

Guidelines and Information for

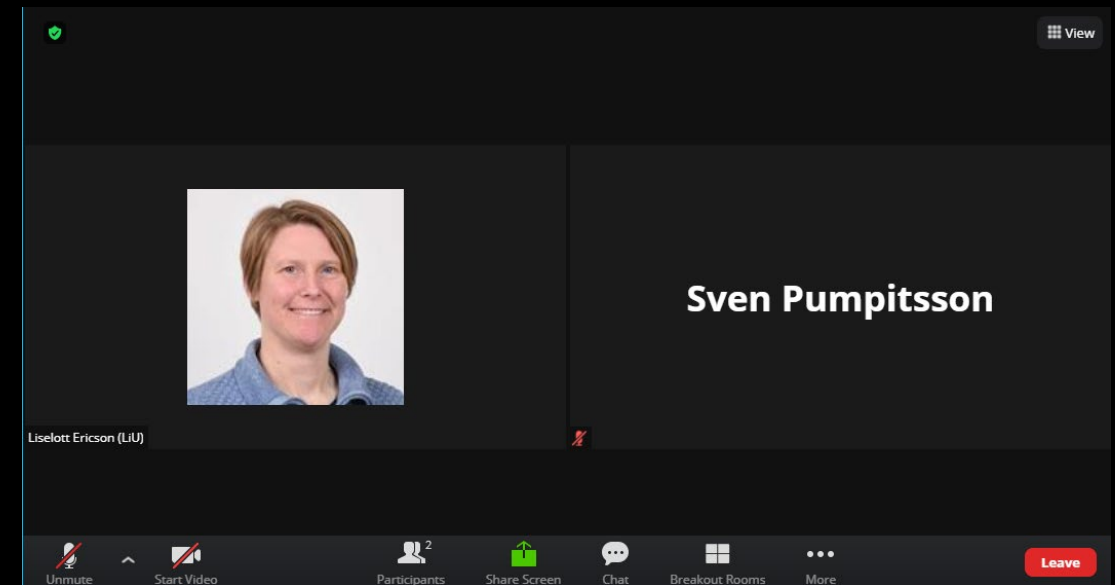
The 17th Scandinavian International Conference on Fluid Power

SICFP'21 in ZOOM

- The first room you come to is the main square, it will always be at least one person from the organization in this room to answer your questions
- We are using Breakout Rooms for ALL sessions
 - Main Hall
 - All plenary sessions
 - Hall A
 - All sessions named #a
 - Hall B
 - All sessions named #b
 - Hopsan Tutorial
- Note: You need Zoom version 5.3.0 or newer if you use the Zoom app
- You can always use Zoom from your Browser

Join a Breakout Room

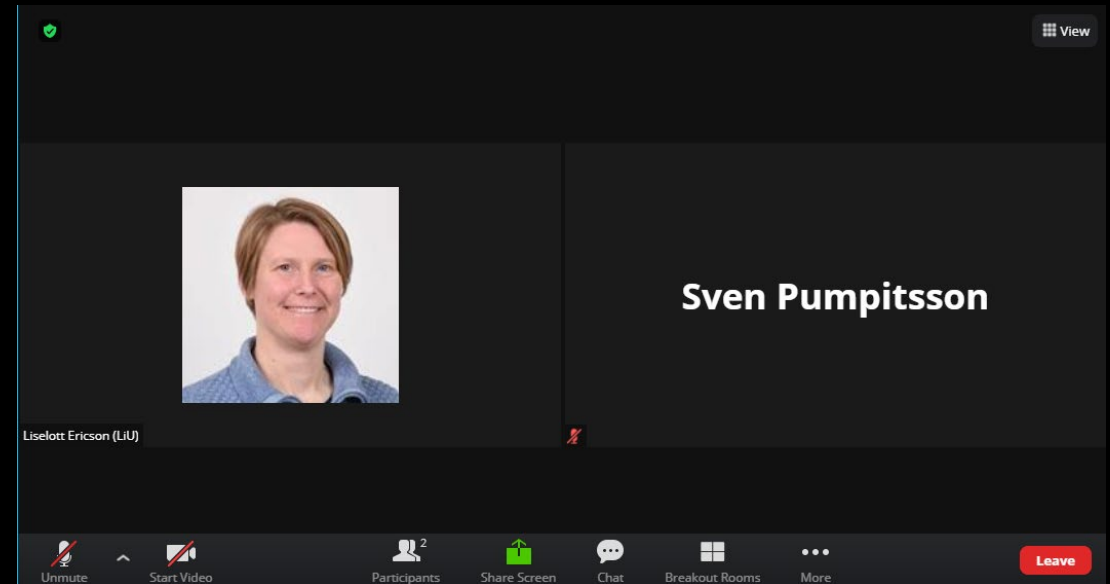
1. Click Breakout Rooms in your meeting controls.
2. This will display the list of open breakout rooms created by the host.
3. Hover your pointer over the number to the right of breakout room you wish to join, click Join, then confirm by clicking Join.
4. Repeat as necessary to join other breakout rooms, or click Leave Room to return to the main session (Main Square).



