



04.02.2022

Dear all,

The first Masterclasses will be held on Friday next week - on the UN International Day of Women and Girls in Science. Whether your event is in February, March, or April, it's definitely good to go over the videoconference procedure ahead of time.

### **//////// Instructions for the CERN videoconferences //////////**

To make the Zoom videoconference enjoyable for both moderators and students, the following setup will be used:

- The videoconferences will be done in the “webinar style”. To ensure interactivity between moderators and a large number of participants, the Q&A feature and polls will be used.
- You will receive the Zoom webinar link ~ 2-3 days ahead, so you can share it with participants, if students will connect individually. Avoid posting the Zoom meeting link on any public website to prevent the session from Zoom bombing.
- The videoconference will follow the usual timeline (welcome&icebreaker, combination &discussion of results, Q&A, quiz).
- It is *\*not\** intended that institutes present reports. Instead, moderators will show combined results and ask questions to students.
- The quiz will be played by moderators using the app kahoot. Students can do the quiz on PC or smartphone. They don't need answer sheets.

Manual for the videoconference in pdf-format: <http://cern.ch/go/dh7T>

### **//////// Instructions for the Fermilab videoconferences //////////**

Zoom is also the official videoconference service for Fermilab. Here is the plan, in brief:

- Fermilab videoconferences will be mixed between normal Zoom videoconferences and webinars. The type of conference will appear in the “Zoom link” column of each schedule found on the Fermilab Videoconferences 2022 page at <http://tiny.cc/fnalvc22>.
- The videoconference will follow the usual timeline (welcome&icebreaker, combination &discussion of results, and Q&A – no quiz) with the possible addition of special features to be announced in coming weeks.
- As with CERN videoconferences, please avoid public posting of Zoom links and institutes do not present reports. Moderators will ask insightful questions of them instead.

### **//////// Instructions for the GSI videoconferences //////////**

Zoom is the official videoconference service for GSI/PTMC.

- GSI/PTMC videoconferences will be on Zoom.
- Instructions for Zoom meeting links will be send to the contacts of each institute to distribute it to their session participants. Information will be posted in:

<https://indico.cern.ch/event/840212/page/23276-2022-ptmc-schedule>

- The videoconference will include welcome & icebreaker, discussion of results, Q&A, virtual visit to therapy centres, when possible, and quiz.
- The quiz will be played by moderators using the app kahoot. Students can do the quiz on PC or smartphone. They don't need answer sheets.

**//////// Instructions for the Belle II videoconferences //////////**

Three videoconferences organised by Belle II will also use Zoom service. Based on the previous experiences "meeting" style will be used to maximise the interaction between the participants. During the videoconference, participants will present their results, participate in an interactive quiz and talk to a researcher connected from the Belle II control room. Zoom details will be distributed to the local site organisers before the event.

Kind regards,  
Uta + Ken

Dr. Uta Bilow  
Institute of Nuclear and Particle Physics  
Technische Universitaet Dresden  
Zellescher Weg 19  
01069 Dresden  
Germany  
Email: [uta.bilow@tu-dresden.de](mailto:uta.bilow@tu-dresden.de)  
Phone: +49 351 463-32956  
Fax: +49 351 463-33114

Kenneth Cecire  
QuarkNet National Staff, University of Notre Dame  
Department of Physics  
225 Nieuwland Science Hall  
Notre Dame IN 46556  
USA  
tel +1-574-631-3343  
fax +1-574-631-3977  
e-mail [kcecire@nd.edu](mailto:kcecire@nd.edu)