19TH BIENNIAL MEETING OF
THE EUROPEAN SOCIETY
FOR IMMUNODEFICIENCIES
ONLINE MEETING | 14-17 OCTOBER 2020

Online Meeting
ESIDMEETING.ORG

How to Join the live session

Please make sure that you have:

    a. An external, microphone connected to your computer:

    Alternatively, you can use the internal microphone of your laptop/computer.

    b. If at all possible, please use a computer with a functional webcam (the laptop internal webcam is fine).

    c. Please select a quiet and uniform background. Avoid using artificial background features.

    d. Stable internet connection. We recommend using a wired LAN internet connection if possible. If you use wifi please make sure that you sit near the wifi router. 4G internet shouldn't be used.

Joining the live session

The programme coordinator of the meeting will send you a Zoom link to join the live session. Please click on the link and the "zoom client" will be downloaded to your computer automatically (if you already used "zoom" on your computer in the past, the meeting will be opened automatically).

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Click **Zoom** ... .exe.

Zoom_4ca87073f4....exe ^

Your meeting will begin soon...

The Zoom client you're installing will shorten the time it takes to join a meeting

90%

If it's your first-time using zoom, you will be asked to enter your name, please enter your full name and click "Join meeting":

Zoom

Enter your name

Your Name
user1

☑ Remember my name for future meetings

Join Meeting   Cancel

Check your computer audio

Please click on **"Test Speaker and Microphone"**

Please test your speaker

Make sure that you hear sound. If you do then please click on "**Yes**", if you do not please check that the correct speakers are chosen.

Please test your microphone:

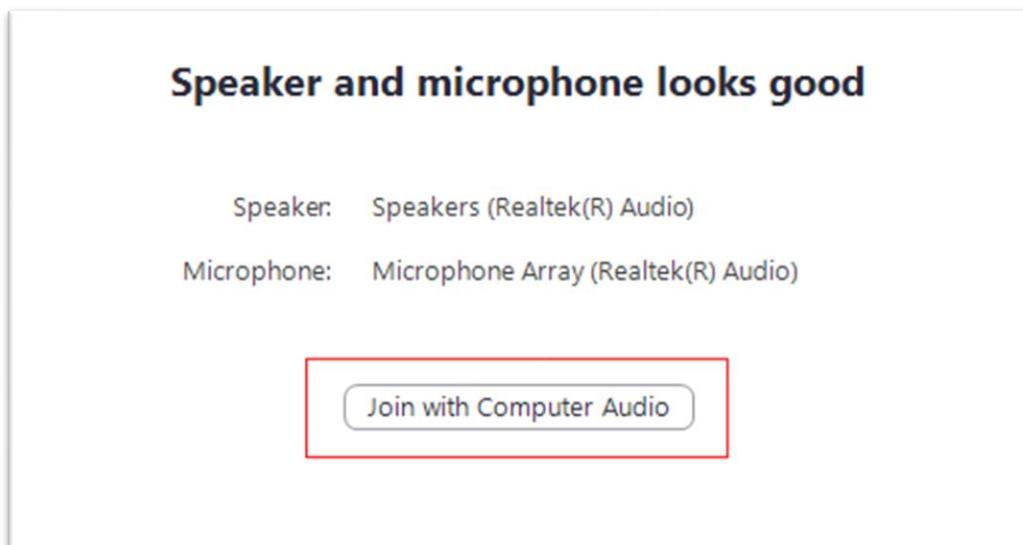Please speak to your microphone and make sure you hear yourself properly. If you do not hear anything, please check that you have chosen the correct microphone.
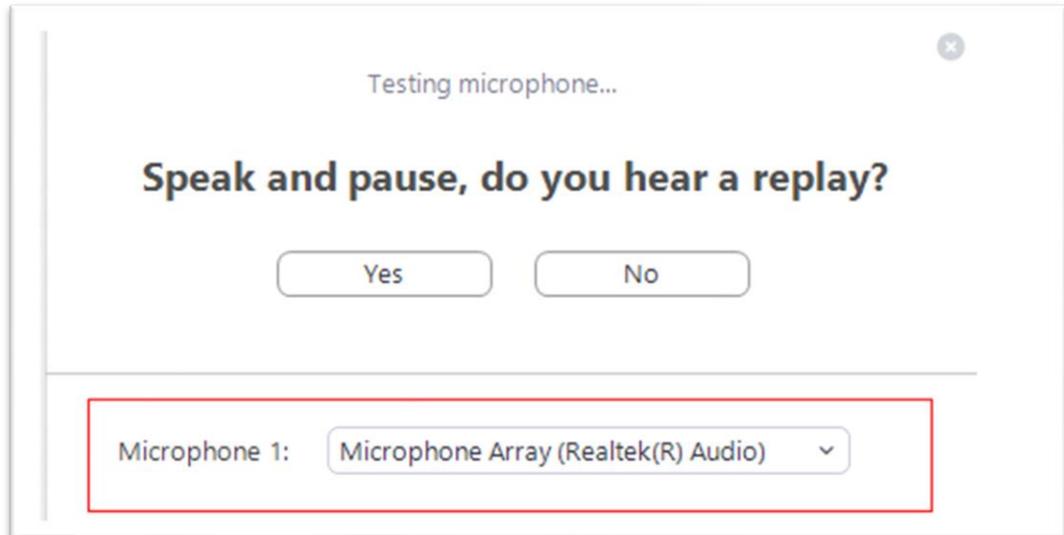
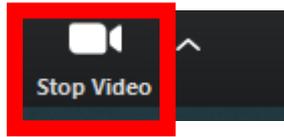If you completed all the tests correctly please click on "**Join with Computer Audio**"

