

# SHARP 2021: videoconferencing guidelines

Our aim in hosting SHARP 2021 is to build a stronger community. Our goal is to create an environment where everyone feels welcome to participate, speak up, ask questions, and engage in conversation.

As indicated, we are using Zoom for our regular sessions and Wonder for informal networking and as a meet-up space.

**Please be aware of our zero tolerance policy for harassment in any form during the conference, on Zoom, Wonder and beyond.**

## Zoom Etiquette

Because we will be interacting with one another via Zoom, it is important to familiarize yourself with "netiquette," or general norms and expectations for communicating online. Helpful guidelines can be found here:

- Please test your equipment before the conference (microphone and camera). All presenters and chairs should have a stable web connection to avoid technical issues.
- In general, mute your microphone when you are not speaking in order to reduce background noise. During discussions, please use the 'raise hand' function OR indicate via chat that you have a question.
- The waiting room is activated. Speakers will be admitted to the session first.
- We will keep the chat open to encourage exchange. However, if a speaker indicates that they would prefer the chat to remain silent during the talk, please respect their wishes.
- While individual situations may influence your choice about whether or not to use video, we recommend that participants use video whenever possible to allow attendees to see each other even in a virtual space. There are options for creating a neutral background if you would prefer for participants to not see the place where you are sitting. A neutral SHARP 2021-branded option can be downloaded from Indico.
- If you plan to move between sessions, make sure you keep your audio and video off while you move from panel to panel to minimize disruption.
- Do not make audio or visual recordings of the virtual meeting in any medium—and do not distribute audio or visual recordings (via social media or any other means). Do not take or distribute pictures of or copy research posters/presentation materials unless explicit permission is granted.
- During registration, attendees consented to audio and visual recording of sessions. The plenary sessions and discussions will be recorded and made available on the site, along with all other pre-recorded material, until the end of August.

- Follow instructions from chairs and moderators to ensure a smooth virtual session.
- As with any meeting, be courteous and forgiving. Allow chairs and moderators to handle disruptions.

## Wonder Etiquette

If you would like to use our Wonder room for networking and informal conversation, please familiarize yourself with the tool. A 5-minute introduction to Wonder can be found [here](#). You can also watch this 3-minute video on "[Everything a \[Wonder\] guest needs to know.](#)"

On Wonder, you can meet up with up to 15 people in one conversation 'circle'. You can close your 'circle' to others on Wonder for focused discussions, or leave your 'circle' open if you are looking to create new contacts.

## Zero Tolerance Policy

We do not tolerate harassment in any form. We are dedicated to providing a harassment-free environment for everyone and expect all those who participate to help us create a safe and positive experience for everyone. Harassment will result in expulsion from the conference.

Please reach out to the tech support within the Zoom room (screen name "Tech Support") in case of any questions or incidents on Zoom. On Wonder, our conference avatar will be available during breaks – please do not hesitate to reach out. Beyond these immediate options, please report any breach of our videoconferencing guidelines to [sharp2021@uni-muenster.de](mailto:sharp2021@uni-muenster.de) as soon as possible so the organizers can coordinate a response.