

Think
new things
Make
new connections

Zoom – Guidance

Please read our ‘**House Rules**’ on the following page.

We will be using **Zoom** as the platform for the discussion and will send you a link to the Zoom meeting via email, at the beginning of the week of the conference. The **same** Zoom link will give you access to **all** conference sessions, including plenary and working group sessions.

Zoom sessions will be opened a few minutes early for anyone wishing to check their connection or having a question. (Feel free to then turn off your video and audio but we ask that you turn on your video at the start of the conference, keeping your audio off unless you are speaking.)

We assess the *cyber security risk* associated with Zoom as reasonable and that Zoom provides as good an experience as is currently available. The meeting will be password protected, with the password embedded in your Zoom link. *It is also true that no platform may be assumed to be 100% secure and there is a balance to be struck between functionality and security.* We will set the Zoom meeting settings so that everybody must connect via an encrypted connection (via wi-fi or mobile data; *dial-in options will not be available*).

If you *join from a laptop*, you will need to have downloaded the latest version of Zoom Client for Meetings, available here: <https://zoom.us/download>. *To optimise security and performance, from 1 November 2021, all users of the platform will be required to update their Zoom software to ensure it is no more than nine months behind the current version. To avoid any delay joining the discussion, we would encourage all participants to update to the latest version in advance of the session.* Those *joining from a mobile phone/tablet* will need to have downloaded the Zoom Mobile App (Zoom Cloud Meetings) from their app store (and also available here: <https://zoom.us/download>).

Depending on the device you are using, you may not need to type in the password – but guests joining with a tablet may need to enter the password, and possibly the meeting id., which will also be provided with the Zoom link.

We assume that most, if not all, will by now be familiar with Zoom (including use of the ‘**Hand Raise**’ feature) and that you will have Zoom downloaded to your device, so we are not providing detailed instructions. Please, though, do not hesitate to contact us in advance if you require any guidance.

In-person guests will connect to the Zoom meeting as a group from the Library via Ditchley’s ‘Bridge’ technology, and from break-out rooms via a 360-degree camera and audio system. Guests may also wish to bring a mobile device to the session and connect to the meeting in order to participate in the Zoom chat. If you do so, you **must** turn off the audio on your device (microphone and speaker) to prevent audio feedback, and you turn off your video.

In the unlikely event of a Zoom outage:

The steps to take, in the unlikely event of a Zoom outage:

1. Wait 5 minutes and try to re-connect to the meeting via the Zoom link for the conference.
2. In the event of a protracted Zoom outage, we will, after the 5 minutes have elapsed, email you a link to re-join the conference via **Microsoft Teams**.

DITCHLEY

House Rules

Check your display name

In the interests of openness, all participants must be clearly identifiable from their Zoom display name (we suggest **First and Last Name**). If we are not able to identify you when you join the call, we will send you a Chat message to ask you to identify yourself; *if you do not respond, you may be removed from the call.*

The Zoom link is intended for you personally

Please do not share the Zoom link with anyone else. If you require that an assistant be on the call with you, please notify us in advance, so that we can recognise them by name and so that they do not run the risk of being removed from the call.

Video

As a courtesy to speakers, and to create a more collaborative experience, we ask that all participants keep their video on. We do understand that people may need to step away for a moment and wish to turn their video off at times.

Audio

Please use the mute feature when you are not speaking to prevent background noise from your location disrupting the discussions (*please excuse us, if we mute your audio remotely*). **Remember to ‘un-mute’ when you are ready to speak!**

Observers

Observers are welcome to join the **Plenary sessions** and are asked to keep their video and audio **off**. They must be recognisable from their display name or they will be removed from the session. Observers may also join the **Working Group sessions** but only if they have their video turned **on**. They should be prepared to introduce themselves if asked to do so by the Chair of the group, and to comment on the discussion if invited to do so. If Observers join the Working Group session and keep their video and audio off, they will be removed from the call. Any Observers will be listed as such in the Participant List.

Guidelines

Speaker View vs Gallery View

You will be aware that you have the option of being in Speaker View or Gallery View which, depending on your device, will display the images of 25 or so participants at once. If there is a contributor you particularly wish to remain visible on your screen at all times, you can click the ‘More’ button at the top of their image and select ‘Pin’. (Simply do the reverse to ‘unpin’ them.)

One option that may optimise your experience is to ‘pin’ the feed from Ditchley, with the gallery of other participants across the top of your screen, and the Chat feed down the side.

Chat

Private chats, by their nature, will not be recorded but public chat will be saved, as substantive comments and exchanges may potentially contribute to the final conference report.

Please monitor your Chat feed. If an issue arises – for example, with your audio – we may send you a Chat message to alert you. *If you have any difficulty, please send a private chat to Sandra, or to the Ditchley staff member in your working group, and they will attempt to help you.*

Hand Raise

Ahead of the conference, please familiarise yourself with the location of the ‘Hand Raise’ button on your device, which you will need to use when you wish to indicate that you would like to speak. Depending on your device, it may be found under the ‘Reactions’ menu; under ‘Participants’, next to your name; or under ‘More’ on mobile devices. If you are struggling to find the Hand Raise button, let a Ditchley colleague know via Chat that you would like to speak.