

Dear ETOS TALK- Speaker,

we want to provide you with all the information necessary for your preparations and presentations.

IMPORTANT: Please read the following information very carefully and contact us as soon as possible if you have any questions!

Deadlines:

Date	Task
anytime	Technical questions s.kaul@dkfz.de
	<p>Register at the ZOOM ETOS2022 Meeting: https://us02web.zoom.us/j/89663993100?pwd=Yi84TkxTdVdaaEJEMVhHZldSMXhDUT09 After registration use same link to join meeting UPDATE ZOOM to newest version to be able to use Break Out Room</p>
Mo 07 Feb 2022	<p>upload your TALK presentation as back-up on Next Cloud until 11:59 am https://hub.dkfz.de/s/NMGR3YdK7mpADB3 The upload will not confirmed by the system. S. Kaul will contact you prior to the meeting, if your presentation is missing.</p>
Tue 08 Feb 2022	<p>10.00 am - 11.00 pm ZOOM TECHNICAL REHEARSEL (1) ➤ A - K 10:00 – 10:30 ➤ L – Z 10:30 – 11:00 Use above link</p> <p>Or 15.00 am - 16.00 pm ZOOM TECHNICAL REHEARSEL (2) ➤ A - K 15:00 – 15:30 ➤ L – Z 15:30 – 11:00 Use above link</p>
Thu 10 Feb 2022	<p>Opening of Waiting room: 9.55 am. Please use your full name + institution when joining your ETOS2022 Zoom session so we are able to identify you for any questions.</p> <p>10.00 am Welcome to ETOS2022</p> <p>12:45 pm Start ETOS Poster Sessions</p>

General settings:

Your talk will be held via **Zoom Meetings**. **Only in Zoom registered participants** are allowed to join. Please register before the meeting:

<https://us02web.zoom.us/j/89663993100?pwd=Yi84TkxTdVdaaEJEMVhHZldSMXhDUT09>

- **7 minutes presentation + 8 Minutes discussion**
- Please use DKTK template in general information on <https://indico.dkfz.de/e/etos2022>
- Please be prepared 15 min before your presentation time to share your screen.
- You will share your presentation via the **screen sharing function** in order to be able to use your mouse as a pointer and subsequently answer questions. You can find a detailed explanation of the screen sharing function via Zoom here: <https://support.zoom.us/hc/de/articles/201362153-Bildschirmfreigabe> Please familiarise yourself with this function before the event. You may also consider testing it with friends when you practice your presentation! We can also upload your presentation for you if required.
- Your TALK will be peer reviewed after presentation with the ZOOM poll utility.
- **Download the latest version in order to be able to access the break out rooms and easily raise your hand for questions:** [Auf-neueste-Version-aktualisieren](#)

Technical requirements:

- **IMPORTANT:** You do **not** need a Zoom licence for the event.
- Please check whether the settings on your technical devices allow you to participate via microphone and camera. You can contact S. Kaul (s.kaul@dkfz.de) at any time for a check.
- We recommend you to use a headset with an integrated microphone for your presentations, because from experience the built-in microphones in laptops, tablets, etc. are not always reliable.
- We expect you to familiarise yourself with the technical requirements independently. Of course, we are happy to help you with any questions and will support you beforehand.

ETOS Netiquette:

Please tag your Zoom participation with your **full name / institution**

	VIDEO	MIC
Entering ETOS	X	X
During TALK	ON /X	X
During <u>own</u> TALK	ON	ON 😊
During Discussion	ON	X
<u>Own</u> Question	ON	ON
EVENT Survey	After TALK	

If you have any questions, please do not hesitate to contact us any time!

Best regards,
Sabine Kaul and the ETOS organization Team, 11 January 2022