Instructions for using the Zoom videoconferencing tool for the use of candidates in internal competitions

1. Test your equipment

To become familiar with the tool, its ergonomics and functionalities:

Click on the link: https://zoom.us/fr-fr/meetings.html

Preparing the working environment:

Zoom can be used on your PC or laptop. ZOOM can also be used on a tablet. In this case, the application is to be

Downloaded from App Store or Google Play

For home use, it is advisable to connect your computer to your box by wire (Ethernet) rather than by Wi-Fi for better quality.

Testing your equipment:

Before the session, you should check or adjust your hardware configuration, image and sound quality using the test room available at: https://zoom.us/test (updating your browser is a prerequisite). (updating your browser and the zoom application is a prerequisite).

The application is available at the following address: https://cnrs.zoom.us/download.

Tips or tricks to improve the video and optimise the quality of the flow:

- remember to close all applications on your computer other than the one allowing video;
- if you are at home, make sure during the test and hearing that you are the only user of the internet box;
- check the quality of your camera and set it to HD, otherwise to medium or low definition depending on the quality of the network;
- if the quality of the image does not allow a high definition setting:
  o Change the venue or computer for your meetings and re-test the image quality
  o Connect your computer to the internet via the 3/4/5G network of your smartphone (connection sharing);
  o Use your smartphone or tablet if the visio is of better quality in this case.

If the tests are inconclusive, candidates should contact the technical assistance of the central competitions department at the following address: guy.quessada@cnrs.fr
2. Joining the video conference room

Actions to be taken 15 minutes before the start of the audition (audition time indicated on your invitation):

To log in, you must:

- use the link that was provided on your invitation.
- or enter the meeting ID and password (also provided on the invitation).

Juries are the "hosts" of the meetings: when you log in, you will automatically be placed in a waiting room (you will not be able to see the jury and vice versa). In the waiting room, you will not have to take any action: the jury will be put in touch with you. If juries are delayed more than 5 minutes, you will be informed.

Recommendations during videoconferencing:

If there are problems with feedback, turn off your microphone when you are not speaking. It takes a few seconds for the microphone to adapt/adjust after it is turned back on.

Reminders:

- Stop all unnecessary applications running in the background, especially other visio applications that could take up your camera and microphone.
- Stop activities that could reduce the bandwidth of the box in case of hearing at home.
Annex 1 Joining the room:

step by step

1. **Join the Visio room (step by step) using the zoom application:**

2. Enter the meeting ID indicated on the invitation sequence of 11 digits then click on « join »
3. A password is required to join the meeting. Once you have entered the password, or copied and pasted it, making sure not to put any spaces before or after it (password consists of upper and lower case letters and numbers), you can then join the meeting.

4. Ouvrir Zoom Meetings?
https://zoom.us souhaite ouvrir cette application.
Toujours autoriser zoom.us à ouvrir les liens de ce type dans l'application associée.

Ouvrir Zoom Meetings  Annuler
Annex 2: Waiting room

After “joining the meeting”, you will arrive in the waiting room and the following message will appear on the screen.

Please wait, the meeting host will let you in soon.

Molly Parker’s Personal Meeting Room

In the waiting room, it is still possible to perform an audio test of your equipment.

In the waiting room, you cannot communicate with the jury and the jury cannot communicate with you.

Before the audition begins, you will be asked to show the jury your summons and your identity card. Remember to have these ready before you log in.
Annex 3: Whiteboard

To activate the whiteboard, click on the Split Screen button in the toolbar.

Select Whiteboard and click on the Share button.
Various tools are available for annotating the whiteboard.

The person sharing the screen can use the annotation tools by clicking on Whiteboard (pencil).

Once the whiteboard is open, the host can give control to another participant by clicking on the remote control tab. Then select who to give control to.
Once the remote control is activated, the invited person has the possibility to annotate the **whiteboard** (the host keeps the hand to annotate at the same time).

The information entered on the whiteboard remains displayed while the screen is being shared. It is not possible to save the whiteboard.
Once the participant has made annotations, simply go to display options and select remote control.

To end whiteboard sharing and screen sharing, click the Stop button.