

Due to the ongoing corona pandemic, the eGTUG - European NonStop HotSpot 2022 will take place in this year on 26 and 27 April 2022 digitally. The event begins at 8:30/9:00 a.m. and ends at around 12:45/1:00 p.m., with a short break.

"Zoom" was selected as the meeting platform. The following explanations give some tips for handling the program before and during the event.

## Registration

Registration for the event takes place via the GTUG internet platforms.

<https://www.gtug.de/> → Veranstaltungen → April 2022

or directly

<https://www.gtug.de/HotSpot2022>

The "Registration" button opens a registration form for entering the registration data (all mandatory entries) and the transmission of the data with "Send". A confirmation text follows with the Note on compliance with Zoom's privacy policy. If you agree to Zoom's data protection guidelines, the actual registration with Zoom takes place via the "Meeting Registration" link.

In the Zoom registration form that follows, proceed according to the instructions and confirm the entries (**the language can be set in the lower part of the Zoom registration form**).

This is followed by a confirmation of registration from Zoom to the e-mail inbox of the participant. The e-mail contains the personal dial-in link for later entry into the meeting (only on the respective Conference day from about 08:55 a.m. possible).

**Note:** to clarify questions before the start of the meeting, the meeting will be held on 25 April 2022 activated between 5:00 p.m. and 6:00 p.m. To dial in, please use the personal dial-in link.

## Login to Zoom

The zoom meeting of the eGTUG - European NonStop HotSpot 2022 uses two virtual call levels:

### Main level

After calling up the personal registration link transmitted by Zoom, the meeting is entered. The participant - and possibly already registered participants - appear on the screen (**do not forget to open the video channel** - left video symbol on the click footer). To the right of the video icon, various settings of the video channel can be set by clicking the small arrow pointing up (e.g. camera used, background image, etc.). The audio channel is for everyone closed.

On the main level, all speakers present their presentations in the order according to the agenda. The moderation is done by Dr. Werner Alexi, who at the beginning of the Event welcomes all participants, releases the audio channel of a questioner after the end of a presentation (if a participant has a question request) and announces the next speaker.

### Breakout Session

The breakout sessions (Breakout Rooms / chat rooms) are the conversational level for bilateral contacts between a presenter/participant and one or more participants outside the main level presentation series. Here, for example, after the end of a presentation Questions can be asked and discussed with the speakers.

A breakout session is directly assigned to each presentation. The individual sessions (Breakout Rooms / chat rooms) have different names according to their task (always shown in green in the following text). The Calling up the individual breakout sessions is described below. Companies are a special case comforte AG and Network Technologies International, Inc. Both companies have a breakout session available throughout the event (i.e. not just for a limited time after a presentation).

The following breakout sessions (rooms) are available:

Breakout Session **Agenda:** is the daily agenda.

Breakout Session **Speaker:** Speakers can contact the moderator Dr. Werner Alexi for a possible vote.

Breakout Sessions **Q&A xxxxxxx:** each presentation is assigned a session, which the speaker has a limited time for questions after the end of his presentation participant is available. xxxxxxx is usually the name of the speaker or the company name in the case of comforte and NTI. In addition to the speaker, of course, the questioner must also among the participants of the session to join the discussion.

### Handling of the different functions of Zoom

The following descriptions refer to the icons of the zoom footer and are only brief Instructions for using these icons. They are described in order from left to right.

**Mute** Closing and opening the voice connection. Is not relevant for this meeting, as the moderator opens the microphone centrally if necessary. Warning: should the audio connection is used when exiting a breakout session Audio connection is closed and must therefore be reopened again and again.

**Start Video** Close and open the video connection.

**Security** Not relevant for this meeting.

**Participants** The number of participants is shown. Another person can be invited to the meeting via the small arrow pointing upwards (via contact or E-mail).

**Chat** The function allows information to be exchanged with other participants (or all participants) are exchanged. It should be noted here that this can only be done with Participants who are in the main level or the same breakout session is possible.

**Start screen** This function unlocks your own home screen. Zoom only runs in the background. All functions of the home screen are available; e.g. a presentation can be started and is then visible to all participants. The return to zoom is via the red "Stop" button in the top line of the home screen.

**Record** Ability to record the meeting.

**Beakout Rooms** A breakout session can be entered via the function. This is the Session for displaying the "Agenda", the session "Speaker" for voting between speaker and moderator and the "Q&A sessions" on the presentations.

**Reactions** A participant can use the function to post a question. The selected icon appears in the top left of the screen. The moderator unlocks the questioner's microphone. This function is only possible during a speaker's presentation. When the presentation is over, the opportunity to communicate with the speaker via the breakout session assigned to the presentation is given "Q&A Sessions xxxxxxx".

The entire meeting or a breakout session can be exited using the red/blue button at the bottom right. When changing from one breakout session to another, this can be done directly using the "Breakout Session" function.

## FAQs

How do I access the second level Breakout Rooms?

After clicking on the icon "Breakout Rooms" (footer) a window opens with all sessions. Click on the blue icon of the desired session "Join". Changing to another session is possible directly in the same way. Leaving the session and returning to the main session takes place by clicking on the blue/red fields "Leave room" and "Die Leave breakout session" (bottom right).

Where can I get information about joining the meeting if it has already started?

After the start of the event, you enter directly into the main level, e.g. into an ongoing presentation.

Can I ask the presenter a question during their presentation?

Yes! Any participant can Report to the presenter to ask a question. The "Reactions" smiley in the footer is clicked. A hand symbol or similar shows the moderator that a participant wants to ask a question, he interrupts the speaker at a suitable point and opens the microphone of the speaker/questioner.

Can I reach the presenter to coordinate my presentation before the meeting starts?

No! A time-independent coordination with the moderator is only possible during the meeting.

To allow voting before the meeting begins, the meeting will be held on 25 April 2022 open between 5:00 and 6:00 p.m.. Please use your personal dial-in link.

Of course, the moderator can be contacted at any time via email:

- ◆ Dr. Werner Alexi: [Werner.Alexi@gtug.de](mailto:Werner.Alexi@gtug.de)

Can I reach the moderator to coordinate my presentation during the meeting?

Yes! During the meeting it is possible to open a chat with the moderator. With a click on the chat symbol in the footer, a participant (or all participants) can be selected and a message can be sent (e.g. to make an appointment at a certain time with one of the voting speakers). The breakout was added to the bilateral talks with the moderator "Speaker" session set up. An appointment should therefore be made in this session.

Note: a chat can only be opened with presenters/participants who are in the main level (presentation level) or the same breakout session.

Can I see the agenda without leaving the meeting?

Yes! Go to the "Agenda" breakout session. The handling of the breakout sessions is described above in the first question.

How can I leave the meeting?

The meeting can be left via the red/blue icon at the bottom right.

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