

# Zoom call / Tech specs & Set-up



## 1/ Internet connection

To ensure the best possible online connection and streaming, we ask you to check the following:

Please open [speedtest.net](https://www.speedtest.net) and check for your internet connection speed.

You will receive three numbers:

- Upload speed. Should be at least 5 Mbps/s.
- Download speed. Should be at least 5 Mbps/s.
- Ping. This number should be around **8–12**, if it is more, there is a possibility your streaming will freeze regularly.

If possible, please use a wired internet connection to improve the quality of the call.

## 2/ Sound

For the best possible sound, please use headphones with a microphone. The airpods and other wireless headphones are not reliable. We will much appreciate if you could try to secure headphones similar to this type:



## 3/ Camera

Please try to elevate your webcam to the level of your eye line. A stack of books may be helpful, if you don't have any other tools available (we will do the same).



This should help you get a frame similar to the third one:



## 4/ Lighting conditions & your surrounding

Please consider your surroundings: what is behind you, where you are positioned in relation to natural sources of light. If you are directly in front of a window and streaming in the late afternoon, be aware of the fact that the sun may go down while you are streaming and you will therefore need an additional source of artificial light. However, please try to avoid a light source in the frame or one aimed directly at your face.

We don't mind seeing your library  
(reading tips are always welcome  
and we promise not to judge your taste):



Or seeing you up close:



## 5/ Zoom set-up

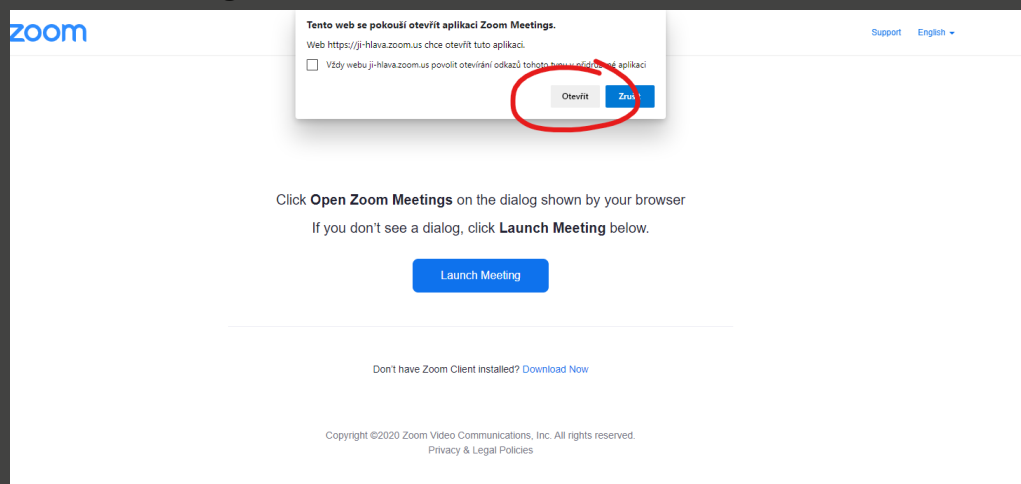
Download the latest version of Zoom (always available [here](#)) and register before our test call and make sure when you are streaming, your profile shows the following information:

- name, surname, name of institution
- photo on your profile

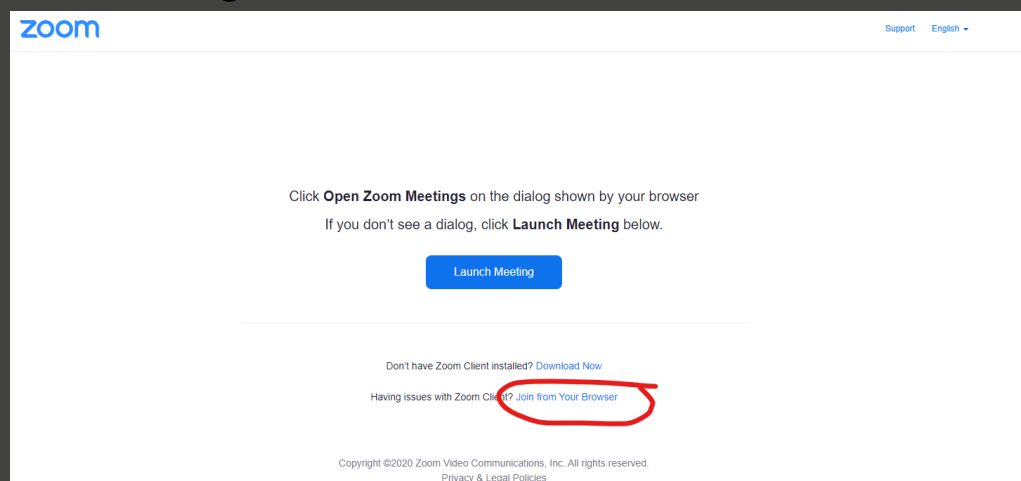
**During the panel, please mute microphone when not speaking.**

# Joining the meeting

**1/ Click on the received link of the meeting and join the meeting with the zoom app at least 10 minutes before the start of the meeting itself**



**or join the meeting from your browser at least 10 minutes before the start of the meeting itself.**

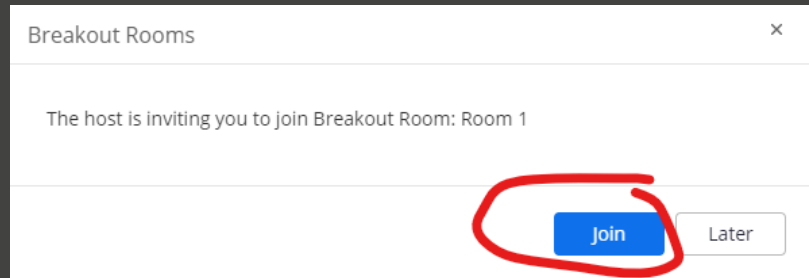


## 2/ Name yourself in the format clear format: Name / Institution



In case of Matchmaking Accelerator Meetings

- In the time of the matchmaking session you will be put in separate break-out rooms with the matched person.
- The meeting has 15 minutes and will end automatically. The time will be visible during the meeting for your control.



## 3/ If something goes wrong...

Please rejoin with the same link once again and our team will connect you again.  
If there is a tech problem during the stream, we will communicate with you in the Zoom chat or do not hesitate to contact us by phone!

## 4/ We really look forward to meeting you!

We assume that most of you have already gone through this in the past few months.  
But if you are confused, please don't worry. On your request we can make a brief test call prior to the event for absolute certainty.

## Notes

- **If you want to share a preview of some video material, please send a link via chat in your room.**
- **As a backup please have also a zoom app in your smartphone to easily join in the meeting.**
- **During the panel, please mute microphone when not speaking.**
- **Please note, that all scheduled times are in CET time zone.**
- And as already mentioned above, if you are not sure, let us know and we can make a brief test call.