27th International Congress of Onomastic Sciences
22-27 August 2021 | Kraków | Poland | online

Guidelines for Zoom meetings

Table of contents:

1. General information

- All meetings (with the exception of ICOS working groups and *Onoma* meetings) will be available via **one** link which you will receive before the congress.

- The opening ceremony, plenary sessions, *Place names as open data* panel discussion, concert, and closing ceremony will be held in the main room.

- Session rooms (A, B, C, D, E, F) and coffee rooms (1-6) will be open during the paper sessions, coffee breaks, lunch breaks, concert and networking (see sect. 5 and 6).

- In order to ensure the best quality of the performance, please make sure that your internet connection is fast and stable.

- In order to ensure the best sound quality, please use headphones or earplugs with microphone.

2. Installing Zoom Client for Meetings

- Please download and install the latest version of Zoom Client for Meetings for your operating system from:

 https://support.zoom.us/hc/en-us/articles/207373866-Zoom-Installers

- If you already have Zoom Client for Meetings installed on your computer, make sure you have its latest version – **5.7.5**. You can update it by clicking "Check for updates" in Zoom settings panel, or simply download the installer from the link above.

3. Joining the meeting

- To join the meeting, click on the link you received via email - you will be redirected to the Zoom launching page.

- You will be asked to register your first name, last name and e-mail address.

- After registration, the Zoom client will be launched and you will be redirected to the waiting room. While waiting for the host to let you in, you can check your audio and video settings.

- Once the host lets you in, you will join the main room of the ICOS 2021 Congress.

ATTENTION: all participants will be muted after joining the meeting.

4. Most important features
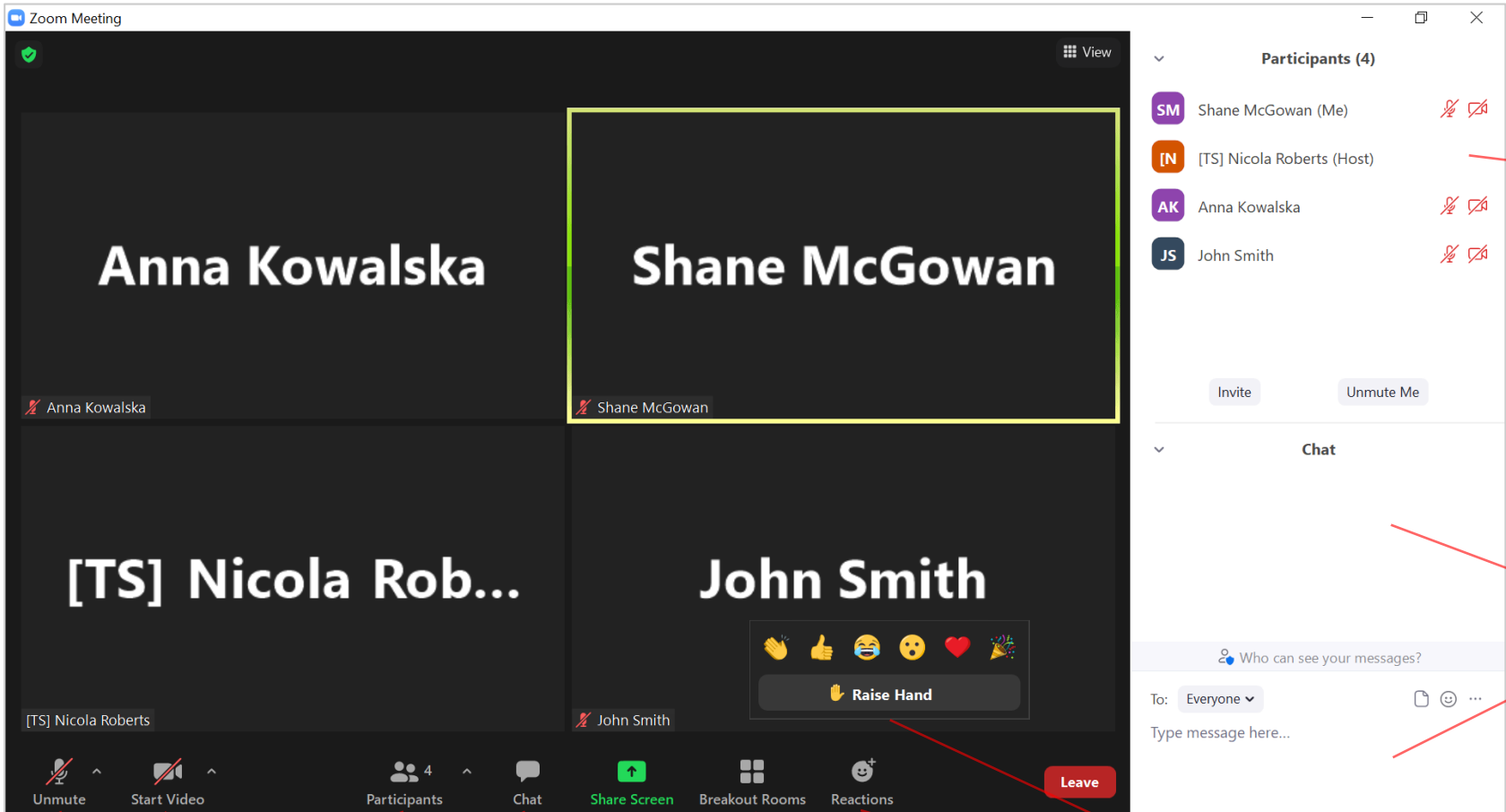
Participants list
(participants marked as [TS] are from the technical suport team – you can ask them for help)

Chat window
You can send messages to everyone or chosen person

Turn on/off your microphone

Turn on/off your camera

Turn on/off participants list

Turn on/off chat window

Use this when asked by the chair to start your presentation

Join breakout room (available during paper sessions, coffee and lunch breaks, concert)

Reactions (for virtual applause etc.)

Raise Hand (if you want to take part in Q/A session)

5. Joining breakout rooms

(available during paper sessions, coffee and lunch breaks)

2. Choose the room you want to join. You can move between rooms or leave the breakout room and return to the main room at any time

1. Breakout rooms - click here to open a list of session rooms (A-F) and coffee rooms (1-6)

6. Changing or leaving the room

Click here to choose another room

Click here to leave the room – you will return to the main room

7. Guidelines for chairs

- Please enter the session room (A, B, C, D, E, F) you are chairing at least 10 minutes in advance.

- Make sure that all speakers are present and the session starts and finishes on time. The time limits are: 20 minutes for the presentation + 10 minutes Q/A for each speaker.

- Moderate the discussion, monitor the chat window and look out for raised hands from participants.

- There is a member of the technical support team [TS] in each session room (A, B, C, D, E, F). Do not hesitate to ask him/her for help if needed.

8. Guidelines for speakers

- Please enter your session room (A-F) at least 10 minutes in advance to check your presentation and address any technical issues that may arise to a member of the technical support team [TS].

- Use "Share screen" feature to show your presentation.

- Please respect the time limits: 20 minutes for the presentation + 10 minutes for Q/A session.

- There is a member of the technical support team [TS] in each session room (A, B, C, D, E, F). Do not hesitate to ask him/her for help if needed.

9. Further information

- For more detailed information about the Zoom meetings, please visit the site: https://support.zoom.us/

- In case of any questions do not hesitate to contact us at icos2021@ijp.pan.pl