Breakout rooms

Chat with others

1. Click Chat in your meeting controls.
2. This will open the chat window.
3. You can type a message into the chat box (asking question in the sessions for example)
4. Or click on the drop down next to To: if you want to send a message to a specific person, for example to the organizer or technical staff.



Chat

Use a suitable name (to change name)

1. Hover over your picture in Zoom
2. Click on the three dots
3. Click on rename
4. Write your name and affiliation

Example: Liselott Ericson (Linköping University)

Please observe

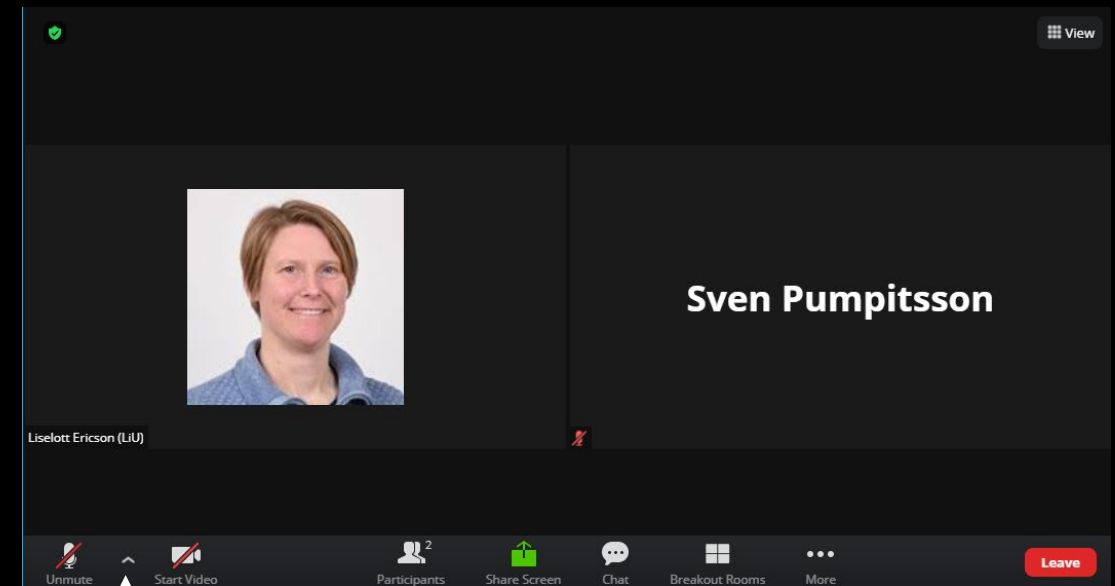
- Mute your microphone when not speaking
- Ask questions in the chat
- You may be told to ask your question live in the session
- We will record the presentations
 - Only the presenter will be visible in the video
 - All speakers at the sessions will be audibly recorded

Gather.Town

- Our relaxed mingling rooms during the breaks
- Links to Gather.Town will be distributed at the conference
- You can stay in the Zoom meeting when you are in Gather.Town
 - It is good to turn off computer audio in Zoom when you are in Gather.Town
- Each room has space for 25 participants (we have to keep distance 😊 due to pandemic)
- Remember to exit the Gather.Town before coming back to the conference
- We recommend to use the browser for Gather.Town

Leave computer audio

1. It can be convenient to leave computer audio in ZOOM when you are in the Gather.town instead of leaving the ZOOM room
2. Click on the small arrow and find the line “Leave computer audio” in the pop up
3. To join again just click Join Audio



Leave computer audio

LiU.se