



Infosheet on Zoom-Usage

Conference Gender: Ambivalent In_Visibilities. Inaugural Conference of the Research Platform GAIN, 15–16 April, 2021

Here are some key guidelines to support your participation and ensure the smooth running of the conference. Please read the guidelines carefully.

Registration for the Conference

Please be aware that there are three separate registration forms: for each day of the conference (Day 1 and Day 2) and for the GAIN Gender and Agency Lecture by Rosalind Gill. Make sure to register to all sessions you are interested in.

Day 1, 15 April: [Registration for Gender: Ambivalent In_Visibilities. Inaugural Conference of the Research Platform GAIN,](#)

Day 1, 15 April - Evening lecture: [Registration for GAIN Gender & Agency Lecture Rosalind Gill: "Posting a perfect life: Affect, social media and fear of getting it wrong"](#)

Day 2, 16 April: [Registration for Gender: Ambivalent In_Visibilities. Inaugural Conference of the Research Platform GAIN,](#)

Guidelines for participation

It is recommended to download the latest Zoom-Software on your device before the beginning of the conference: <https://zoom.us/>. As a participant and especially as a speaker, it is important to familiarize yourself with Zoom and its technical functions. You can test your microphone and camera, and share your screen, simply by scheduling a private meeting by yourself with your Zoom account.

When you first join a conference session, your microphone is automatically muted and your camera is turned off. We kindly ask you not to unmute your microphone, unless the moderator gives you the floor. This will avoid overlapping noise and other distractions.

If you have a headset, we recommend using it. It can help with concentration, as well as prevent the circumvention of sound or the transmission of background noise to the rest of the conference audience. However, it's quite normal at online conferences that participants' home life might be seen or heard in the background – no need to worry about this!

Using the Share Screen function

You can start sharing your PowerPoint (or content in another format) by clicking the Share Screen icon on the bottom of your Zoom window and choosing the tab you wish to share. Please make sure that you have your PowerPoint or other shared content already opened at your computer beforehand, for making the sharing smooth. While sharing your screen, you are not able to see the chat.



Troubleshooting in case of problems

1) First try to solve the problem yourself:

- Zoom works best through its own application: download Zoom to your computer, ideally before the conference
- Join the appropriate plenary session or parallel online workshop channel well in advance
- If you get disconnected or dropped in the middle of a session, re-join via the channel links
- Check your internet connection: Slow or congested internet connection can result in interruptions in audio and video. Unfortunately, if there are problems with the internet connection, the organizers cannot do anything to help.

2) Ask for help

Technical support will be available during the whole conference. Just type “techsupport” in the chat. Sara, our tech support, will contact you in a private chat. Sara may be reached via e-mail throughout the conference at office.gain@univie.ac.at as well as via phone 0043 1 4277 358 09.