

Instructions for attendees

The platform used for the school is **zoom**.

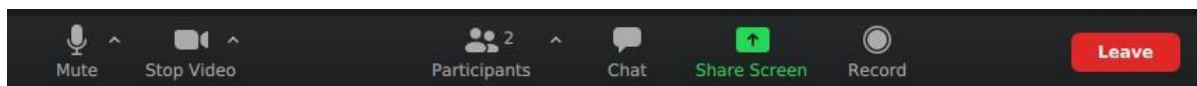
- Install zoom or update it to the latest version (<https://zoom.us/download>). No registration is needed.
- Open a zoom session locally in your machine. A link to the zoom meeting will be sent before the school and will be opened 15 minutes before the session starts.
- When starting the session, use your name and surname to identify you.
- Turn your microphone off. Video sharing is optional.
- The sessions will be recorded.

Zoom/Main room:

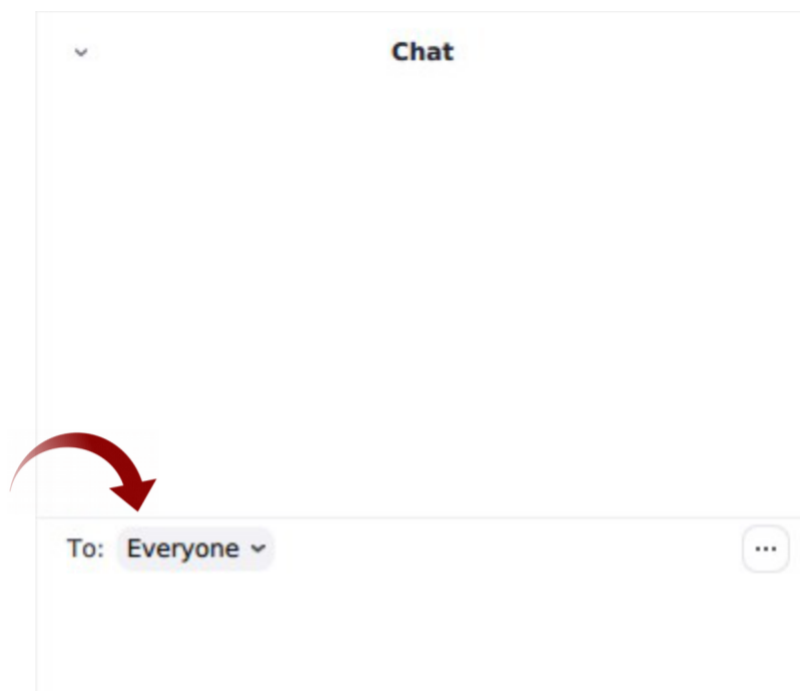
Will be used to follow the tutorials and lectures. Attendees will access with the microphones muted. Switching the camera on is optional. At the beginning of the session the chairperson will remind the rules for participation.

Questions can be addressed in different ways depending on the session:

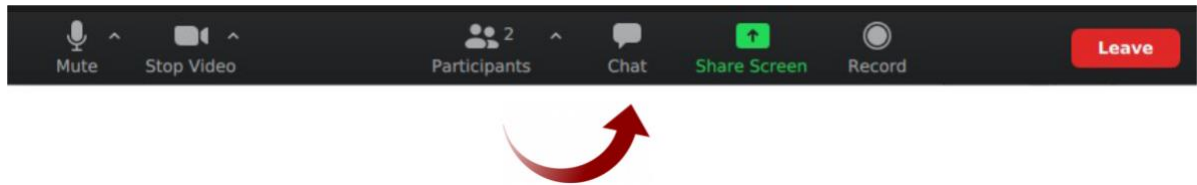
- Introduction to the school and presentation of the science cases:
 - Questions will be addressed at the end of the presentation via chat. For this, the attendees will have the "chat" option enabled on the control bar at the bottom of the main window:



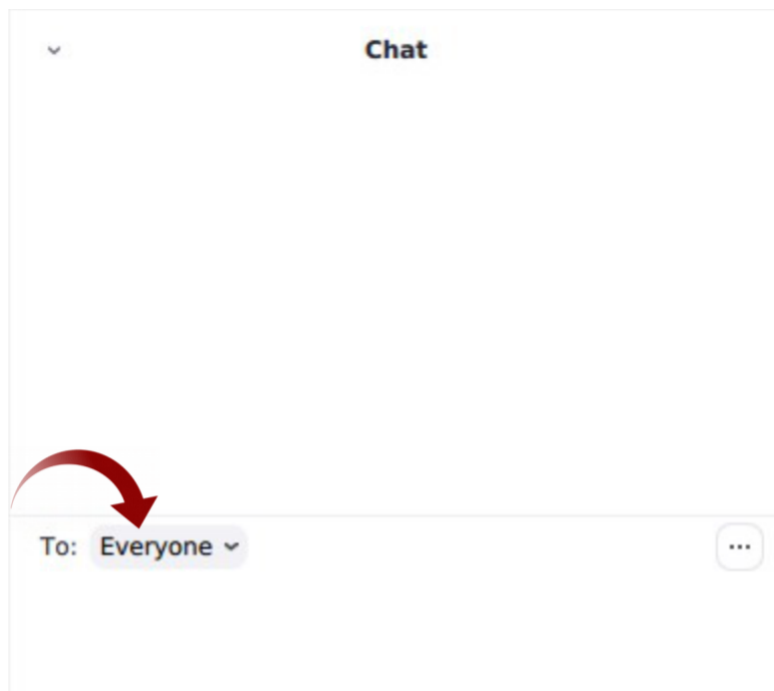
- Questions will be addressed to “Everyone” in the chat and the tutor will answer them at the end of the session:



- Hands-on sessions:
 - Questions can be addressed any time during the execution of the tutorials via chat. For this, the attendees will have the "chat" option enabled on the control bar at the bottom of the main window:

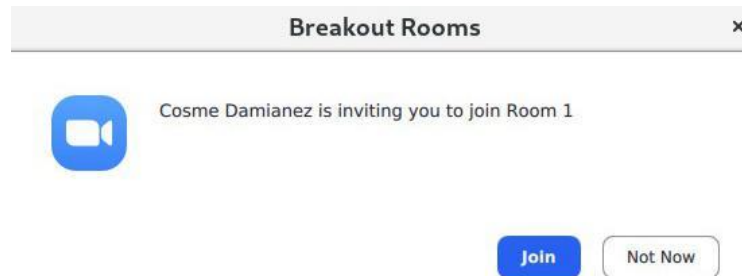


- Questions will be addressed to “Everyone” in the chat.

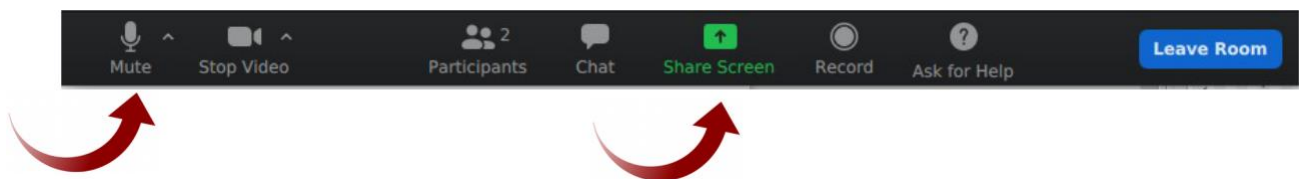


Questions will be answered by a tutor via chat or by the main tutor in the general room. If the question needs special attention, the chairperson will send the participant together with a tutor to a separate breakout room so that they can speak and share screen if needed.

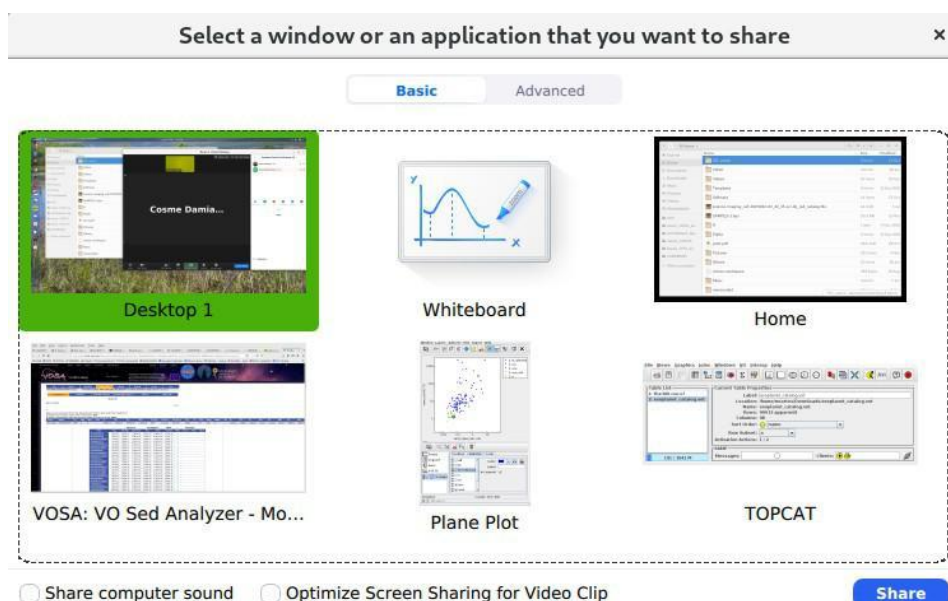
In this case, the participant who asked the question will receive an invitation to join this separate room:



