

Instructions and FAQs for our 11th VERT Forum eConference on March 25th

The **Conference starts at 09:00 am CET**. We open the **access at 08:30 am** and offer a short technology introduction at 08:45. Please make sure that you are in the conference **a couple of minutes before the official start at 09:00 am CET**. We expect over 200 participants and we can avoid crowd at the “entrance door”. If you enter will be placed in a waiting room. A technical host will let you in. Don’t be surprised, to enter the auditorium it might take therefore 1-2 minutes.

You will enter over our VERT Forum Web entrance under:

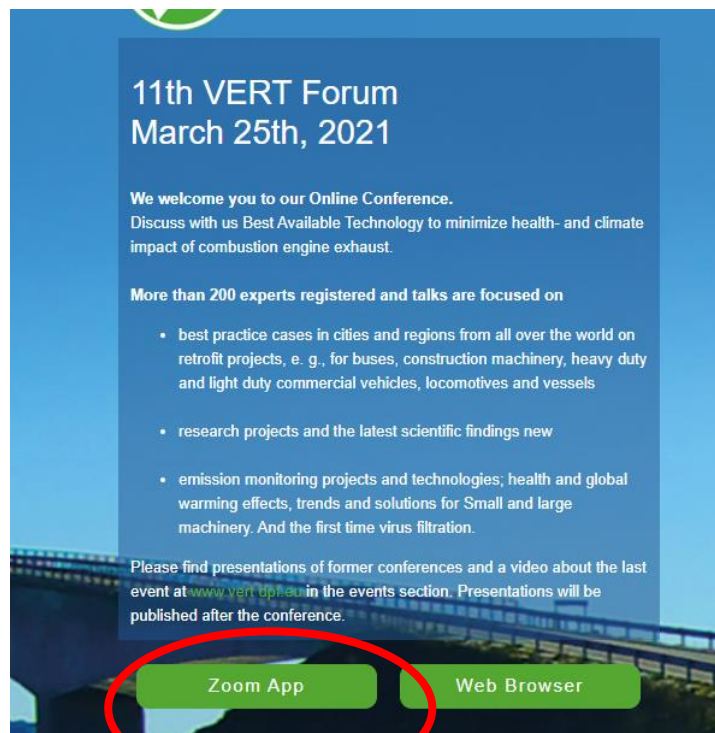
<https://vert-dpf-eu.zoom.us/>

We **highly recommend to join us over the Zoom App**. You will have more convenience and comfort during the conference.

If you click and nothing happens it is most likely that you are just not logged out of your previous zoom session.

If you loose connection during the conference for some reason, you are always able to re-enter the conference over this link.

Via entering your microphone will be set automatically on mute.



In case of **any technical difficulties** you can reach us during the day under:

- Chat in the conference– choose any technical host
- Via phone under: +49 162 265 1223
- Via email under: support@vert-dpf.eu



Technical requirements to participate in a Zoom Meeting

- A strong internet connection (preferably wired) is necessary (Minimum 16 Mbit download, 2 Mbit upload.). There are tools available to measure it, e.g. <https://speedof.me/>
- A headset is recommended
- It is recommended to always **keep your Zoom client up-to-date**
- We recommend for Microsoft to use Windows 10. Windows 7 or even older might restrict options.
- For Pads and smart phones please **download the zoom application from the app store** in advance entering the conference. It might not be possible from smartphones to join via the web browser.

Requirements regarding the location from where you are participating

You might participate on our discussion and use your video.

For best quality:

- Make sure your place is well lit (no light from the back, no window) and quiet
- Your background should not be distracting. Virtual backgrounds should only be used if they don't cause video artefacts
- Your camera should be at eye level, e.g. on top of your main screen

Best Practices for Zoom Meetings

General:

- **Keep your microphone muted when you are not talking**
- Look directly into the camera when you are talking
- Close all applications you don't need during the meeting

How can I test my setup before a meeting?

- You can test your audio / video setup **by joining us from 08:30 am CET on the conference day**. There are technical hosts for support and you have enough time being prepared before the conference starts.

What can I do if I have technical issues during the meeting?

