

User Guide of Zoom and Fourwaves for the ThéCell Annual Meeting

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Registration is mandatory

Registration is open until November 30, 2020, 12 pm.

<https://event.fourwaves.com/fr/jathecell2020/registration/>

Notice : Poster viewing and evaluation

A detailed schedule of poster evaluations during the poster session (8:30 am to 11:30 am) has been established. This schedule will be published before November 30 under the "[Horaire des évaluations](#)" tab.

We ask other participants to respect the judges' schedule. As much as possible, do not enter video chats of ongoing assessments. If you enter a video chat and find that the presenter is giving the presentation in front of the judges, be sure not to interrupt the presenter and let the judges ask their questions before asking your questions.

The presentation to the judges is scheduled to last 6 minutes (4 minutes + 2 minutes for questions). Each poster has a single 15-minute period set aside for the presentation to the judges.

Outside of evaluation periods you are free to join an ongoing video chat, up to a maximum of 6 people per video chat to talk and interact with the presenter.

For the judges' deliberation, eight posters « *Lieu de délibération finale pour juges* » were created (one dedicated to each group of judges). **The video chats of these posters are reserved for judges.**

Zoom

To all participants of the annual ThéCell meeting

For the general assembly and oral presentation sessions, we invite you to log into ZOOM preferably 5 minutes before the start.

As soon as you are accepted into the meeting, it is **very important** to take the following steps:

Rename yourself

- Click on the "Participants" icon at the bottom of the ZOOM screen to open the "Participants" window.
- Place your cursor to the right of your name and click on "More" or "..."; then "Rename" to enter your full name (first name, last name)

**** Note:** we need your full name to identify you as the ThéCell meeting is for members only, without your full name you could be logged out of ZOOM.

Open your chat

- Click on the "Chat" icon at the bottom of the ZOOM screen.
- Use the chat to support suggestions, comment and to ask questions. The moderators will read the questions and/or ask you to turn on your microphone to ask your question yourself.

Fourwaves

Log in

The virtual poster session is on the Fourwaves platform.

<https://event.fourwaves.com/fr/jathecell2020/pages>

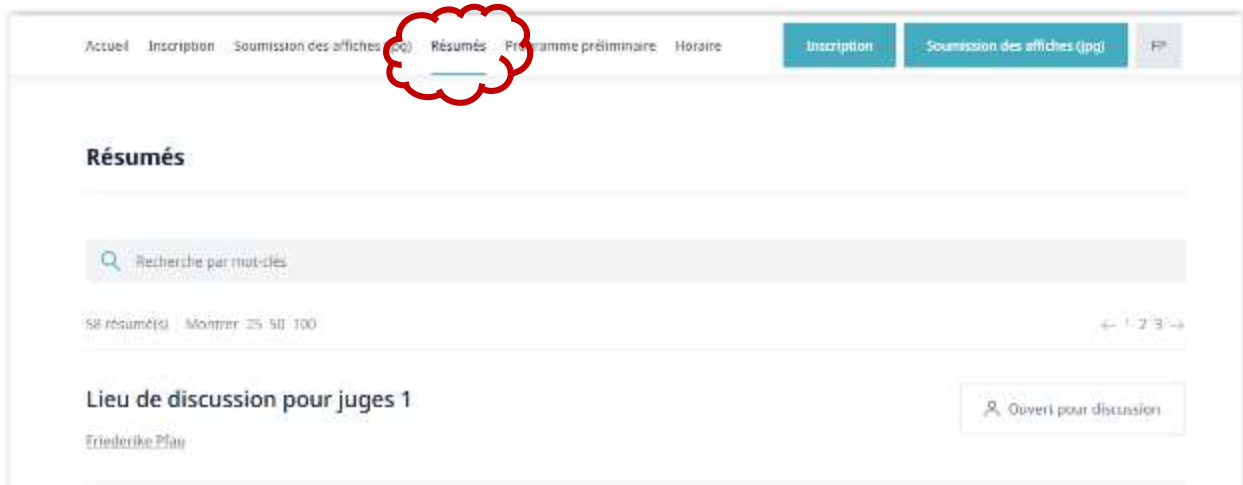
You must be logged in to visit the poster session and join video chats. You must use the email address that was used for registration.



Click on "login" in the event menu.

Enter the email address you registered with and your password.

You can view the summaries on the "Résumés" page starting November 24th. Please note, to view the summaries you must be logged in.



Schedule of the annual ThéCell meeting and how to join the sessions

The "Horaire" tab allows you to see the program for the entire day of the ThéCell annual meeting. On December 1, 2020 the links will be active for the poster session in Fourwaves and the videoconference sessions.

