

Good Online Conference Practice

Online meetings and conferences have become usual for many people since spring 2020. Simoulatenously, this form of communication is still new to many. We want to present a couple of tips and guidlines here, so that everyone can sart into the online physicist conference with a good feeling.

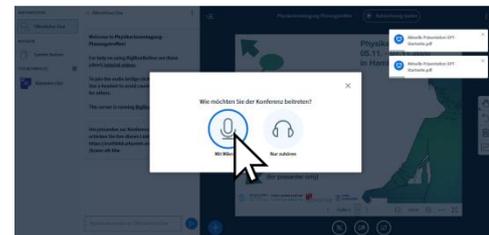
- Our conference will mainly be carried out in **BigBlueButton (BBB)**. BBB is an open source audio and video conference system that is developed by the computer center of the University of Hamburg.
- To use all functionalities of BBB, please use the **Chrome-Browser**.
- As a listener to a talk, you connect yourself with the microphone, but you **set the microphone to mute** during the talk. The video camera stays off.
- If you want to **ask a question**, there is the possibility to **raise your hand in BBB**. To do so, you select your name in the list of participants and select "Status >> Raise ". Every event has a moderator to handle questions.
- On the right side, in the user list toggle under "Messages" you can find the **public chat**, which is visible to all logged-in participants. In order to **chat with people indiviually**, you must right click on that person under "Users(Number)".
- Questions can be asked in **English or German**. The moderator can translate your questions.
- The conference is also a great networking opportunity. Managing networking events online is a particular challenge.

We rely on your lively participation in discussions and in themed rooms.

- During the online "GetTogether" on Thursday evening and the online coffee breaks, **eating and drinking is also welcome!**
- We want to provide a **family-friendly conference**. Therefore, we tolerate children's noise in the background. We are welcoming also young participants.
- As a presenter, you can upload your presentation under "Actions". To do this, you have to become a presenter under "Actions". Afterwards, you can upload the presentation, select it and confirm your actions. Don't forget to **unmute your microphone** and **activate the camera**.



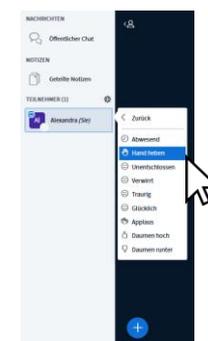
Startseite in BBB



Beim Einloggen mit Mikrophon verbinden um Fragen stellen zu können.



Mikrophon stumm schalten in BBB



Die Hand heben in BBB



Eine Präsentation hochladen