

RERTR-2022 International Meeting – General Attendee Instructions (Remote)

Dear remote RERTR Meeting attendee,

Thank you for registering to attend the RERTR-2022 International Meeting October 3-5 (sessions start at 14:00 on October 3).

The meeting will be held at the International Atomic Energy Agency (IAEA) located at the Vienna International Centre (VIC). The virtual aspect of the meeting will be under Zoom for Government (see later section), for which the link will be sent a few days before the meeting. The times stated here and in the online program are Central European Time (CET).

Meeting Logistics:

The meeting will be operated in the normal mode of individuals making presentations followed by a time for discussion. The session chair is responsible for introducing the presenters, managing the discussion time, and keeping the session running on time.

The meeting is being run in hybrid mode. Most attendees and presenters will be in the room in Vienna. Allowance is being made for attendees (i.e., you) and a few presenters to be connected remotely.

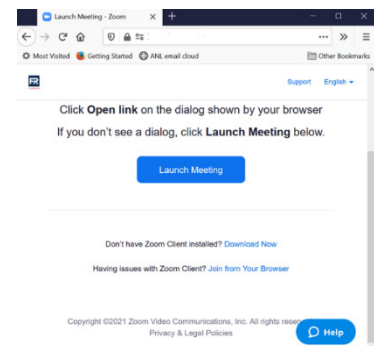
The meeting has a poster session; however, this session will not be available remotely in real time. After the meeting, all posters (as long as we have a Publication Release) will be posted at the meeting web site. You are encouraged to review the posters at a later time and interact directly with the authors via email.

Virtual Meeting Interface:

The remote version of the meeting will exist under Zoom for Government. This should look almost the same as Zoom Meetings, which you may have already used. (To those for whom it matters, Zoom for Government has FedRAMP certification relative to cyber security.)

It will be useful (but not required) to install the Zoom Client for Meetings app on your device before login. You can get the app for free at <https://argonne.zoomgov.com/download>. There are separate versions for Windows and Apple computers and for Android and Apple phones and tablets. If you do not install the app then Zoom will run within a browser window; however, some features of Zoom may not be available. If you have installed the Zoom app previously then please take the time to update it to the latest version before the meeting; otherwise, certain features may not work; Zoom is beginning to enforce “client must be up to date” policy. It is not necessary to establish a Zoom account. Even if you have a Zoom account, you must enter the meeting using the email link sent to you.

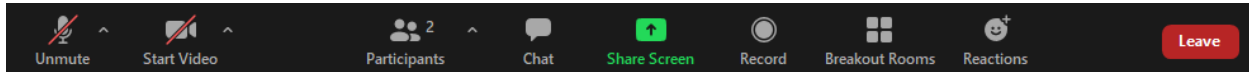
Clicking on the meeting link will initiate connection to Zoom, which will look like screen on the right. If you do not have the Zoom Client installed and cannot install the Zoom Client then click “Join from Your Browser”. If you do not have the Zoom Client installed and want to install the Zoom Client, then click on “Download Now”. If you already have the Zoom Client installed then there will be a popup at top of this screen for you to confirm using the Client. Regardless of whether you use the Zoom Client



or not you will be prompted for permission to use your computer’s audio and video connections; answer “allow”.

After making the connection into the Zoom environment, you will be in the Main Room, which is where the oral sessions take place. During the “Join the Meeting” process you will be asked whether your audio connection will be your computer (recommended) or your telephone (only recommended if the internet connectivity for your computer is poor or connection is prohibited by company policy). In either case you will join the meeting with your microphone muted, as well as your camera off.

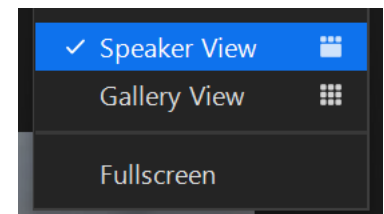
Within Zoom, there is a toolbar at the bottom of the screen, which will be similar to



Working from left to right, brief descriptions of the tools useful to you are as follows

- Unmute (or Mute) your microphone. You will enter the meeting with your microphone muted. Please keep it in that mode unless the session chair has called upon you to talk. The “^” on the right may be used to configure your microphone settings.
- Start (or Stop) Video controls your camera. You will enter the meeting with your camera stopped. Please keep it in that mode unless directed otherwise by the session chair. The “^” on the right may be used to configure your camera settings.
- Participants: The number of remote people connected is shown. Clicking will open popup window showing who is connected. We are expecting most of the attendees will be in-person and, therefore, not in this list.
- Chat: Clicking on this gives a popup window which allows you to type/send a message to one person or everyone.
- Share Screen: Allows you to share one window or your entire screen with the audience. This will be disabled for most of the meeting.
- Record: Reserved for use by the Host. (There is no plan to record the meeting.)
- Breakout Rooms: Clicking here will allow you to exit the Main Room and enter a Breakout Room for a side discussion; after the side discussion you may exit the Breakout Room and reenter the Main Room. The main use of this feature will be for a meeting attendee to work with Host or IT staff regarding a connection issue.
- Reactions: The main item of note here is a Raise Hand icon; click on this to be recognized by the session chair for asking a question during the discussion time associated with each presentation.
- Leave: Exit from the meeting.
- ... (not shown): Click to see tools which are hidden when the window is too small.

In the upper right corner of the Zoom window is an icon. Clicking on this will give you a pop-up menu (shown on right) allowing you to choose your view of the meeting. Speaker View is the only practical choice, due to the restricted way in which the meeting is being run. Most of the screen will be devoted to the presenter’s slides.



The location of the various icons and tools differs depending on the size of your computer window and are different when using a smart phone or tablet.

There are a number of tutorials at <https://zoom.us/>. In the context of this corporate web site, you are interested in sections related to “Join a Zoom Meeting” (not a webinar).