Zoom Manual
Flinn Works: Global Belly_Zoom

How to participate

- Participation requires a computer or tablet as well as power and a stable internet connection.

- To participate, click on the Zoom-link on your e-ticket that has been sent to you via e-mail or copy it and paste the link into the URL-window in your browser. If a pop-up window appears, confirm it. Zoom will open and you will be placed in the virtual waiting room until the event begins.

- **Important:** If Zoom is already installed on your computer, please **update the software before attending**. To do so, open your Zoom desktop client. Click on your profile picture and then click "Check for Updates." If there is a newer version, Zoom will download and install it.

- If it's the first time you use Zoom it will automatically download and install the latest version. You don't need to register with Zoom to participate.

- For questions about registration and participation or for technical support, send an email to **globalbelly@flinn.works** or text/WhatsApp message to **+49 176 65985275**.

- If you need help or technical support during the event, you can contact us via text/WhatsApp message or the chat. You can find the button to open and close the chat in the Zoom control bar at the bottom of your Zoom window. In the chat, choose "Support" and type in your request.

Basic settings

- Once you have entered the meeting your audio and video will be deactivated by default. Later during the performance, you will be invited to turn on your video and in some cases also your audio.

- For the best visual experience of this performance:
1. Please select "Speaker" in the upper right corner in the "View" field.

2. Please hide participants who have turned off their video. To do this, enable "Hide non-video participants" in the video settings by ticking the box.

- The name you entered at registration is displayed in your video window. You might be addressed with this name by the performers. Your name might also be changed during the performance by the host.

Interaction

- You can use the chat to communicate in written language with everybody in the meeting or with the technical support. You can find the button to open and close the chat in the Zoom control bar at the bottom of your Zoom window.
- During the performance you will join breakout rooms. There you will be invited to turn on your video and maybe also your audio. 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". Make sure to "mute" again, when you finished speaking.

Use Zoom online via your browser

- **Please note**: Not all features are available when participating via the browser.
- To use Zoom in your browser, open the invitation link in your browser.
- Reject the pop-up window and click "Having trouble with Zoom Client? Log in with your browser" at the very bottom of the page.
- Enter your name and click "Join." You may then need to enter the meeting passcode and your email address to continue. You can find the passcode in the confirmation e-mail.
- Agree to the terms of use to join the meeting.
- You will be placed in the virtual waiting room until the event begins.

Privacy

- We use Zoom because it is currently the most accessible platform for a diverse group. By participating, you agree to Zoom's **privacy policy** and the transfer of your data to the US.
- Please be aware that if you turn on your video and/or audio you will actively participate in the performance and are no longer a passive spectator. The event will be recorded for documentation, press and promotional purposes. Third party photo and video recordings might occur.

Accessibility

- Zoom supports keyboard access and screen readers. The desktop app can be operated with keyboard shortcuts. **Click here** for an overview
- For more information on Zoom's accessibility **click here.**

Contact

If you have any further questions regarding registration and participation or if you need technical support, please send an email to globalbelly@flinn.works or text/WhatsApp message to **+49 176 65985275**.