SIG-Marcomms Extraordinary Meeting 2-3 April 2020
**Zoom guidelines:**

- You may need to download Zoom before you can join the meeting. Please click the invitation link and download in good time before the call begins. The meeting room will be open from 14:50 Thur / 08:50 Fri for anyone wishing to test and troubleshoot.

- To display a branded backdrop in your videoscreen, prepare a png file in advance (16-9 ratio). In Zoom you first click the up arrow to the right of the video camera icon, then select 'Choose Virtual Background', then the + button to upload a file. DO THIS BEFORE THE MEETING STARTS TO AVOID CAUSING DISTRACTIONS.
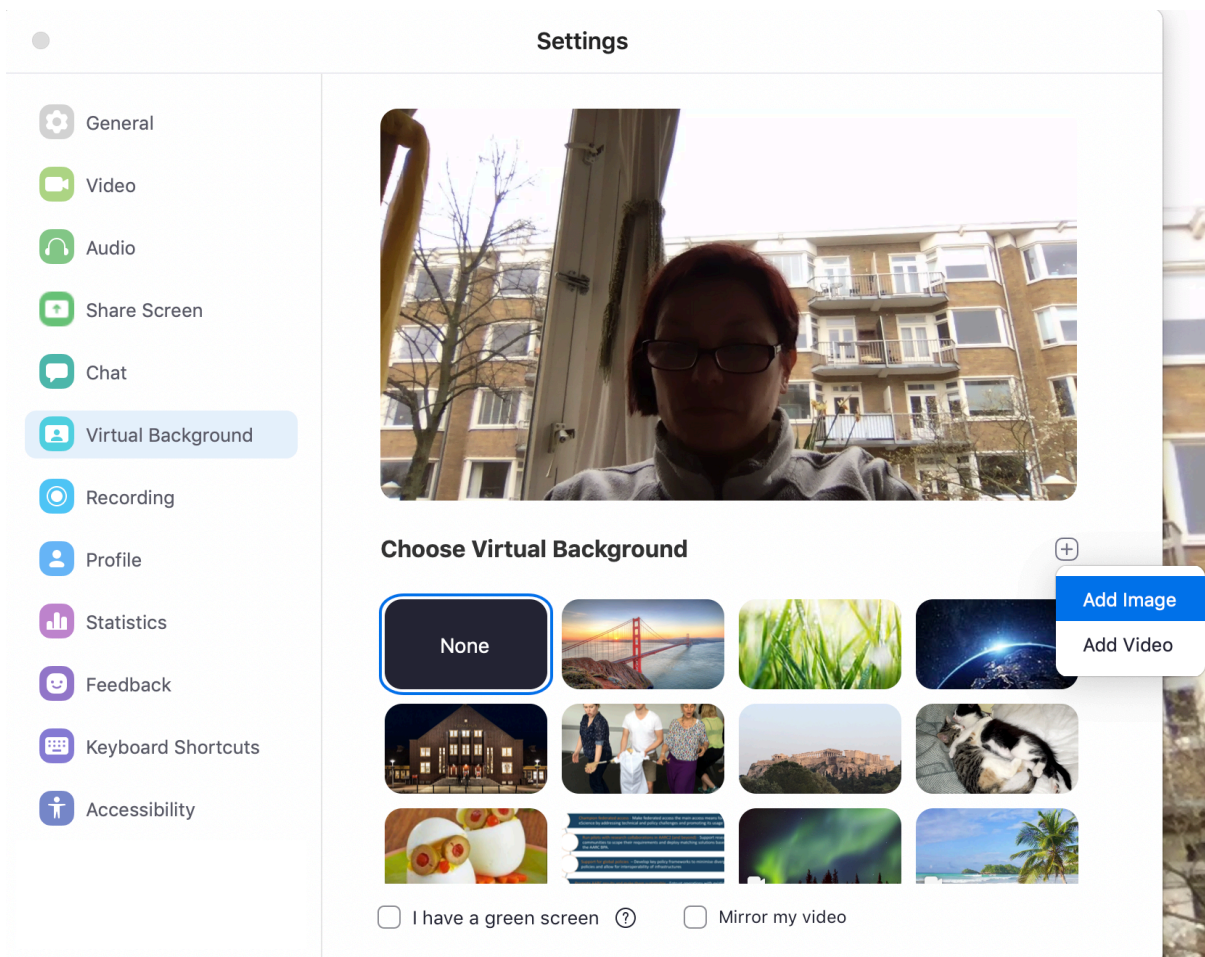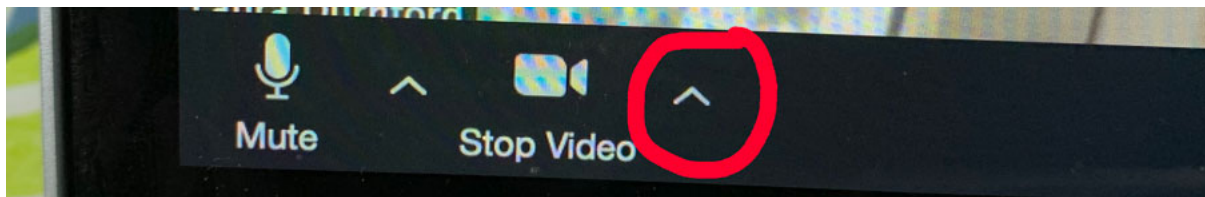

- Please be in the meeting room at the latest by 15:10 Thur / 09:10 Fri, so we can start the agenda promptly at 15:15 / 09:15. The room is available from 14:50-15:10 Thur and 08:50-09:10 Fri also for meeting and greeting other participants.

