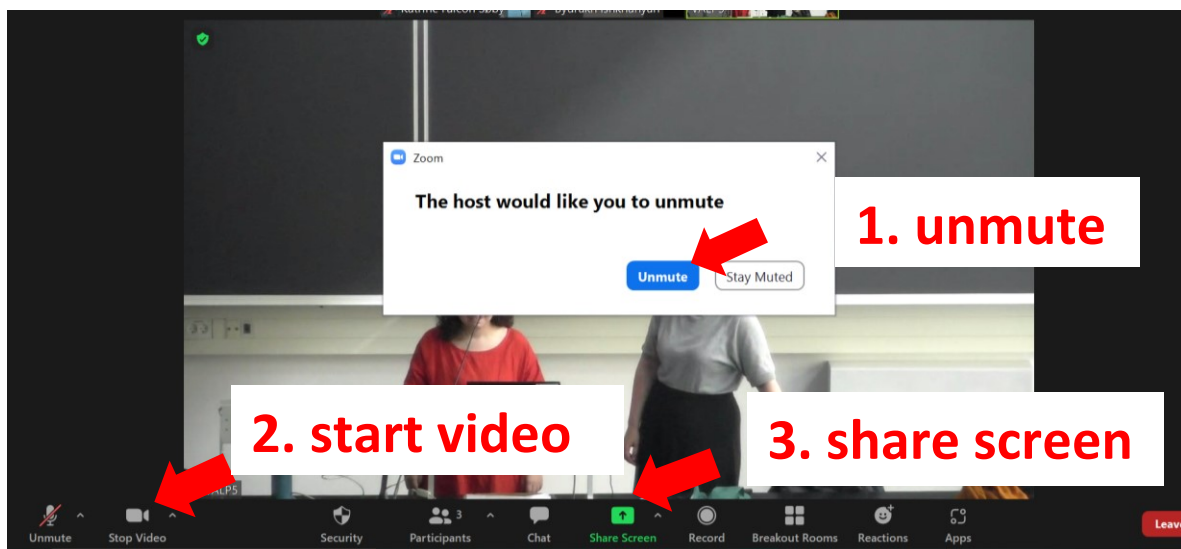

3. **Open your presentation** (e.g. in powerpoint) so that you are ready to present.

How to present

Transition time starts around five minutes before each presentation.

1. **Unmute and start video.** You will receive a request to unmute. Press "unmute" and press the video icon to start video.

2. **Share your presentation** Press the green button called "Share Screen". The screen below will appear. You can choose which screen to share. If you also want to play sound files from the computer during your presentation, make sure to choose *share sound*. Press share to finish sharing.
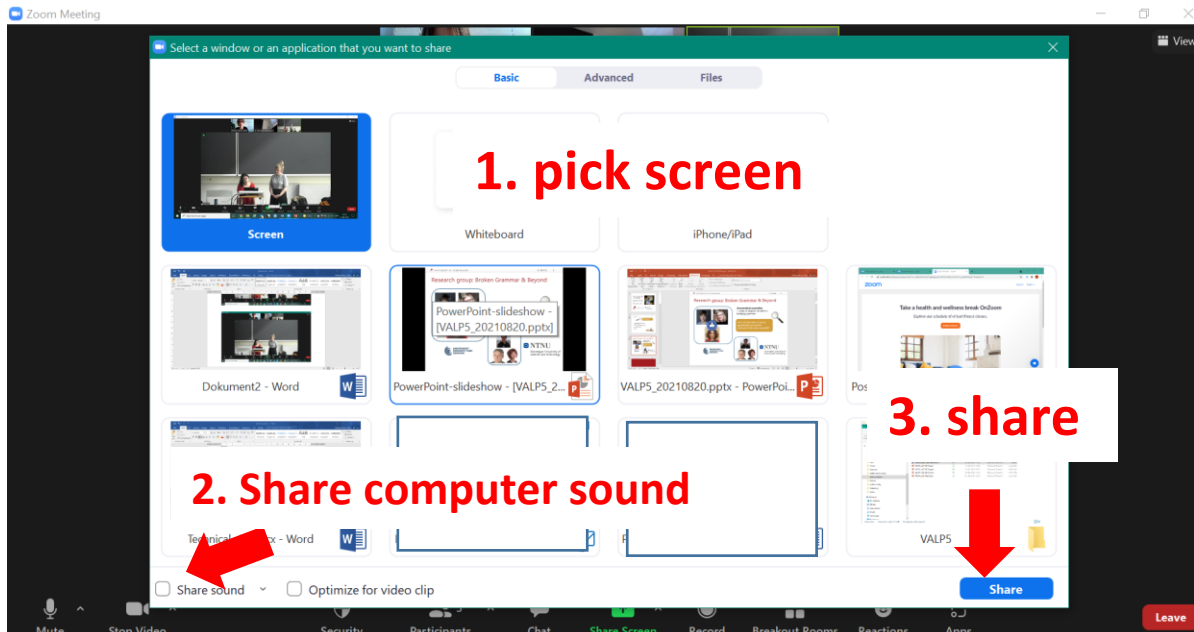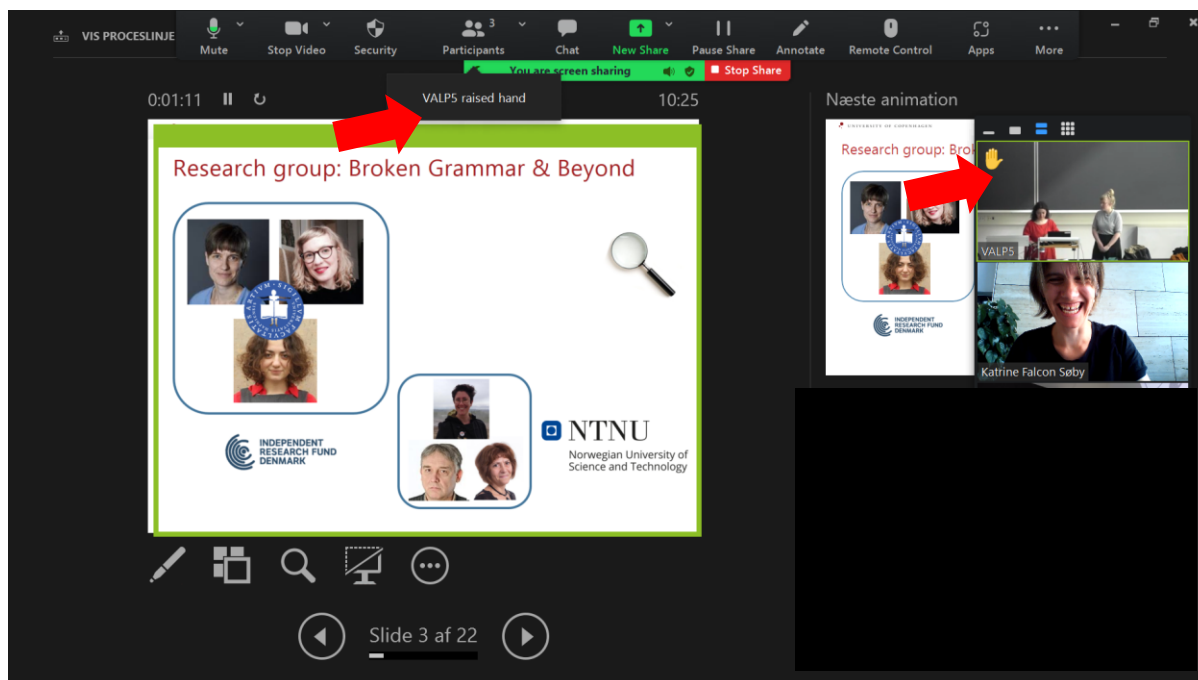