If you are logged into Fourwaves you do not need to search for the Zoom conferences link needed to log in the general assembly and plenary sessions. The Zoom link is available in the "Horaire" tab as well.

event.fourwaves.com/fr/jathecell2020/schedule

Accueil Inscription Résumés Programme préliminaire **Horaire**

Horaire

* Toutes les heures indiquées sont basées sur l'heure America/Toronto EST.

mar.
1

08:30 •

Session des affiches; 8h30 - 11h30

08:30 - 12:00 - Session d'affiche

[Salle des affiches ThéCell 2020](#)

12:00 •

Assemblée générale des membres 12h - 13h30

12:00 - 13:30 - Orale

Tous les membres sont invités à participer

[Plénière via Zoom](#)

Poster session: View posters and abstracts

To find a poster, you can use the "Keyword Search" function to search for a topic, presenter or author.

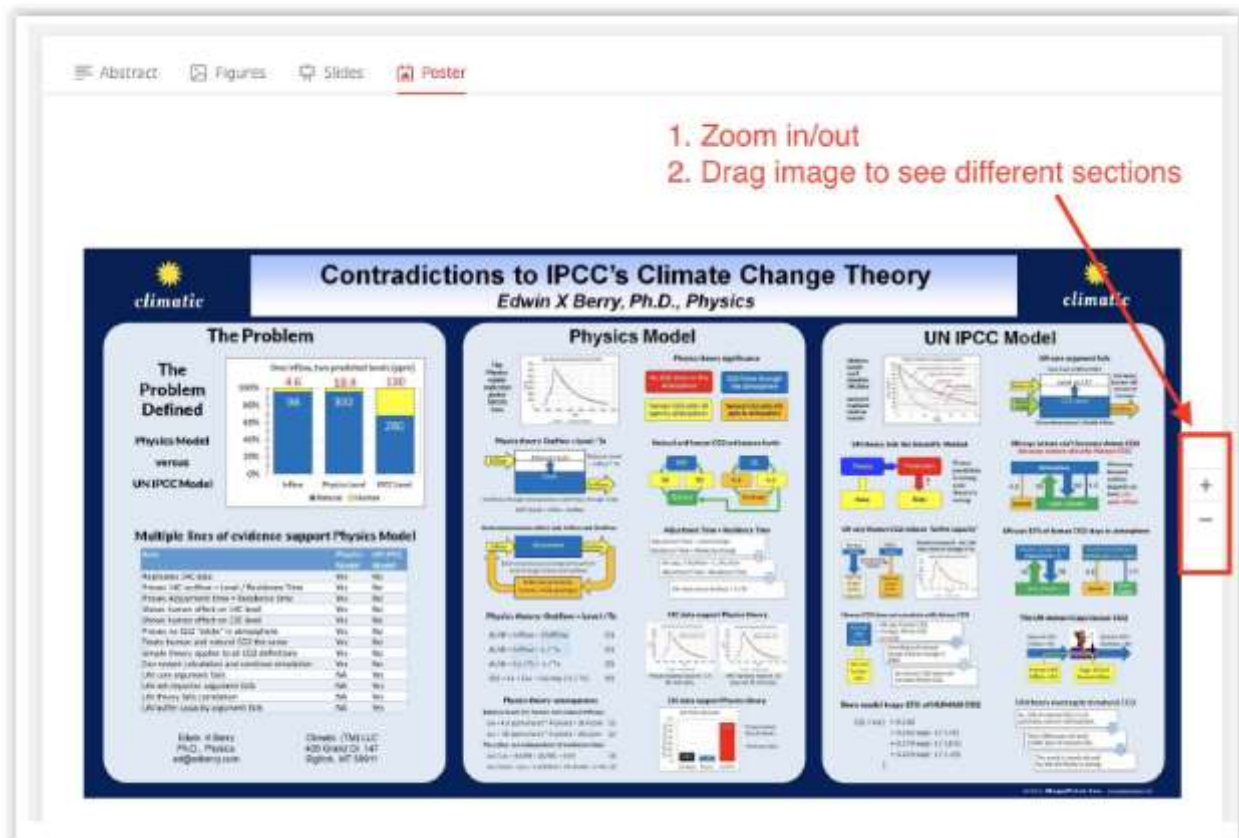


During the poster session there will be a button to join a video chat on the right. The button indicates either "open for discussion" or "X in discussion" where X is the number of people already in the current video chat. (The maximum number of people in a chat is 6)



Clicking on a poster with an ongoing chat will not make you automatically join the video chat. You will have the possibility to join it or simply consult the content without engaging with the presenter right away. You have the choice to view the summary or the poster. While viewing the poster you can zoom in and out either with the mouse or with the + and - buttons and drag the image.





