# 1 - How to login as panelist in webinar mode

Participants to GNB2020 via Zoom are divided into two categories: panelists and attendees.

Panelists are speakers and chairmen (as well as conference organizers). They can screen share, and have audio and video on to participate.

Attendees are people joining in view-only and listen-only mode. An attendee can be promoted to a panelist (and back) only by the conference organizers. Attendees can use the Q&A form and, if allowed by the conference host, they can raise their hand and receive permission to talk.

Although one can join a Zoom webinar by browser, the installation of the Zoom client is suggested in order to have an easy and smooth experience. The client will download automatically when you join your first Zoom meeting but is also available for manual download here: https://zoom.us/download. Following screenshots refer to this Zoom client for Windows.

Panelist perspective:
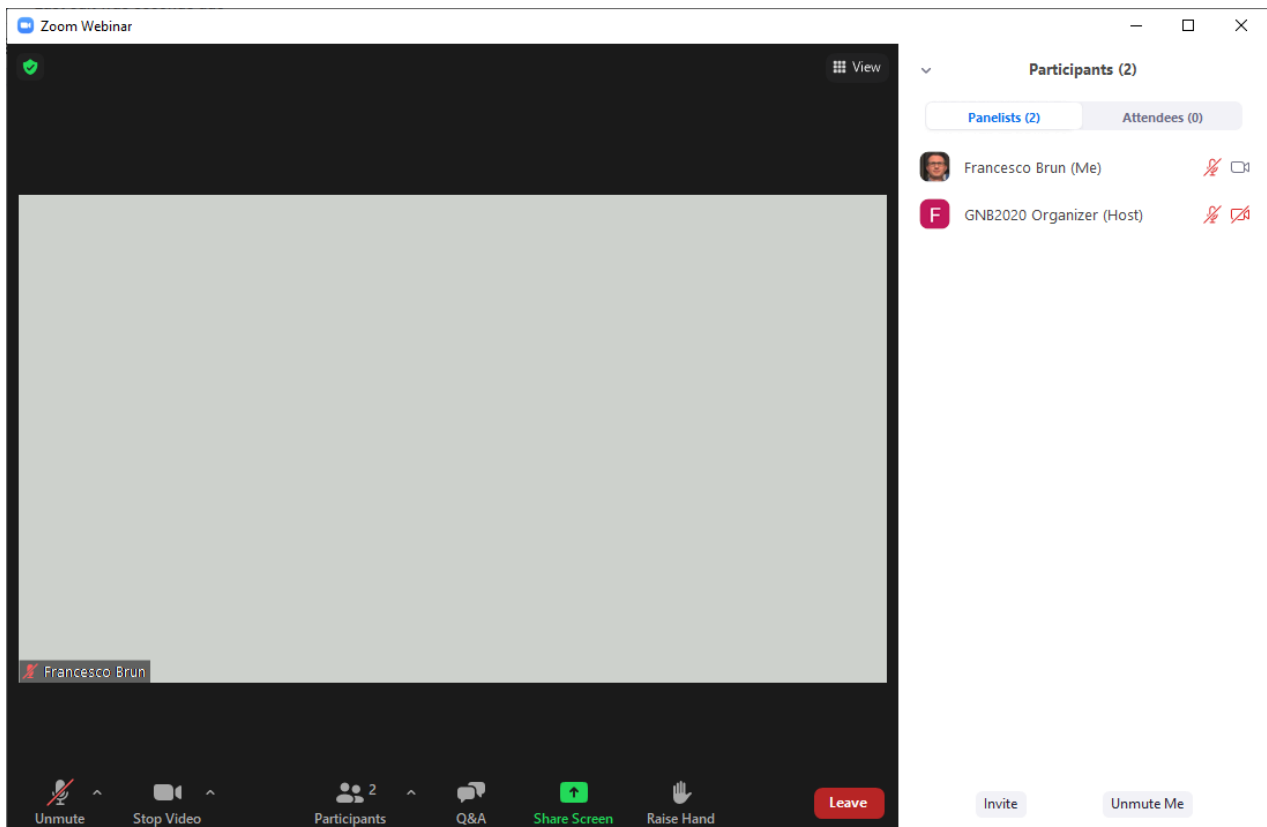
A panelist is aware of the other panelists as well as the attendees by opening the participants sidebar. A panelist can mute/unmute, start/stop video and share screen (see section 3 of this document). **A panelist can browse all the questions received by the attendees through the "Q&A" form and reply privately or publicly** (see section 2 of this document).
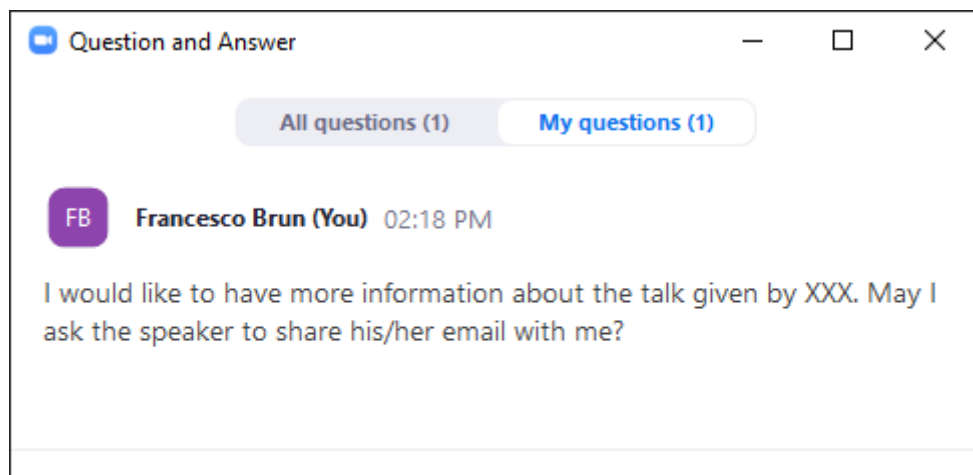
Attendee perspective:
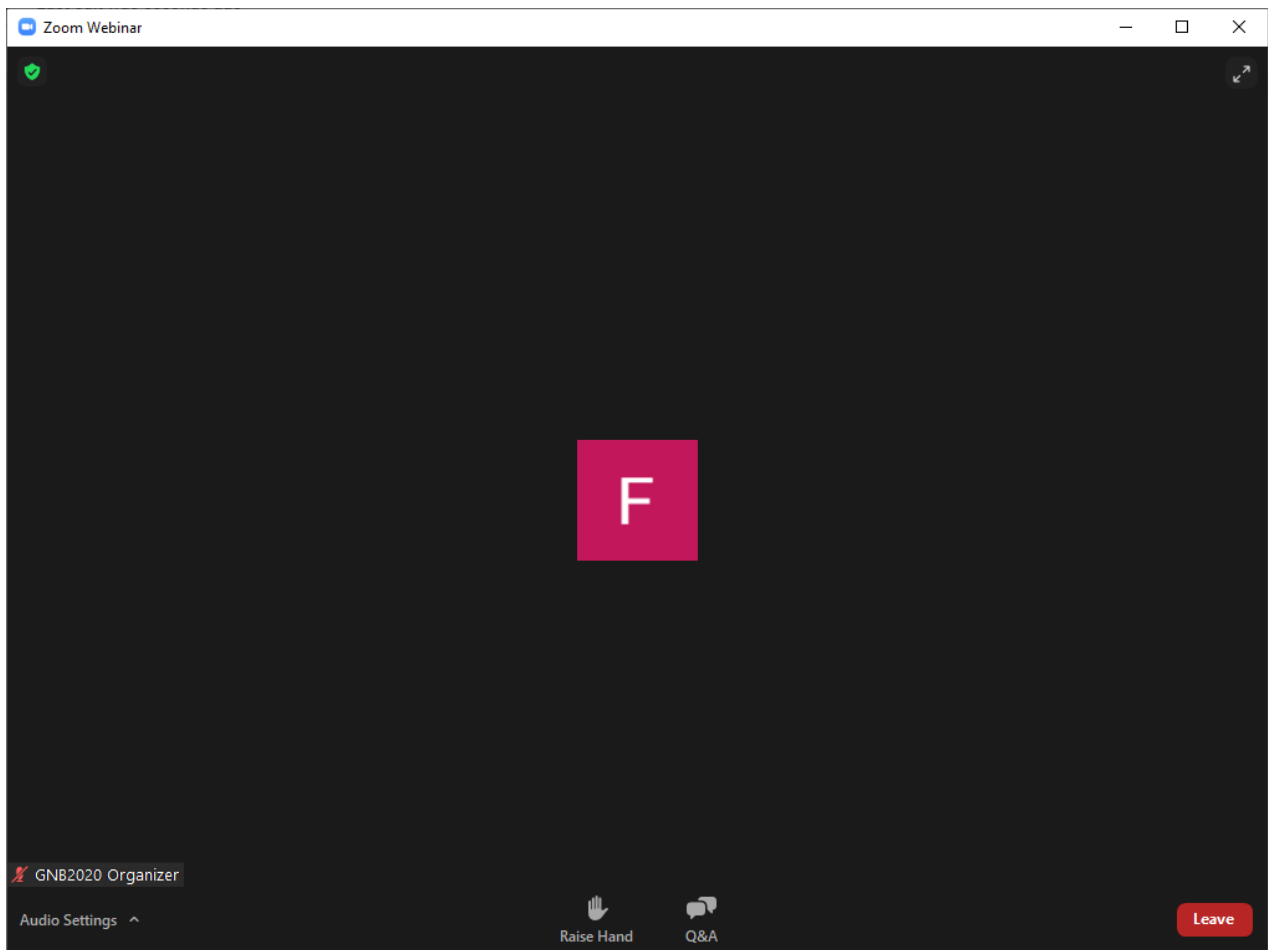
An attendee **can only use the features "Raise Hand"** (if allowed by the host) **and "Q&A"**. If you are a speaker and after login you get the attendee perspective check the email address used to log in or your Zoom account. Before contacting the organizers, try again using the "one-click" link received by email approximately one-hour before the beginning of your session.

