# A few hints and tips for talks

Technical aspects

- How to join the Zoom webinar?
    - You will have received an invitation email from Zoom (if you have not, please check your SPAM folder, and then send an email to wsf8@mdpi.com if you still haven't found it). You should simply click on that link and you should be automatically connected to the webinar.
        - Zoom may require you to install their app. Please check this before the day of your presentation (you can simply click on the link you have received and follow the instructions that Zoom will give you).
    - You are also sent the webinar ID and password in case Zoom requests it. This is another way that allows you to connect to the webinar.
- How to share my screen?
    - At the bottom of your screen, there is the Zoom menu bar. You will need to select "Share Screen" (usually in green, circled in red below)
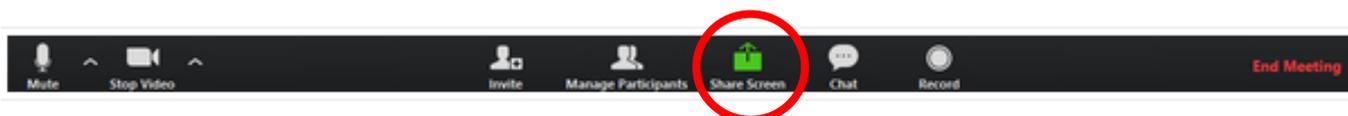

    - Another window will pop up and you can choose which application you would like to share (generally PowerPoint). Once you select the application, your screen will be shared and the attendees will be able to see your presentation.
        - **TIP!!!** If you are sharing a video, make sure that the "Share computer sound" option is activated, if not people will not hear the sound!
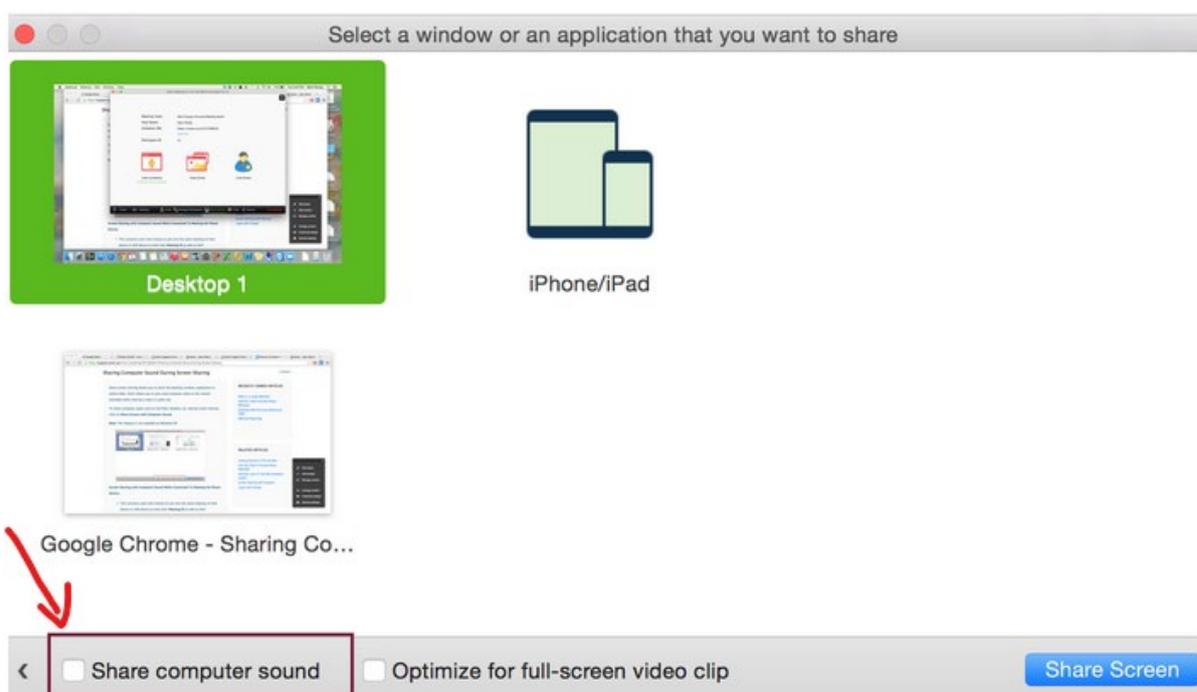
o To stop sharing, simply click on "Stop Share" at the top of your screen.
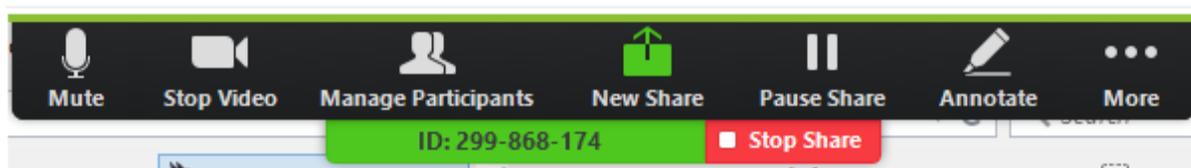
- What to do during the other presentations?
    o Whilst you are waiting your turn to present or if you have already presented and waiting for the webinar to end, it would be better if you would mute your microphone. You simply have to press on "Mute". This will allow you to carry on what you are doing, be it checking your emails, coughing, sneezing, drinking, etc. without disturbing the presentation of your colleague.
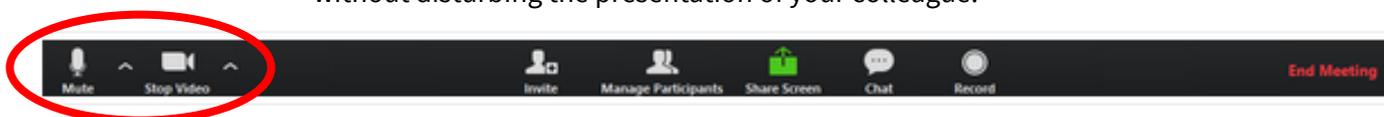
    o You can also switch your camera off if you wish. However, please remember to switch it back on once it is your turn to speak.

Formal aspects

- The Q&A box
    o Attendees might post their questions in the Q&A box. Simply click on the Q&A and the questions will pop up. If you wish to answer it, you can type in your answer.
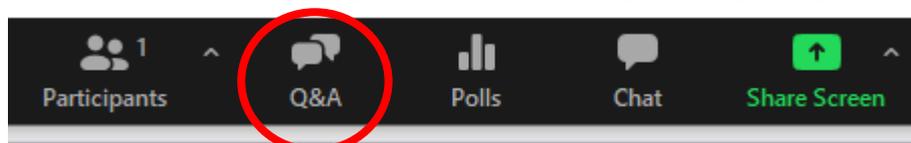
- Unlike in a conference, it is very difficult for the chair to notify the speaker on how much time they have left. We ask you, therefore, to keep an eye on the time yourself. However, if the speaker really goes overtime, we would appreciate it if the chair would switch on his microphone and his camera and politely interrupts the speaker.

Some other suggestions:

- We would recommend that, if it is possible, you find a quiet room to avoid external noises disturbing the webinar.
- If you have an external microphone or headset, please feel free to use it.
- In order to look your best, it would be good to avoid any bright light source (i.e. window) coming from behind you.
- Having a glass of water within reach wouldn't go amiss! You never know when you will get a frog in your throat!