

IÖG JAHRESTAGUNG VIRTUAL CONFERENCE GUIDELINES

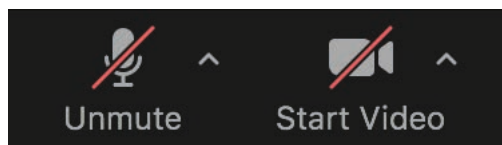
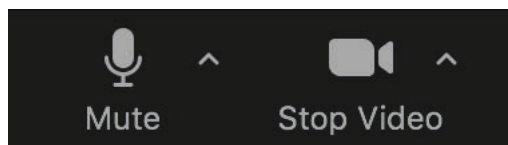
We are using **Zoom** for the hybrid part of the conference "Die Schlacht am Weißen Berg 1620". Please make yourself familiar with the program beforehand. Especially test your video and audio functions **before** you join the meeting (<https://zoom.us/test>). **We advise you to download the free available Zoom client and to join the meeting via the app.**

Please login via zoom and **join the meeting with your full name** so that you can be easily identified by everybody. In the Zoom client you can also set up a representational picture of yourself.

Both your name and the picture you can set up under **Preferences – Profile**: change the Name and afterwards click on the icon above your name. A dialogue will open where you can select a suitable image. Please choose that image carefully!

Microphone

Your microphone is generally muted when you enter the meeting. Please keep it muted during all presentations and discussions unless you are asked by the conveners to unmute it. Do not forget to unmute your microphone while giving your own presentation! (the mute/unmute buttons for audio and video are on the lower left side of the zoom window)



Video

Let people see you – so turn on your video during your presentation or while asking questions or during the discussion. However, due to a limited bandwidth in many regions, we request you to **turn off your video while listening and watching presentations of others.**

Position your camera appropriately. More light may improve the video quality tremendously. Consider your environment and your surroundings. In the Zoom app, under **Preferences – Background & Filters**, you can choose to blur your background or exchange it with a less distracting one.

Chat

You can find the icon **Chat** in the bottom bar of your zoom screen. By clicking on the icon, a chat window will open. You can send open messages to "Everyone", or you can send private messages to "#Name" individual participants.

Questions and Discussion

Due to the large number of participants, we generally ask you to send all questions, comments, remarks or other messages during the session by using the chat. Click on the **Raise Hand** icon in your meeting control for every request to speak and only unmute your micro when you are asked to do so. Use **Lower Hand** after finishing.

CANCELLED PAPERS

A last update of the program on our homepage has been made on September 15. We have tried to accommodate all last minute changes, cancellation of papers, new titles and abstracts in the program, but at this point, no more changes are possible in the schedule.

INTERNET DISRUPTIONS

In case the entire virtual IÖG Jahrestagung room breaks down, do not panic! We will set it up again as quick as possible. If you are experiencing any issue(s) with latency, frozen screen, poor quality audio, or meeting getting disconnected, check your internet first, leave the meeting if necessary and try to log in again.

SHORT TIPS FOR ALL PARTICIPANTS

Mute your microphone when you are not speaking.

Be mindful of background noise.

Be mindful what you say and/or post in the chat.

Position your camera properly.

Limit distractions (turn off notifications, mute your smartphone or close other running apps while giving your presentation).

Enjoy the conference!