During the live session

When you talk please make sure that your microphone **is not muted** (when you speak you will see a green indicator on the microphone icon in zoom).
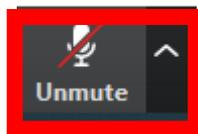
and please also enable your video camera (not mandatory but highly recommended).
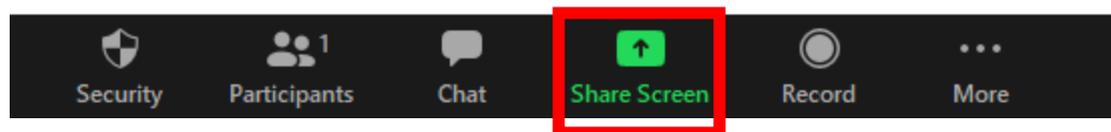

Very important!
**When someone else is talking, please mute your microphone in order to prevent background noises:**

Screen sharing

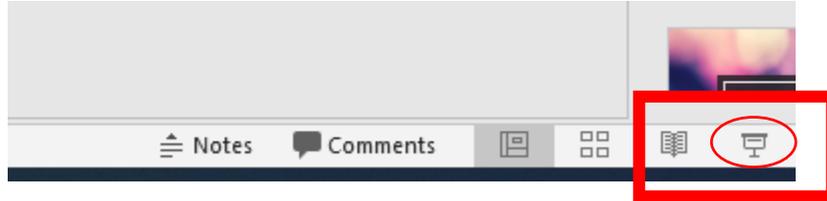If you are giving a lecture during the live session, you need to share your screen.

