

IKON19 How to for participants

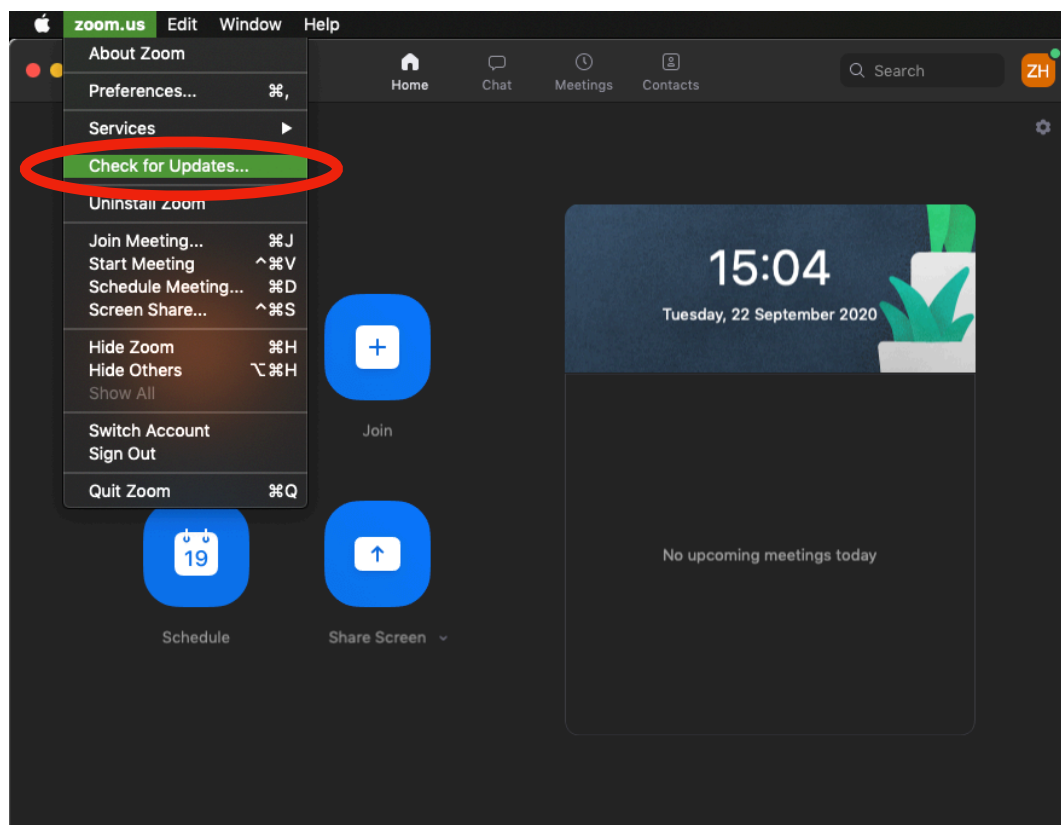
IKON19 will have a different format due the ongoing pandemic. Instead of meeting in person, we will meet our colleagues on-line. To make the best of this on-line meeting we have decided to spend the time on-line on fruitful discussions and interactions. Therefore the topic owners will provide a report on a given topic that will be made available to all IKON participants on the events [Indico page](#).

We ask you as participants to play an active role in making the discussion sessions meaningful. **Please send in questions based on these reports** to the person who wrote the report and make sure to copy Zsuzsa in. During the sessions we will have discussions around these questions and others that arise during the meeting. **Send in your questions well in advance, otherwise we cannot guarantee that your question will be answered during the session**