If you want to hide part of the screen (e.g. a part of the screen displaying your notes), you can click on "advanced" and choose "Portion of Screen".
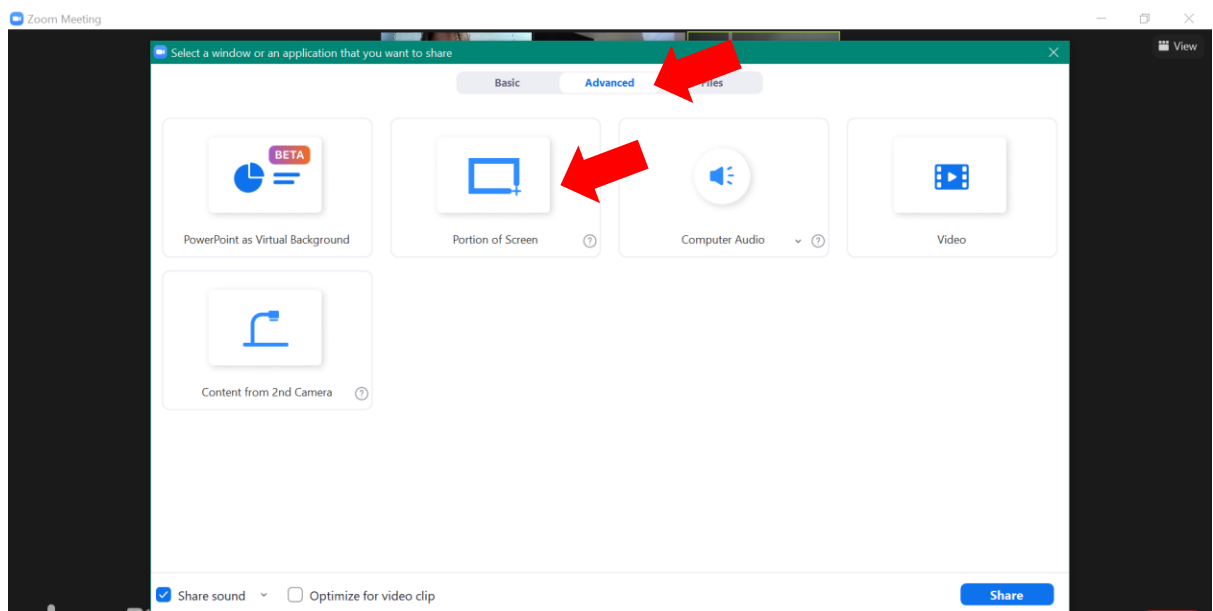
Ending your presentation

1. You have 20 minutes for your presentation. The host will notify you when there are 5 minutes left and again when there is 1 minute left. The host will notify you by "raising a hand" in ZOOM.

2. There will be around 5 minutes of discussion (organized by the chair). Please keep your microphone and video on during this time.
3. When it is time for the next presenter, the host will mute you and unshare your screen. You may turn off your video.