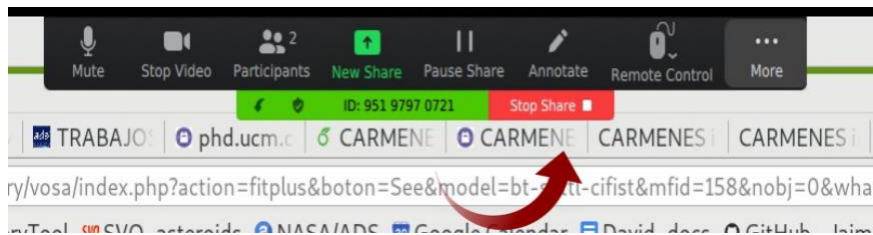
After joining this room, the participant can unmute his/her microphone to talk with the tutor as well as share screen if needed:



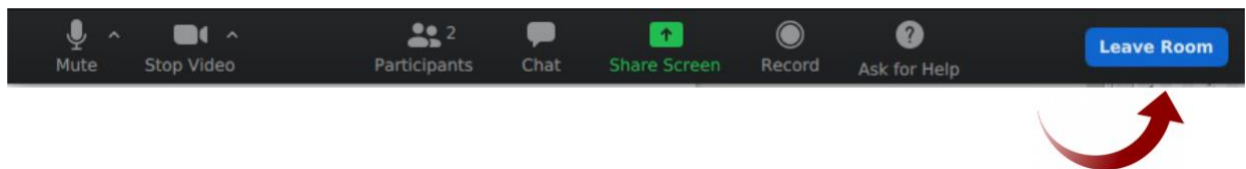
There are multiple options when sharing the screen. The participant can share the whole desktop to move across windows, or can only share one of the windows opened at that time:



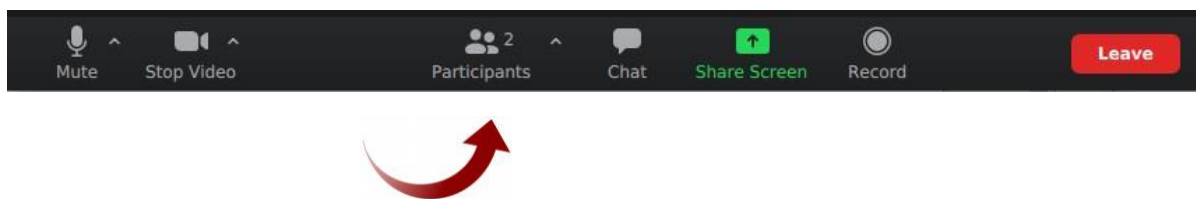
The participant can stop sharing by clicking the “Stop Share” button on top of the screen, where the control bar will be located:

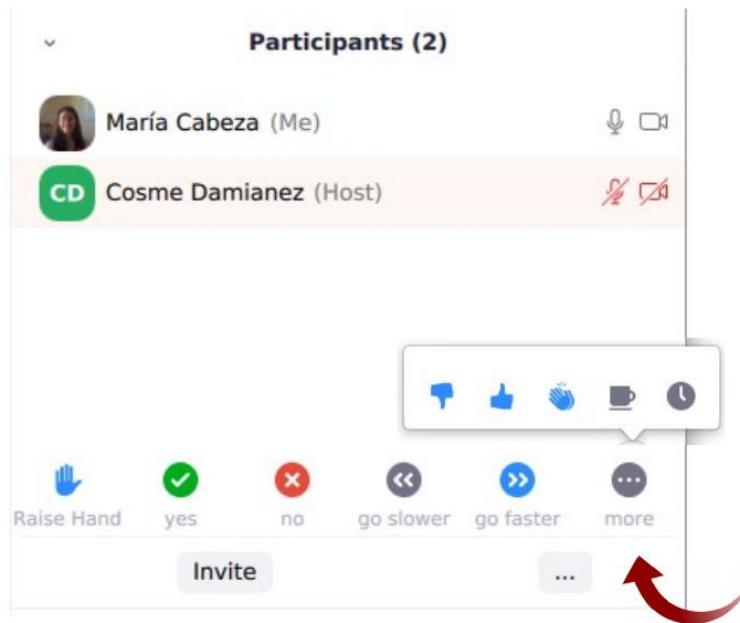


Once the doubt is solved, the participant will leave the room and automatically join the main room by clicking the “Leave Room” button to the right of the control panel located at the bottom of the main window:

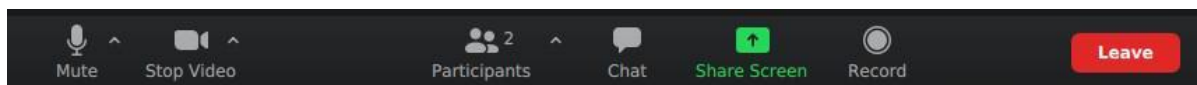


- Participants can also interact during the session by showing a thumbs up/thumbs down reaction located at the bottom of the participants window, to the right:















- Discussions, presentations and feedback:
 - Questions can be addressed any time during the session.
 - To call the attention of the chairperson in order to ask a question to the speaker or participate in the debate, use the “Raise hand” button at the bottom of the participants window:



Participants (2)

María Cabeza (Me)  

CD Cosme Damianez (Host)  

Raise Hand yes no go slower go faster more

Invite 