



ESSENTIAL CHECKPOINTS FOR ATTENDING THE CONFERENCE IN ZOOM

Moderator and Chair

1. Greet the speakers and listeners at the beginning of the session.
2. Briefly present the individual presenter before each presentation.
3. Each presenter should speak for at most 10 minutes (presenters were instructed to speak for 10 minutes). Two minutes before their allocated time ends, please notify the speaker discretely.
4. If an individual speaker has technical problems, please skip the presentation and reschedule it to the end of the session if possible (before the discussion).
5. Try not to finish your panel early.
6. Try to finish your panel on time.
7. In the program, the discussion is planned after the presentations. As a Chair, you may do it differently and discuss each presentation, but if you choose, watch the timing.
8. Prepare questions related to the panel topic/presentations for discussion in advance in case the listeners need to ask more/any questions.
9. Check questions in "Q&A" and Chat menu for possible attendee questions on time for discussion (end of each session).
10. Check raised hands in the "Participants" menu (attendee section) for possible attendee audio interaction (speaking) at the time of discussion (end of each session).
11. Run "Poll" (in Zoom menu) for all participants at the end of each session (Moderator or Host only).

Technical advice and tips

1. Restart your computer before attending a Conference Zoom link.
2. Try to always stay in the middle of the screen.
3. Make sure there is enough light in the room.
4. Ensure there is no bright backlight (windows behind you, etc.).
5. Ensure only necessary programs are running on your computer during the conference (to ensure a stable conference session).
6. Test your audio and video before presenting (Zoom audio and video settings in the menu of the Zoom webinar).



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7. For better sound and video quality, we strongly recommend you use headphones or earphones with a microphone and a LAN cable for your internet connection instead of WIFI or data.
8. Mute your microphone when you are not talking (due to background noise) and unmute it when you wish to speak.
9. Share your presentation with the "share screen" function in the Zoom menu (when presenting).

Speaker (panelist)

1. Restart your computer before joining the conference link.
2. Ensure a stable internet connection (preferred landline internet connection).
3. Ensure only necessary programs are running on your computer during the conference (to ensure a stable conference session).
4. Test your audio and video before presenting (Zoom audio and video settings are in the Zoom menu).
5. Mute your microphone when you are not talking (due to background noise) and unmute it when you wish to speak.
6. Share your presentation with the "share screen" function in the Zoom menu (when presenting).

Attendee

1. Restart your computer before joining the conference link.
2. Ensure a stable internet connection (preferred landline internet connection).
3. Ensure only necessary programs are running on your computer (to ensure a regular conference session).
4. Test your audio and video before attending Zoom (zoom audio and video settings are in the menu of the Zoom webinar).
5. Write your questions in "Q&A" or the chat menu for discussion (at the end of each session).
6. Raise your hand in the "Participants" menu for audio interaction (speaking) in time for discussion (end of each session).

It's About People 2026:

***Answering Current Challenges in Society,
Health and Technology***

*The 14th Annual Conference of Europe's
Sciences and Arts Leaders and Scholars*

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Visit the [Zoom Support Center](#) for more information about the Zoom Webinar functions. If you need IT support, please install/run the [AnyDesk](#) application and send your ID to support@almamater.si or call +386 59 335 079.