Video chat with a poster presenter

Note: The maximum number of people in a video chat is 6. Do not try to enter full sessions.

Start a Video Chat

Click Call Presenter (Appeler le présentateur).

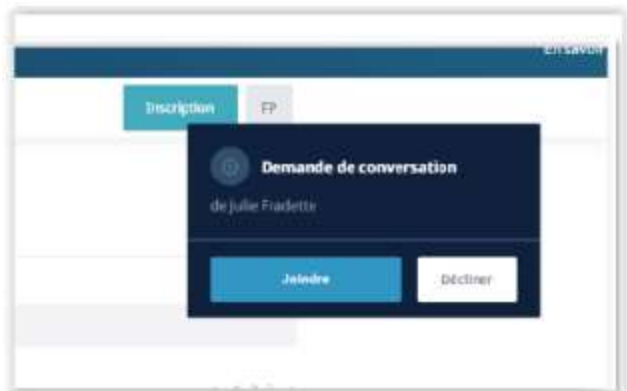


Presenters receive a notification when a participant starts a video chat:

As a presenter, when someone joins your poster in conversation mode, you will receive:

1. An email notification with a link to join the chat.
2. A notification on the event website to join the chat.

The presenter does not need to authorize the participants. Participants can enter a video chat without the presenter already being present.



Join an existing video chat

If there is already a video chat ongoing for a poster, you will see the number of people in the chat. Click Join Conversation to listen and ask your questions.

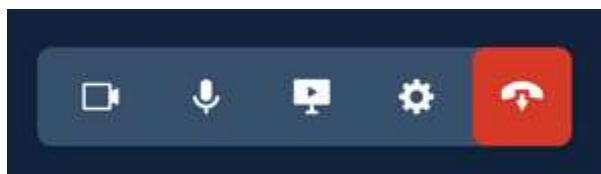


The first time you enter a video chat, your browser will ask you to give access to your camera and microphone.

Video chat controls

At the bottom of the conversation panel, you control your camera and microphone.

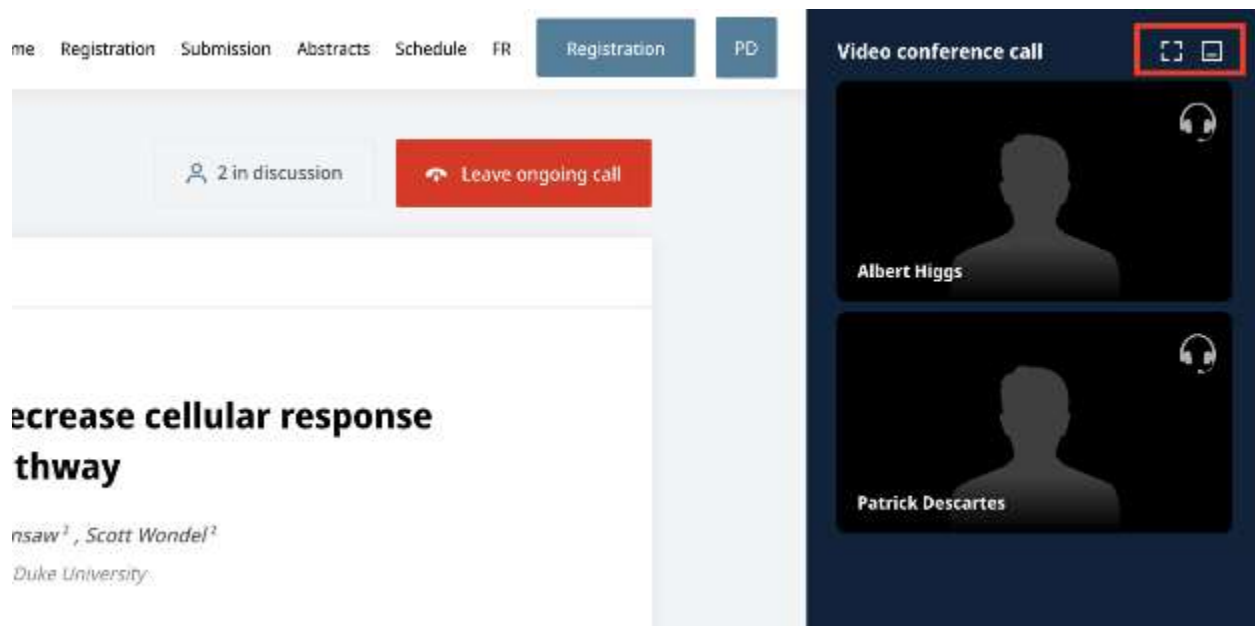
- Activate / deactivate the camera.
- Activate / deactivate the microphone.
- Activate screen sharing.
- Change the source of the camera and microphone.
- Hang up or leave the conversation.



