

ON MELTING GROUND

Arctic Archaeology

CODE OF CONDUCT AND TIPS FOR A SMOOTH ZOOM EXPERIENCE

20th - 22nd October 2021

Chemnitz, Germany
and online



smac
staatliches
museum für
archäologie
chemnitz

CODE OF CONDUCT


- Be respectful of all other participants.
- Be polite if not friendly, even when you disagree.
- Use inclusive and appropriate language.
- Be open to different points of view, especially when they originate from cultural backgrounds other than your own and respect these points of view as equal.
- Do not monopolize discussions but allow everyone to offer their insights who wishes to do so.
- Be mindful that participants from cultures other than your own may have communication styles different from what you're used to and respect these styles as equal.
- Do not make screenshots or other recordings of the meeting without explicit consent from everyone in the recording! Do not publish screenshots or recordings without explicit consent from everyone in the recording!
- Any input that could be interpreted as discriminatory (e.g. racist, sexist, homophobic, transphobic, etc.) or any kind of harassment (e.g. derogatory comments, virtual stalking, sexual advances, etc.) will not be tolerated.

Not following the code of conduct can result in your removal from the meeting.

TIPS FOR A SMOOTH ZOOM EXPERIENCE



- All the participants are muted and their cameras are turned off automatically when they join the meeting.
- We advise all participants to keep their cameras turned off when not speaking to keep the connection stable for everyone.
- Please keep your microphone muted when not speaking, to avoid background noise.
- Please arrive a couple of minutes early to make sure you don't have any connectivity or sound issues before the sessions start.
- By launching the zoom meeting you will be placed into a waiting room from where you will be manually admitted to the actual meeting. Please join the waiting room under the name you used for registration to the conference in order to be admitted to properly identify yourself to the hosts and other participants.
- If possible use a headset with microphone to maintain the quality of your transmission even if you move or turn your head while speaking. Also the sound quality is generally better than for the built-in devices of your computer.
- Internet connection via LAN-cable is more stable than WiFi.

SHARING YOUR PRESENTATION & COMMENTING

1. Open the PowerPoint file you want to present.
2. Start or join a Zoom meeting.
3. Click Share Screen ( button) in the meeting controls.
4. Select your monitor then click Share.
5. While sharing your screen, switch PowerPoint to slide show mode by clicking the Slide Show tab > From Beginning or From Current Slide.

The green border indicates the monitor you are currently sharing.

For sharing PowerPoint presentation in Zoom see also:
<https://support.zoom.us/hc/en-us/articles/203395347-Screen-sharing-a-PowerPoint-presentation>

If you wish to make a comment or ask a question to the speaker please virtually raise your hand by clicking the button Reactions  and then Raise Hand  .

Alternatively, you can ask your question in the chat and wait for the chair to give you the floor. If you have a question but do not want or have a possibility to voice it yourself, write your question in the chat and your wish to have it read aloud by the moderator.