

Re-Encounters — How to Participate

Joining the conference:

Re-Encounters will be held on Zoom. To participate, you'll need to follow these steps:

We will be using Zoom's new self-selecting breakout room feature, which requires you to install the Zoom app on your device and register an account. **Please ensure that your software is updated to at least version 5.10.7.** [Download latest version here.](#) Presenters intending to share PowerPoint presentations, images, video, or other media should use a laptop/desktop where possible.

For those who can't access the breakout rooms, including those using Chromebooks, please either stay in the main room and use the chat function before each session to be manually assigned or send a message to the CHASE team on training@chase.ac.uk

You are encouraged to indicate your pronoun (e.g. they/them; she/her; he/him) in your Zoom profile name. You can also [use the rename](#) function to do this once you have entered the meeting.

When you're ready to join the conference, click the Zoom meeting link you have been sent. Please wait in the waiting room for the host to let you in.

As you enter the main room in Re-Encounters meeting, please ensure that your audio is muted. If you would like to communicate with a particular person — a colleague or the conference organisers — please message them privately using the [chat function](#).

We welcome you to leave your video on in any session, but please turn it off if your connection is unstable.

We will try and record each of the sessions, so if you prefer not to be identifiable, please turn your camera off and rename.

While we encourage you to take advantage of what the conference has to offer, it's important to take care to avoid fatigue from too much screen time. We have scheduled breaks to help stay fresh, but it may be necessary to skip a session or two to rejuvenate. You can also keep the conference audio on in the background whilst working on other things.

Joining and leaving a breakout room:

All panels will take place in breakout rooms 1–4, please consult the programme to identify the room in which your event is taking place. The breakout room number will be the same as the panel number (panel 1 in breakout room 1 and so on). Ensure that your audio is muted and then select the breakout rooms icon and click 'join' to enter the appropriate room. You can find more information on breakout rooms [here](#).

When you wish to return to the main room, simply select 'Leave' at the corner of your screen. If you wish to join another event, follow the previous instructions to join a different breakout room. Ensure that your audio is turned off when joining a room in which a session is in progress.

Please note that the breakout rooms and main room will be open for casual socialising and discussion during coffee and lunch breaks. Breakout room 5 will be available for this purpose throughout the conference.

Questions and Discussion:

In most events there will be opportunity for questions and discussion. As the format of each session is different, please follow the procedure for asking questions laid out by the chair(s) of each panel or event.