1. Please open your PowerPoint/keynote presentation on your computer

2. Please click on the "Share screen" button on the zoom toolbar

3. Please choose your PowerPoint from the sharing windows and click on "Share"
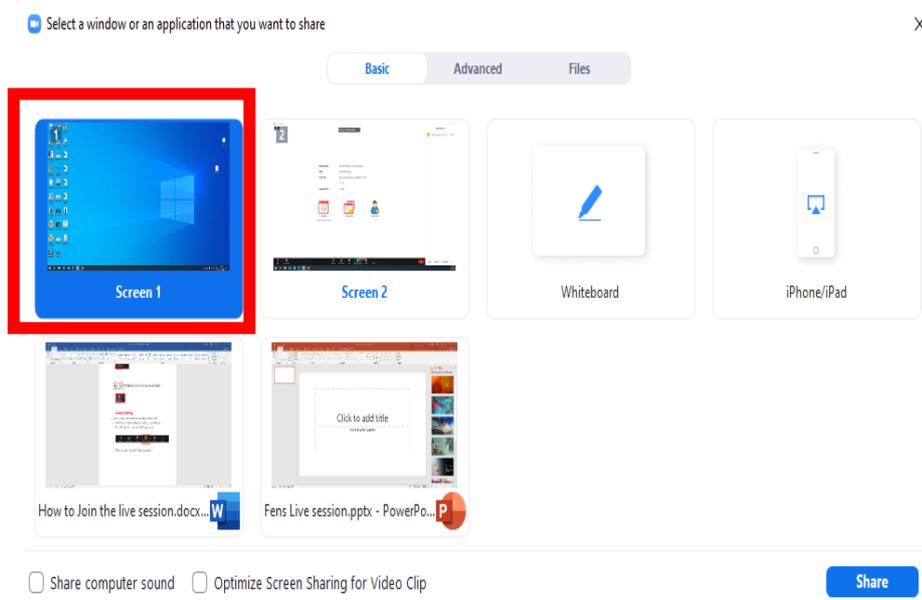
4. Start your presentation

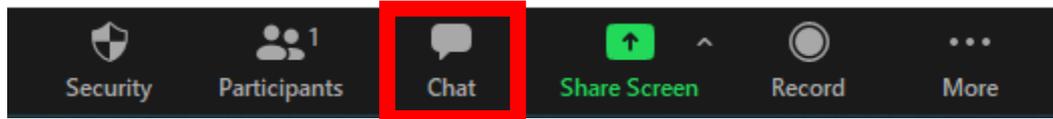## 5. **Q&A from the audience**

All speakers and moderator(s) should have their cameras on.
The moderator can select questions and address them to the speakers using the microphone.
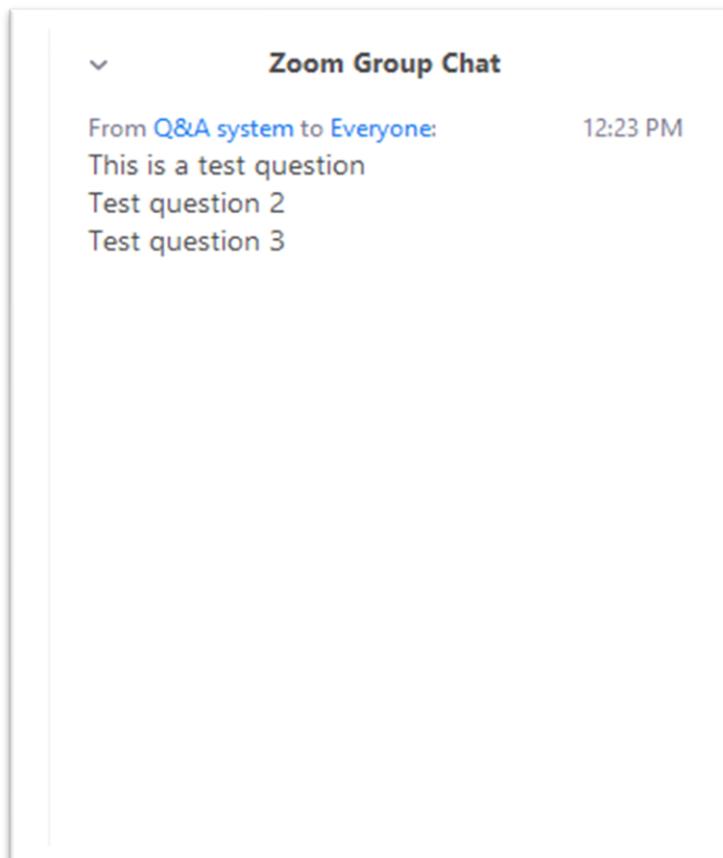The audience can type their questions.
All the incoming question will arrive to the "zoom chat" from the "Q&A system".
You can find the Chat button in the "Zoom" toolbar

Please click on the "CHAT" button to see all the submitted questions:

The Chairperson can pick questions and address them to the speaker using their microphone.

If you have any queries during the session, please contact esid@kenes.com