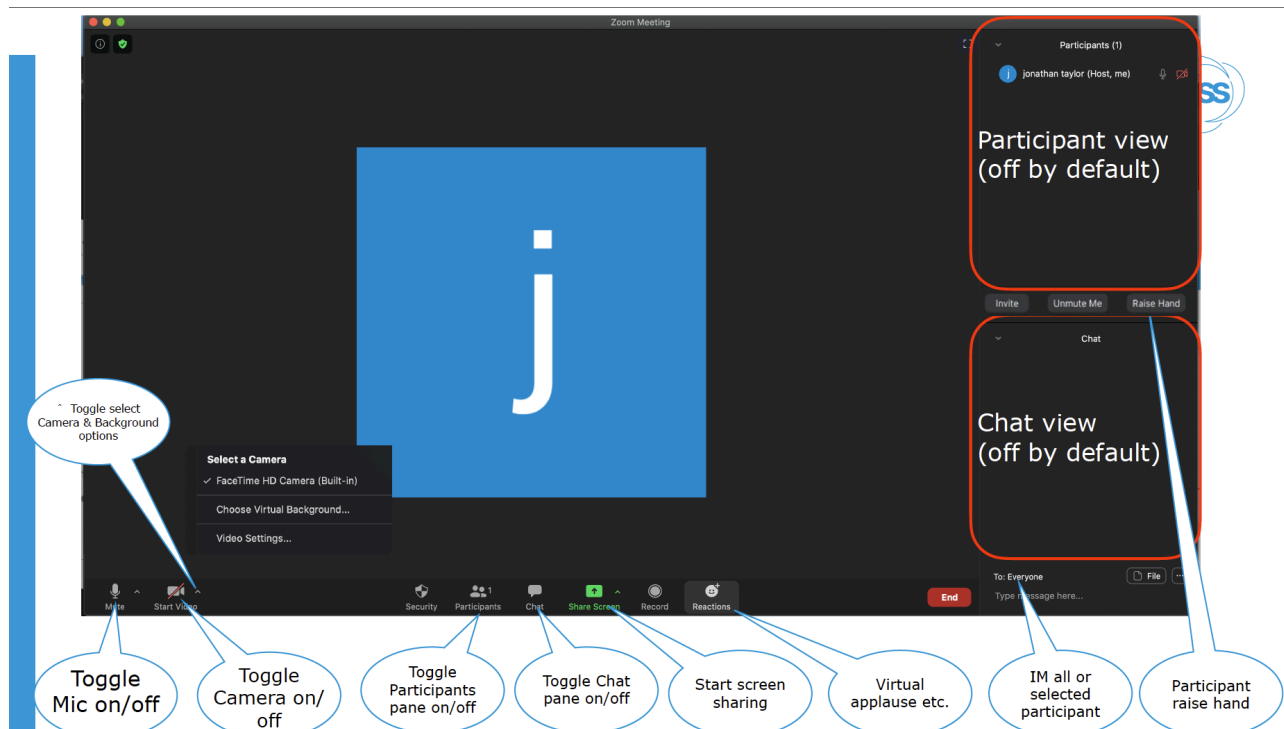
To make sure we can all connect and participate we suggest you do the following before IKON:

We suggest you do the following before your session:

Download the latest version of ZOOM (at least version **5.2.3 (45131.0907)**)– if you already have zoom downloaded please check to make sure it is the latest version available. You can easily check for the latest version by clicking [zoom.us > Check for Updates...](#) in the app



If you haven't used ZOOM before, here are some useful basic tips:



And some video tutorials:

https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac#h_f0a32e7a-d84c-431e-abf6-78660aab46db

NOTE: if you have not used Zoom to share screens before on macOS you have to give permission which requires the app to restart.

If you feel the need, you are welcome to join the test session with Zsuzsa on Wednesday, 23 September between 10:00 – 10:40:

<https://zoom.us/j/96243005391?pwd=d0NpMW82b0ZNSXVVa01YVDRJQThPdZ09>

Meeting ID: 962 4300 5391

Passcode: 5kjLWN

If this time slot doesn't work for you, please let [Zsuzsa](#) know and she will be happy to connect with you another time.

During the session:

- Go to the timetable on Indico and connect via the daily link. **NOTE: every day has a unique link!**
- Please mute your microphone when not speaking
- Keep your camera on if possible

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To spice thing up a little, we have created a Conference Bingo for you.

You can download your unique bingo sheet by [following this link](#). Rules are the same as for any Bingo game. The first three people to get a Bingo win!

You can even save your sheet overnight so no need to fret if you don't get a Bingo on the first day!

We have some great ESS swag waiting for the first 3 winners!

Download your bingo sheet form the link above, start crossing off the squares and shout **"BINGO!"** when you cross out the 4th box in a row, colum or on a diagonal and send a screen shot to [Zsuzsa Helyes](#).

Good luck!