- Have a smart phone / other 2nd device handy during the meeting in case we want you to access online tools outside zoom without disturbing your meeting participation.

- Please use headphones including mic if possible, to optimise your input sound quality.

- After the initial chat time ends, the host will mute everybody's mic during presentations by designated speakers. When we enter discussions times, mics will be open for you to control yourself, but please mute when you are not talking. (Button bottom left)
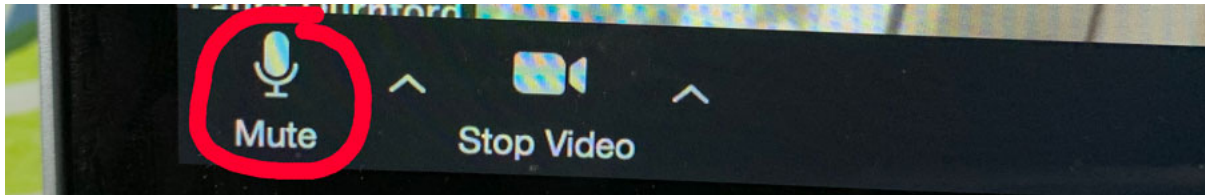

- In the top-right corner of the black area where videolinks are displayed, you will see a button that says either 'Gallery view' or 'Speaker view'. We recommend that you click 'Gallery view' for the 'Arrivals' time and any discussions, and click 'Speaker view' for the presentations. (NOTE: while you are in Gallery view the button will say 'Speaker view' and vice versa.)

- While presentations are ongoing, or during the following Q&A or discussion times, let us know that you wish to ask a question by typing 'q' or 'Q' in the chat box to the right-hand side of the main display. We will then go through them in sequence to ensure everyone has the chance to speak.
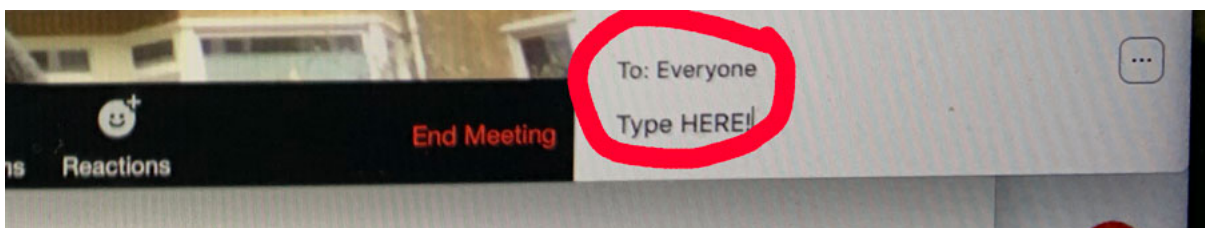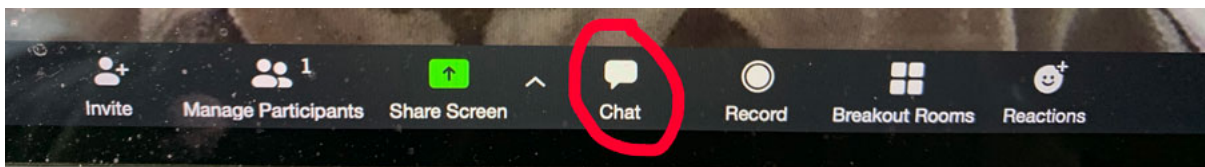
- If you wish to type a comment in the chat box, we can draw attention to it as relevant / timely. Alternatively, type a 'q' and say it yourself when asked to contribute.

- Please avoid repeating what someone else already said – let us know if you agree or not and add further info.

- At the end of each session we will check that all chat comments / questions have been dealt with.

- If you wish to give applause to the presenter, please select the clapping hands icon after first clicking the 'Reactions' button at the bottom of the screen.
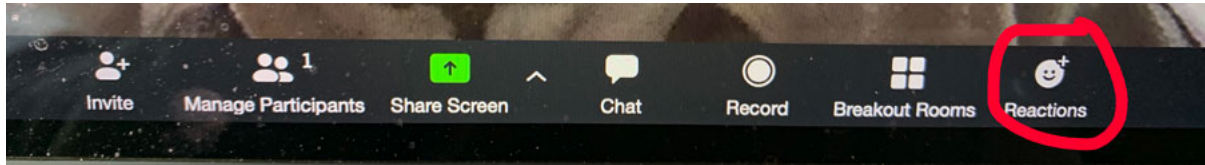
- Once the formal agenda begins, the meeting will be recorded as an audiovisual file that will be made available on the agenda page after the meeting has ended. If you do not wish to be seen, please ensure your camera is then switched off.

Thanks in advance for following these guidelines. This is the first time the steering committee members are hosting a Zoom meeting, so we are keeping it simple and hope it will go smoothly enough, but please be patient if not.

Please note all times are in CEST (the Netherlands changed to summertime last weekend).

Thanks!