NOTE: If you are supposed to be a panelist of that session and you are sure you log in with the correct email address, please use the Q&A form to ask the organizers to be promoted as panelist. Do NOT send emails to the organizers. Conference host can promote you as a panelist "on the fly". You will see your Zoom client re-joining the webinar.

2 - How to use the Q&A form

Two different perspectives are available for the Q&A form. Attendees see their own questions and the answers to other questions only if panelists decide to reply to those questions publicly. Only at this point all the attendees can see both the question and the answer. Unanswered questions are not publicly visible.

### Attendee perspective:

Panelist perspective:
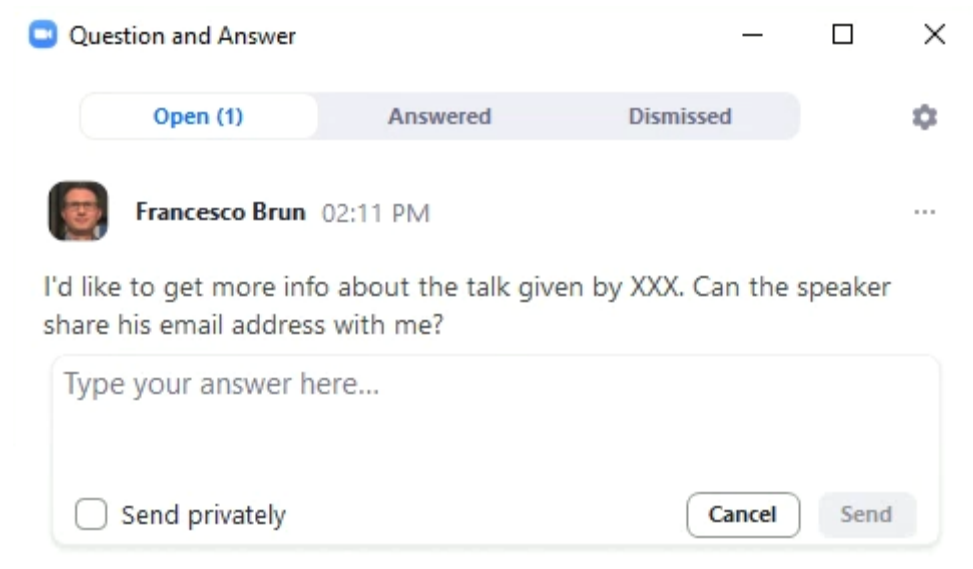
It's up to the panelist to use the flag "Send privately". The default option is to send the answer publicly. Only at that point all the attendees will see both the question and the answer. If you plan not to reply to a question (because e.g. it was a duplicate of a previous question) please dismiss it or cancel it in order to keep clear the list of open questions. This helps other panelists and organizers.