Other controls at the top right allow you to:

Switch to full screen mode.

Minimize the conversation window.



Share screen

Planning to share your screen? Note that the screen sharing option does not work on iPad, iPhone, and other mobile devices.

All participants in a video call in Fourwaves can share their screen. **Open the poster on your screen and share your screen if you are the presenter to give a presentation of your poster or if you are a visitor to ask a question about a specific part of the poster.**

The person sharing the screen is encouraged to lower their display of the videos of the participants in the chat order to increase the space available for the poster viewing.

If you are a Mac user, make sure your browser has permission from your operating system to share screen.

How to allow your browser to share screen (for MAC)

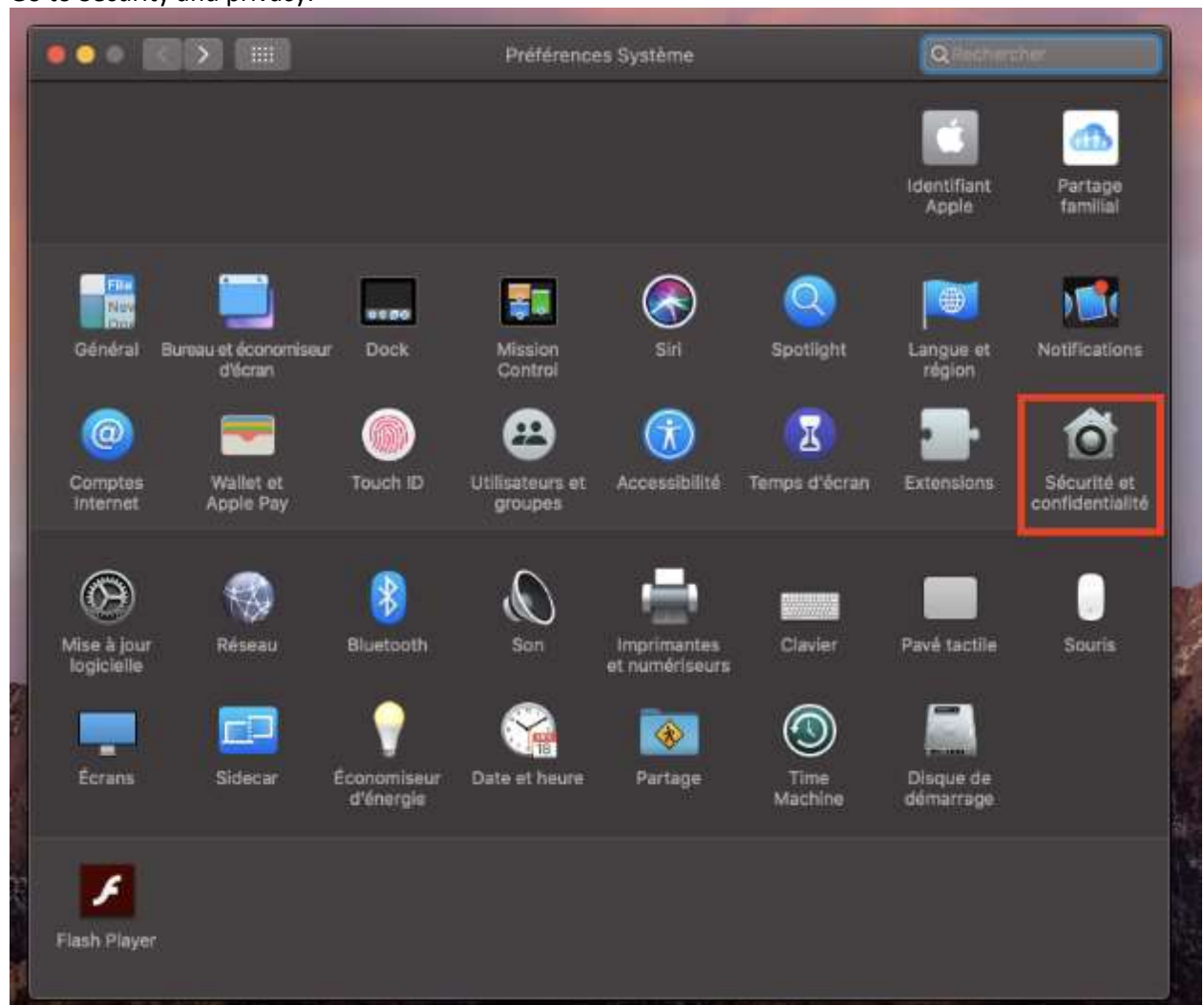
If you are a Mac user, you might face some issues while trying to share your screen. This is because your browser needs permission from the Mac operating system (OS) to share the screen.

