

17th Marcel Grossmann meeting
Additional instructions for parallel session's Chairpersons
Hybrid format with Zoom

The MG17 meeting counts more than 60 afternoon parallel sessions, in addition to the morning plenary ones. Given that Wednesday afternoon is free, there will be four afternoons with at least 15 parallel sessions a day to be held both in the University d'Annunzio and in Aurum.

We have received numerous requests from many of you about the possibility to have remote talks in parallel sessions.

We are pleased to inform you that our recent arrangements of high speed internet connection both in Aurum and in the University d'Annunzio allow for this possibility from a technical viewpoint.

However, given very limited manpower, we can provide only limited assistance prior to the meeting and no assistance during the meeting. Therefore, in case you decide to admit online speakers and/or participants, it is your responsibility as a chairperson to organize the session accordingly. Below we provide necessary information to organize Zoom meeting for your parallel session.

Software

Preparing Zoom meeting for your parallel session

Well ahead of the meeting we will send you an email address and password to be used to log in into Zoom at <https://zoom.us/>. Please use this account because it has not a standard limitation of meeting duration of 40 minutes.

Press on **Schedule a meeting** button and insert as a **Topic** the title of your parallel session. Insert the date and time of your session and set the Duration to be 3.5 hours (15:00 to 18:30) in a time zone of Rome (GMT+2h).

Click on **Options** and put ticks on "Mute participants upon entry" and on "Automatically record meeting", and then select "On the cloud". Click on **Save** button. Now you can see the meeting ID to be shared with participants of your parallel session.

Password

Each day there will be single password to access all plenary and parallel sessions. This password will be emailed one day in advance to all participants who registered and paid the registration fee.

Once you receive the password from us please log in into Zoom here

<https://us04web.zoom.us/meeting#/upcoming>, click **Edit** button and insert our password under **Security** as a passcode.

Tests

In order to avoid technical delays we recommend to test Zoom connection with your speakers prior to the meeting. This is essential for testing the webcam, the microphone and screen sharing, so you may run your session smoothly and on time.

Hardware

Every room for parallel session will be equipped with a projector a screen and speakers, or a large TV and wired internet connection. You should bring **your own laptop** on which the Zoom meeting (that you prepared in advance using our username and password) will be launched. Your laptop will be plugged in to the projector and speakers or TV with our standard HDMI cable. **Please make sure you laptop has a HDMI output and RJ-45 Ethernet port** (native or via corresponding adapter: for example, MAC users or ultra slim laptop). As a result, your laptop screen will be visible on the screen/TV and the sound from remote speaker will be transmitted to the audience in the room via the speakers.