

Notes and tips for participating in the online conference

During the online meeting please (also as a host) keep in mind:

1. If necessary, please carry out a technical check in advance and test the sound quality of your microphone and camera. A slightly elevated position of the camera can be advantageous.

Note: Connected second screens with speaker function may cause problems, as you may not be able to hear the participants, but they can hear you. In this case, try selecting a different speaker in the zoom audio setting (in the meeting itself or in the zoom client) at *audio*.

2. Make sure your environment is as quiet as possible to minimize background noise.
3. Please start the session in advance. You should enter the corresponding conference room in advance of the meeting.
4. Please speak more clearly than you would at a face-to-face meeting. This will compensate for some of the reduced speech quality. Sufficient pauses also support the articulation.
5. Please keep in mind that audio conferencing systems are very sensitive and register even the smallest noises (e.g. church steeples, typing on a keyboard, etc.). Therefore, only turn on your microphone when you want to say something. An external microphone can be helpful for your intelligibility.
6. Adverse light sources can cause that you can hardly or not at all be seen via webcam. Please position yourself and your webcam so that (not too) strong light sources (e.g. windows or lamps) illuminate you from the front. Do not point your webcam towards the window or do not place yourself directly with your back to the window. Please check your position in advance.
7. Please stick to the rules of conversation in the meeting. Please follow the moderation giving a brief signal (usually by raising the hand via zoom) to request to speak during the discussion. Do not turn on your microphone until the moderator has given you the right to speak.