Fortunately, this can be fixed quickly:

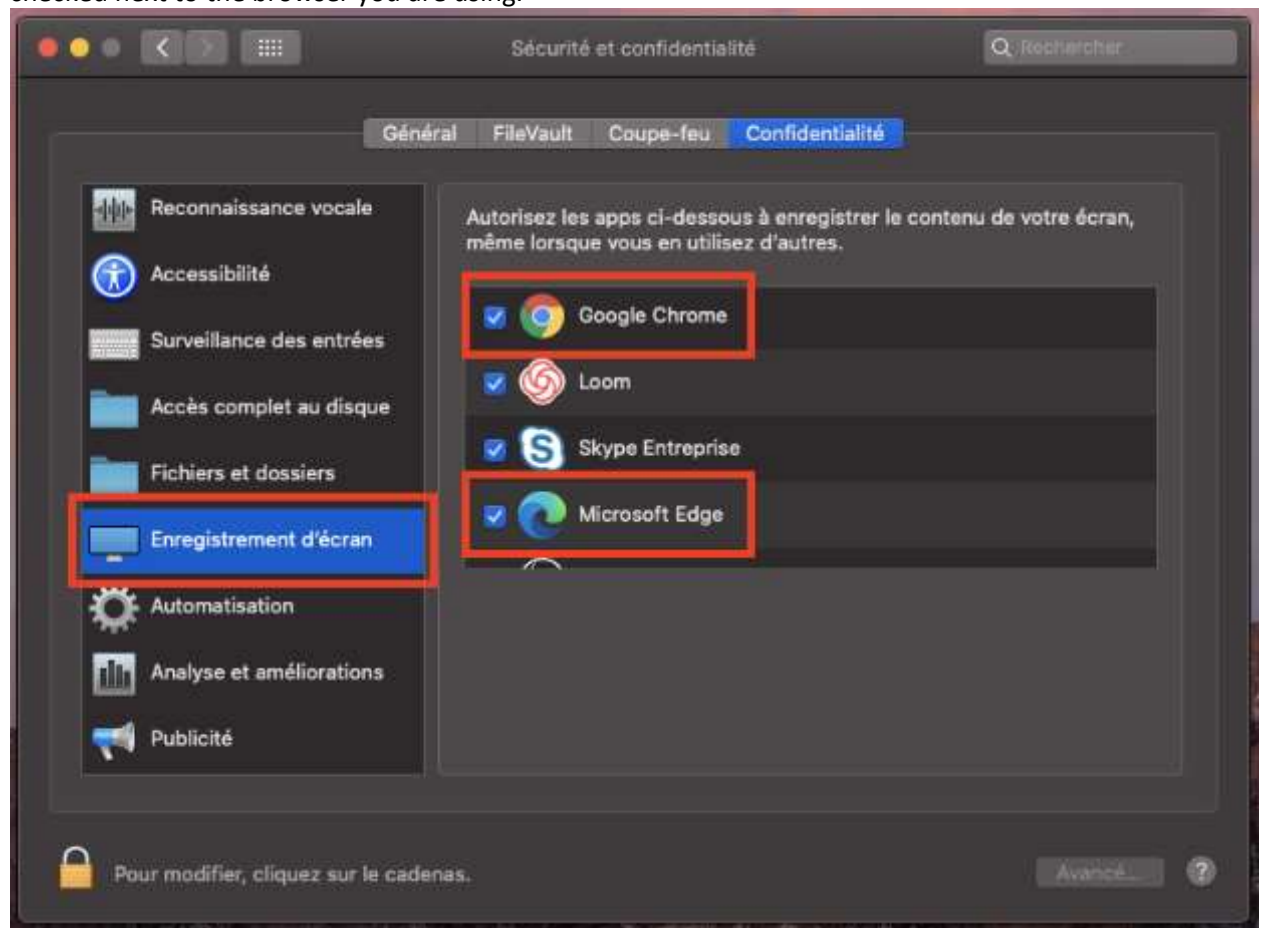
Open the System Preferences app.



1. Go to Security and privacy.



2. Choose the Screen recording permission from the left menu and make sure the box is checked next to the browser you are using.



3. If you are unable to change these settings, you must first click on the padlock at the bottom left.