3 - How to share screen (only for panelists)

In the lower part of the window, go to the green button "Share Screen":
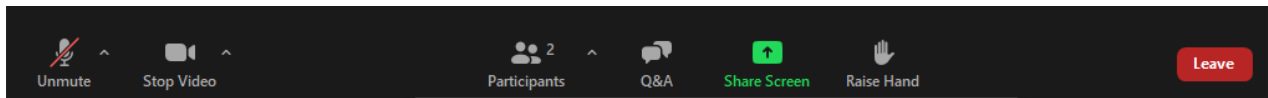
A dialog window appears. Though several options are available, we suggest to share the whole screen instead of the window of your presentation software tool (e.g. Powerpoint).
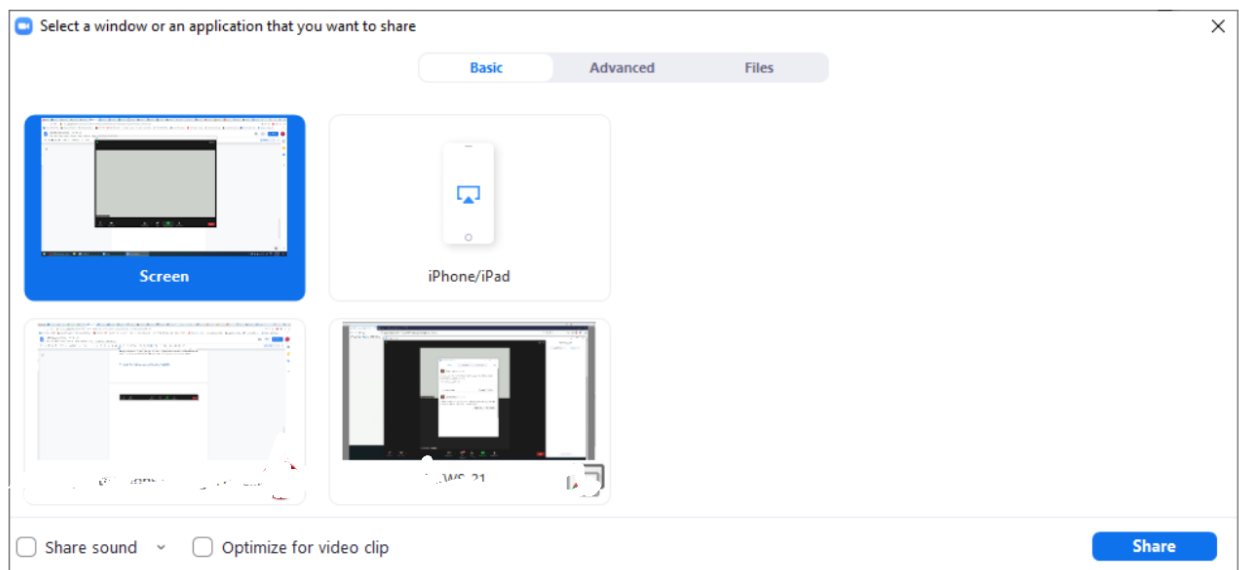
By default Zoom favors spatial instead of temporal resolution and audio is not shared. This is the most suitable option for the vast majority of presentations. However, if your presentation includes a fragment of a video and/or sounds, you can modify at run-time the settings by hovering your mouse to the upper part of your screen. A floating bar appears. Then, from the "More" menu select "Optimize for video clip" and/or "Share sound".