

## Guide to Zoom

### The Twenty-Third Biennial Conference of the International Society for the History of Rhetoric (ISHR) at Radboud University Nijmegen, The Netherlands, 2-6 August 2022

#### Basics

Every session of the conference has access to its own safe, individual Zoom-link. These will lead to video-meetings that are only made available to members of the conference.

The Chair can open the pertinent Zoom-link on the computer in the front of the session-room. Student assistants will make sure that the programme itself is set up properly in advance, so that the Chair themselves only needs to click the right icons.

**N.B.:** Student assistants of the Radboud University Nijmegen are on stand-by to assist in any troubles that might arise, including the use of Zoom.

#### Starting and joining the meeting

##### *Starting the meeting (Chairs)*

The Zoom-screen will be visible on your computer screen prior to the start of every session (**fig. 1**). The meeting can be started by pressing the link to the correct meeting, and clicking 'Start' (**fig. 2**). Every meeting link denotes the correct session number, time, and title.

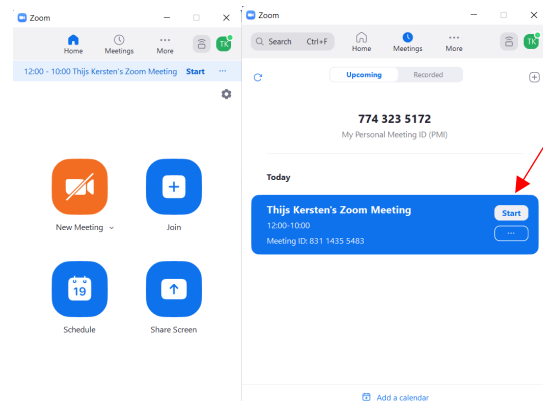


Fig. 1

Fig. 2

##### *Joining the meeting (Instructions for Online Participants)*

Online participants of the meeting can join the meeting by clicking on the correct Zoom-link. After clicking on that link, they will be admitted to the meeting by the Chair.

After joining the meeting, every participant can turn on their camera if they wish. To make sure that the meeting is not disturbed, please silence your microphone when you're not talking, by clicking on the microphone icon at the bottom left side of your screen. This way the speaker(s) will be able to present their papers without inadvertent background noise (**fig. 3**).

##### *Admitting Online Participants (Instructions for Chairs)*

Online participants can be admitted by pressing the button marked 'Participants'. This will create a window in the Zoom where the Chair can see all the participants. When online participants join the Zoom-meeting, they will pop up in this window and can be admitted by the Chair, by pressing 'Admit' next to their name (**fig. 4**).

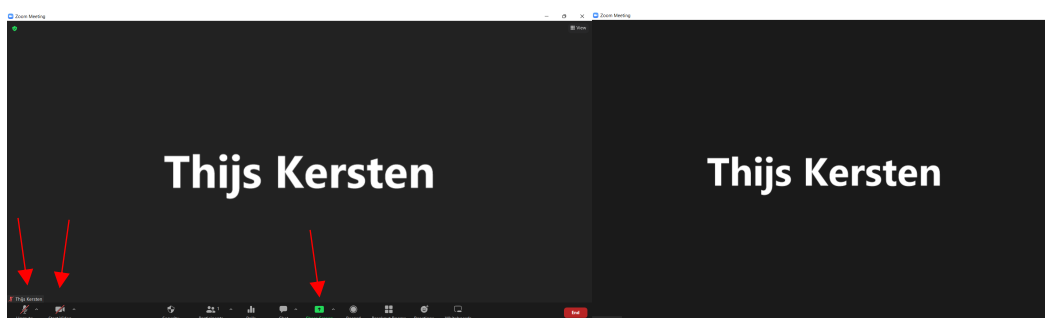
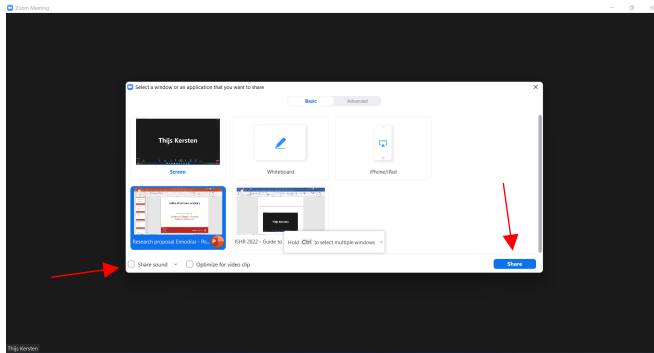


Fig. 3

Fig. 4



**Fig. 5**

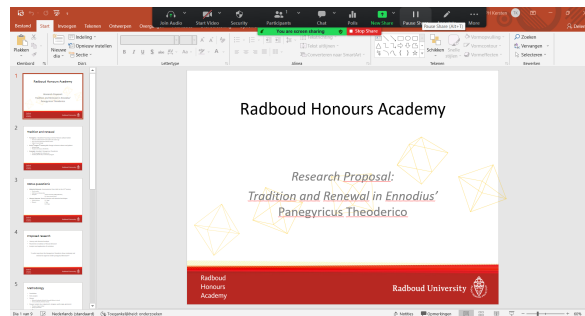
**N.B.** This function allows you to share any document, including PowerPoint, Word, PDF, and other types.

## Sharing the screen

In order for online Presenters to be able to show a presentation, they need to be enabled to share their computer screens. To make this possible, the Chair should make every Presenter a so-called co-host. This can be done by going to 'Participants' once more and hovering over the person in

question. When the Chair clicks on said person's name with their right mouse button, a button 'Make co-host' will appear. This will authorize the presenter to share their screen.

The Presenter should first click the green button 'Share screen' in the middle of the lower bar (**Fig. 3**), where the 'Microphone'- and 'Camera'-buttons also appear. This will create a pop-up window that shows all the tabs that are open on the presenter's computer. The Presenter can now press the PowerPoint-tab and click on share (**fig. 5**). This will show the PowerPoint to the other members of the online meeting (**fig. 6**).



**Fig. 6**

**N.B.:** If the presentation includes a video or any other file that plays sound, the Presenter can select the box 'Share sound' on the bottom of the pop-up in **fig. 5**.

## Other functions of Zoom

### Chat-function

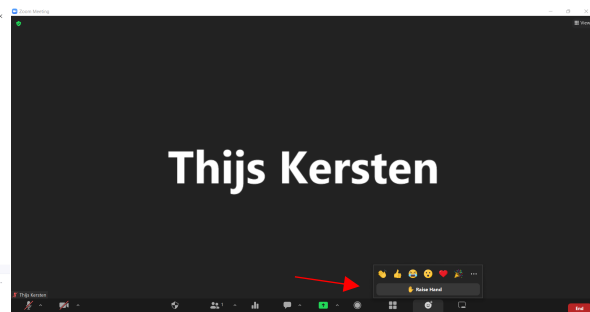
On the lower bar, there is also a 'Chat'-button. Pressing this will result in a new pop-up window where all Participants are able to send text messages to comment on the presentation or ask questions (**fig. 7**).

### Raising hand

Should a Participant want to ask a question or deliver a comment orally rather than contributing to the chat, they can press the 'Reactions'-button on the lower bar. This will show a pop-up and a button 'Raise hand' (**fig. 8**).



**Fig. 7**



**Fig. 8**