

31st Annual Conference of the European Society for Social Drug Research (ESSD), 24 – 25 September 2020

Instructions for Participants Zoom platform

Rules of Conduct

- Identify yourself (please use your full name instead of abbreviations or your first name)
- Mute your microphone when not speaking; any background noise can distract or disrupt the program
- Please turn your webcam on as this is more engaging
- Use the chat function to ask a content question or to connect with your fellow attendees
- Raise your hand if you have technical difficulties

Some General Tips

- Make sure no one in your location is using a lot of bandwidth
- Add your full name: Click on Participants at the bottom of your screen. A box with the participant's names will display. Scroll to your name and click on the blue box Rename. Type in your full name and check the box to remember name. Click OK.
- Use Gallery View when socializing
- Use Speaker View all other times
- The session moderator will inform you whether questions will be fielded in the Chat box or by raising your hand on video or by using the "raise hand" button found in the Participant pop-out sidebar.

Session Format

- The conference is divided into 45-minute sessions, each including 3 papers.
- The presentations format will be as follows: 10 minutes presentations + 15 minutes joint discussion of each session's presentations
- All sessions will be held via live-streaming.
- We will not record the live-sessions.

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What You Need to Get Started

- A high-speed internet connection to your computer (preferably connected via cable instead of WIFI).
- An external webcam or built-in camera on your computer.
- The built-in microphone on your computer will work or for better sound quality an external microphone or a headset can be used.

Downloading and Installing Zoom

- Install the ZOOM software prior to the meeting at <https://zoom.us/download>.
- Click the link in the meeting invitation, launch ZOOM, and then download and install the ZOOM software.
- You do not need to have a Zoom account to join a Zoom meeting or webinar but for the best user experience we do recommend you to download and install the Zoom desktop application prior to our conference. (If you are unable or simply do not want to install Zoom on your computer, join using your web browser (<https://support.zoom.us/hc/en-us/articles/214629443-Zoom-web-client>))

Joining the Meeting

- Don't have a microphone? Join a meeting with a phone using the teleconference number given meeting invitation.
- When you're invited to participate in a Zoom meeting, you can either click on the link provided, or go to the Zoom web site at www.zoom.us and click on "Join a Meeting" where you can enter the 10-digit Meeting ID number.

Technical Support

- If you are having any technical difficulties, please write to itsupportessd.powi@univie.ac.at
- During the sessions, you can also use the chat function to get in touch with tech support

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Zoom Controls Available to Participants

- These are the controls available to you in the meeting. They will be located at the bottom of your screen.



- **Microphone:** Mute and unmute your own microphone. You can also use the space bar on your keyboard: just press the space bar, talk and release it again after you finished talking.
- **Camera:** Start and stop your video camera.
- **Participants:** Clicking here will show you all the names of each attendee in the meeting, along with controls that allow participants to raise and lower a virtual hand.
- **Chat:** Here you have the ability to send a message to Everyone or send a Private message to an individual.
- **Share Screen:** Clicking here will give you options for the application or desktop you want to share.
- **Reactions** is only available when your camera is turned on. You can choose from thumbs up or clapping hands emojis which appears briefly in your camera window after you've made your selection.
- **Gallery View and Speaker View:** Found in the top right corner of the screen once you've joined the meeting and at least one camera is turned on. Speaker View will display only the window of the person speaking. Gallery View will show all windows of all participants in a faces-in-windows format.