- Chat in the conference to a technical host
- IF you loose audio, video connection and/or frozen pictures check your internet connection
- Deactivate your video if you have an issue with your bandwidth

- Leave and rejoin the meeting
- Contact and ask our technical support
 - Via phone under: +49 162 265 1223
 - Via email under: support@vert-dpf.eu

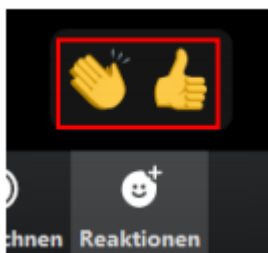
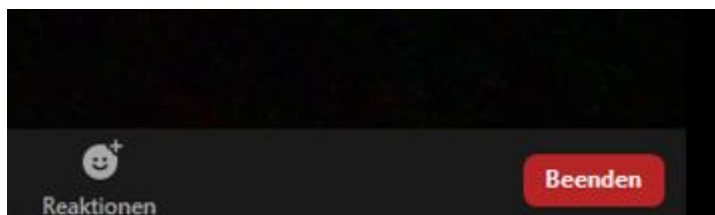
If I got disconnected how can I re-join the conference?

- You can always re-join the conference over the start link: <https://vert-dpf-eu.zoom.us/>

Can I give feedback to the speaker and/or the moderator?

Yes, **all speakers will be happy to receive feedback** from you. You might use thumbs up and clap.

You find this symbols under the reaction button.



How can I update my Zoom Client?

You can download the latest version of Zoom from the Download Center: <https://zoom.us/download>

Do I have to download Zoom for this conference?

No, you don't have to download Zoom. But you'll have more options during the conference if you have downloaded the latest zoom version.

Do I need any account to use Zoom?

A Zoom account is not required if you are strictly joining Zoom Meetings as a participant.

How do I join the VERT conference in Zoom?

You can join the Zoom conference on March 25th from 08:30 am CET on by this link: <https://vert-dpf-eu.zoom.us/>. Hereby you'll get on the VERT Conference Website.

How do I join computer/device audio?

On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings.

Can I use a Bluetooth headset?

Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

Is it better to use a headset (Bluetooth or USB) or the audio from y device?

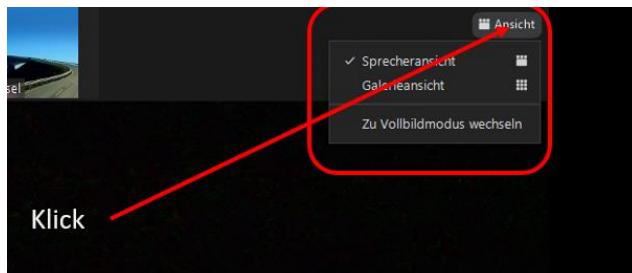
We recommend to use a headset as then the quality will be much better.

What are the best settings during the meeting?

Audio: be always on mute except you would like to join the discussion

Video: Deactivate the video function to reduce data transition.

The process of the 11th VERT conference is designed to **follow in the speaker view**. You see the presentation AND the speaker and the moderator on your screen. In the gallery view it is much more difficult to follow.



If you entering the conference the right view should be pre-selected.

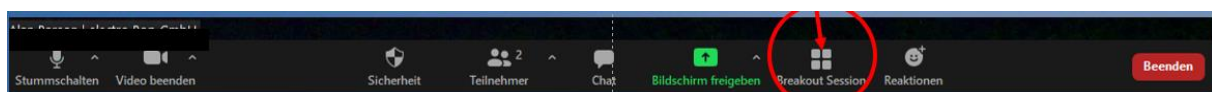
Chat: Send you **question and comments to a presentation** via chat to **all participants**. They will be answered after the presentation in a Q & A session. You can also choose a dedicated participant for a chat. But be careful, don't mix it up 😊

What are the breakout sessions?

The breakout sessions is an opportunity to meet during the conference breaks technology providers. The breaks will be started three time during the conference. The you'll get the chance to talk directly to different technology providers in different rooms. Each provider has prepared valuable information for your about latest developments trends and markets.

We recommend to use this opportunity during the break and to join this rooms, move from one room to the any other room. When these sessions are started there will be the symbol for the breakout sessions in you chart in between the „Share screen“ and „Reactions“.

Then you can open a menu by tipping onto that button and choose the room you would like to join



Make use of this opportunity and raise your questions to the persons. If you have any technical issues with that function please ask the technical support team for help. They can put you then into the room you want to join.

The sessions will be closed automatically after the planned time. Then you will get back into the main session automatically.