1. **Launch a Zoom session and sign in – Check the current version that you have installed (see red arrow below)**
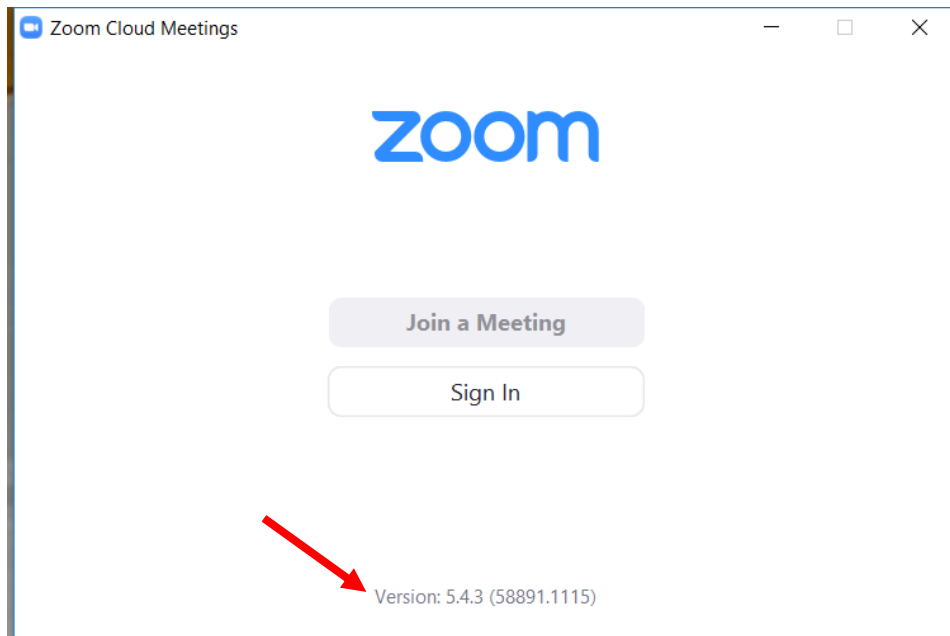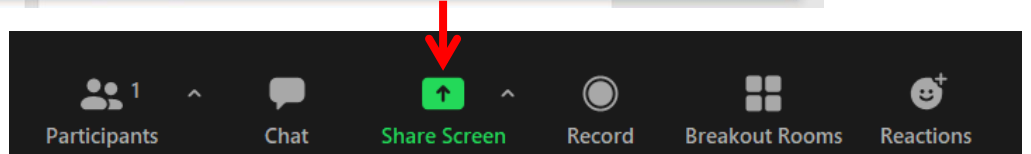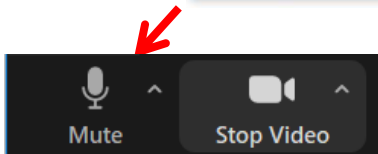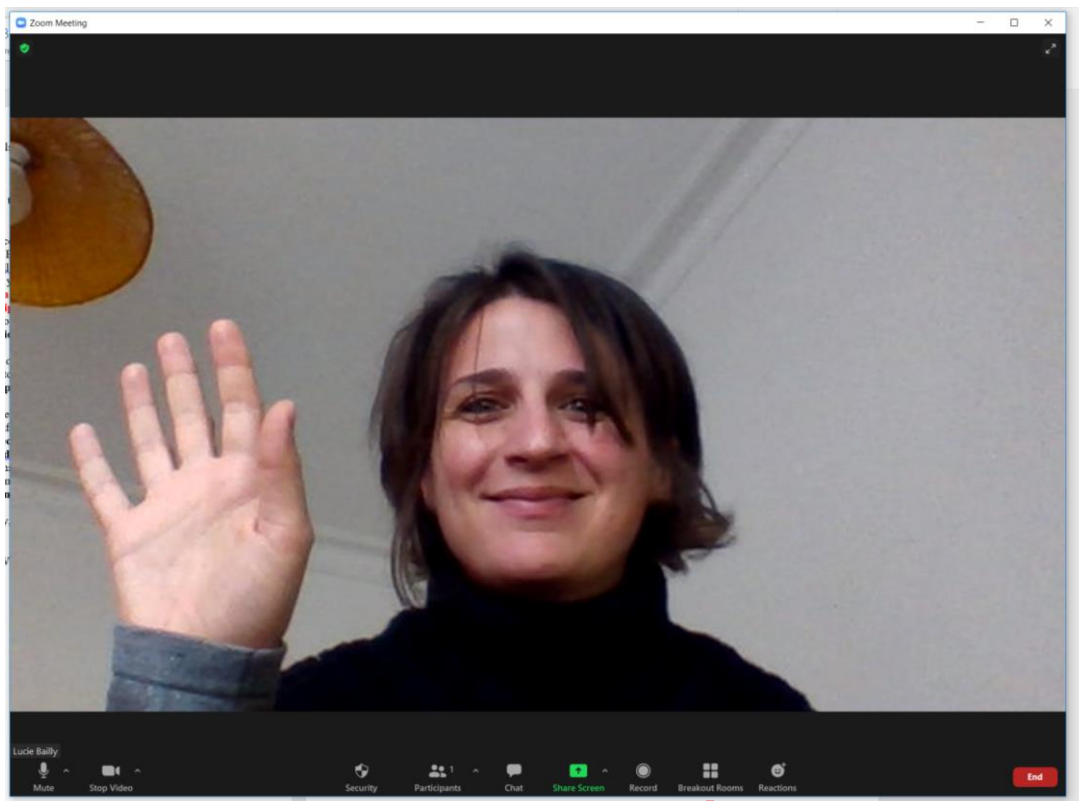

2. **Check and update the functions you have access to, lying in the bottom panel of the screen:**

- **By default, every participant should mute and stop his/her video when connecting.** During the event, depending on the situation (talks, questions…), you will be invited by the ICVPB staff and the Chair(wo)men to demute yourself, activate your video and share your screen.
- The **"Chat panel"** will be highly used as a **forum for all "Q&A" sessions**. Chair(wo)men will report the questions that every participant will write on this panel during the talks.
- The **"Breakout Rooms" panel** is also very important to be able to **choose a specific virtual room**. Breakout rooms are sessions that are split off from the main Zoom meeting. They allow the participants to meet in smaller groups, and are completely isolated in terms of audio and video from the main session. Breakout rooms can be used for collaboration and discussion of the meeting.

  So, **even if we will use a single Zoom link to access ICVPB2020, we will create multiple breakout rooms** (8 poster rooms, Coffee Rooms for exchanges, Anniversary room…) : you will be free to go wherever you want during the event.

  Yet, **this panel is only possible for recent versions of Zoom, ie versions 5.3.0 or higher**. Therefore, if you want to update your Zoom version, you can either download it (https://zoom.us/download), or update it. To do so, you have 2 possibilities:
  - Click on « Check for Updates » in the small Zoom window lying in your main Desktop panel (see red arrow below). Note that you can also change here the language proposed by default in Zoom application (blue arrow).
  - Click your profile picture then click **Check for Updates**. If there is a newer version, Zoom will download and install it.