# Information on using zoom

### Short installation guide

a) Install Zoom on your computer
- Go to https://zoom.us/client/latest/ZoomInstaller.exe and click on "Save file"
- Zoom will now be downloaded
- Either Zoom will start the installation automatically or you will need to click on "ZoomInstaller.exe" in your browser under downloads
- Zoom is now installed and ready to use

b) Install Zoom on your tablet / cell phone
- Open the app store of your respective device and search for "Zoom"
- Download "ZOOM Cloud Meetings"
- Wait until the app is installed and ready to use
- Then you can open it

### Technical Requirements

If you use your company's network, please clarify the following points (a-d) with your IT department in advance of the congress:

a) Unlock the following ports:
- Port 443 (https)
- Port 80 (http)

b) Activation of JavaScript in your browser
- To ensure the best possible transmission quality and stability, the use of a direct LAN connection (as opposed to WiFi) is recommended
- Before the meeting, make sure that sound and video quality of your computer/notebook is good
- Make sure that you are using the latest version of your browser. Also make sure that you do not have too many tabs open in your browser

### Join a webinar

You will receive a link to join the webinar by email
- click the link to register for the webinar
- enter your name that will be visible during the video conference
  (only valid for the chat function if you are not an active participant)
- we ask you to use your real name
- enter/confirm your email address (the one you provided to receive that email)
- if you provided an alternate email address during your online registration for the conference, please use that email address
- click on "Register" to approve your webinar registration
- to join the webinar, please click on the listed URL

As far as you have entered the digital meeting room, your microphone is turned off. You can ask questions to the speakers via the chat in your Zoom tool bar. After the session, the chairs will review the questions and submit them to the speakers for answers.

### As active session participant (speaker, poster author)

- Please check whether your browser and operating system supports the use of Zoom
- Please check whether you installed the Zoom client for meetings
- Please make sure that your connection speed provides 2 Mbps upload, 4 Mbps download or better. You can test your Internet connection speed here.
- Please make sure that your audio settings are appropriate. You can check your settings in advance here. You can improve the quality by using a headset.
- We advise using a laptop or computer in order to guarantee an optimal visualization. Of course, the use of mobile devices is also supported.

### Code of conduct

a) General rules
- Please use your real name unless your pseudonym is generally known.
- Please use a profile picture (portrait, face not covered) so that participants can identify you and can get in touch with you more easily.
- Recording presentations in any form (audio, video, photo) as well as distributing the material is not permitted.

b) Chat rules
- Politeness and respect are of highest priority.
- Please follow the chairs' instructions.
- Personal offense, racist and sexist comments are not permitted, and will be deleted accordingly.
- Spam and ads are not permitted either and will be deleted accordingly.
- The organizers retain the right that they will exclude anyone who does not follow the rules listed.

The organizers retain the right that they will exclude anyone who does not follow the rules listed.

**We are happy to welcome you to the
3rd International Symposium on Tumor-Host Interaction in Head and Neck Cancer 2022!**