

Zoom Manual: Artist Talk | Kareth Schaffer: "Question of Belief"

April 13 2021 | 8.15 pm – 9.15 pm (CEST)

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How can I register?

- [Click here to register](#)
- You will receive an email confirmation with the link to the Zoom meeting.
- If you have any questions or comments, please contact Gina Jeske at jeske@sophiensaale.com or **+49 30 27 89 00 35**.

How can I participate?

- Participation requires a computer, tablet or smartphone, as well as power and a stable internet connection.
- The takes place on **April 13, 8.15 pm** (CEST)
- To enter, click on the Zoom-link in the confirmation email. If this is your first time using Zoom, the app will automatically install on your computer or smartphone. You do not need to register with Zoom to participate.
- Now you are in the virtual waiting room. You will be admitted to the meeting at the start of the talk.
- You can participate without a webcam and internal or external microphone, but you should have speakers/earphones to listen.

Basic settings

- Once you have entered the meeting you can turn your audio and video on and off via the Zoom control bar at the bottom of your screen. Use the buttons "Audio on" or "Mute" and "Start video" or "Cancel video".
- The name you entered at registration is displayed in your video window. If you would like to change it, hover over the window of your video and click the three dots at the top right. A menu will open. Select "rename".
- You have several options to arrange your view of the other participants. In the upper right corner you can choose between "Speaker" and "Gallery" in the "View" field. If on "Speaker" you always see the person who is currently speaking in large size. If on "Gallery" you see the videos

of all participants in the same size.

- When in gallery view, your zoom window can have multiple pages if a certain number of participants is reached. To customize this, click on the arrow next to the video icon in the Zoom control bar, then choose video settings. Scroll all the way down. Here you can set the "maximum number of participants per screen in gallery view" to 25 or 49, depending on your preference.
- To reduce the number of pages in the zoom window, you can also hide participants who have turned off their video. To do this, place a check mark behind "Hide participants without video function" in the video settings.
- If your Zoom desktop app has the newest updates, you can use video filters to disguise yourself. To do this, click on the arrow next to the video icon in the Zoom control bar, then choose video filters.

Zoom features for interaction

- Questions and comments can be posed in either written or spoken English language during the talk.
- If you would like to participate in the conversation, you can raise your hand. To do so, click on "Reactions" in the lower menu bar and select "Raise hand". If you want to lower your hand again, you can also do this via "Reactions" - "Lower hand".
- You can also state questions and comments via the chat, which you will also find in the Zoom control bar. You can choose whether you want to send a message to everyone or directly to a specific participant. The keyboard shortcut to open or close the text chat is **Alt-h**.

Join by phone

- It's possible to join a Zoom meeting via teleconference/audio conference (using a traditional phone).
- To do this, if in Germany, dial the landline number **004969502596**
- You will be asked for a meeting ID. Dial the following numbers on the phone keypad: **854 2859 8858 #**
- Important: The termination is always done by the hash sign (usually at

the bottom right of the keyboard).

- Now you are in the virtual waiting room. The event begins at 8:15 pm (CEST).
- To participate in the conversation, draw attention to yourself by dialing the digits ***9**. To mute/unmute yourself, dial ***6**.

Accessibility

- The talk will last approximately one hour.
- Zoom supports keyboard access and screen readers. The desktop app can be operated with keyboard shortcuts. You can find an overview under the following link: [Keyboard shortcuts for Zoom](#)
- For more information on accessibility at Zoom, see the following link: [Zoom and accessibility](#)

Privacy

- We use Zoom because it is currently the most accessible platform for a diverse group. By participating in the event, you agree to Zoom's [privacy policy](#) and thus to the transfer of your data to the US.
- The talk will not be recorded. However, if you turn on your video and/or audio at any time during the performance, you are no longer a passive spectator and third party photo and video recording may occur.

Contact

If you have any further questions regarding registration, participation and access or if you need technical support, please contact Gina Jeske at jeske@sophiensaale.com or **+49 30 27 89 00 35**.