



05.01.2018

Dear all,

We hope you've had a very nice holiday and are off to a good start for 2018. Your IMC circular is back to help you plan ahead.

A central element of your Masterclass will be the videoconference at the end of the day. As it is the final point of the day it should remain a special and positive memory for students. Any technical problems detract from this and should be avoided. We therefore offer tests with CERN to help you assure a high quality videoconference.

////////// VIDYO TESTS WITH CERN //////////

The CERN Vidyo test period is Jan 15 - Feb 02, 2018. Tests are possible from 10-11 and 14-15 CET, with a maximum number of 3 institutes per slot. Tests are mandatory for all institutes new in Masterclasses and for those who have changed something, e.g. room or technical setup. All tests should be performed with exactly the same equipment and in exactly the same room as the real event. There is only one test period. No testing after Feb 02!

The 2-step-procedure:

1.) Register for your test at <https://doodle.com/poll/zintkteggm2vtu7p>

2.) At the day of your test

- connect to <https://vidyoportal.cern.ch/join/rTYfeMEhXmdY> (Vidyo room: Masterclasses_2018_VC1)
- Login as *GUEST* in the form Institute-City-Country (e.g. GenevaUni-Geneva-CH for the Geneva University).

If you connect via H323:

- Dial the IP address of the Vidyo gateway: 188.184.66.56 or 207.75.165.84
- Once the connection is established with the gateway, dial in the meeting room extension: 1010003 (VC1) followed by the "#" key

For institutes that want to test beforehand go to the Vidyo TV at:

<http://information-technology.web.cern.ch/services/fe/vidyo/howto/users-test-your-setup>

In case of inquiries please send a mail to vidyo-support@cern.ch with the subject: "Masterclasses 2018".

////////// VIDEO CONFERENCE MANUAL //////////

For videoconferences with CERN we have prepared a manual which is available at [www.physicsmasterclasses.org/downloads/manual local organizers 2018 01 05.pdf](http://www.physicsmasterclasses.org/downloads/manual_local_organizers_2018_01_05.pdf)
It describes aims and structure of the videoconference and includes technical details, instructions for the quiz and recommendations for hardware and room setup.

////////// ORIENTATIONS/VIDYO TESTS WITH FERMILAB //////////

Institutes connecting with Fermilab or TRIUMF have the opportunity for an online orientation covering the masterclass measurement, student preparation, and questions. It also serves as the Vidyo test. These are available through 4 Mar. More information and a registration link can be found at <https://quarknet.org/content/orientation-2018>. Institutes not doing some form of online orientation should still arrange a Vidyo test by contacting Ken Cecire.

Kind regards,
Uta + Ken