



# Center for the History of Emotions, Online Colloquia

## Information about virtual conferencing tool WebEx

- We use Cisco WebEx Meeting. You can download the WebEx Meeting app in advance. Please download here: <https://www.webex.com/de/downloads.html> (It is also possible to connect via your browser.)
- After clicking the individualized link to the colloquium, you will be asked to enter your full name and email address, and where applicable, the meeting password (available on the HoE Colloquium webpage ahead of time). You will then be admitted to the meeting.
- We highly recommend that you use headphones or a headset to reduce echo and background noise.
- If possible use an ethernet connection rather than wifi (plugging into your modem/internet box will allow a better connection).
- There are multiple options you can select regarding the screen display. For further information please see the Cisco WebEx Help Center: <https://help.webex.com/en-us/nk20oui/Full-Screen-Video-Layouts-in-Cisco-Webex-Meetings-and-Cisco-Webex-Events-Slow-Channel>

## Code of Conduct

### Audience members:

- The tool allows you to activate/deactivate your own videos and microphones. We invite you to turn your videos on, to give speakers a sense of their audience, but ask that you please mute your microphones when you enter the meeting.
- To ask questions, please write 'Q' or 'question' in the chat box and press RETURN/ENTER to send. You will then be called upon to ask your question during the discussion round. In the discussion, the camera can be turned on – especially when speaking.
- If you have any general issues or questions about the format during the talk, please send a private message via chat to Daniela Petrosino. If you have technical difficulties, please send a message to Philipp von Hugo via the chat or via email ([vonhugo@mpib-berlin.mpg.de](mailto:vonhugo@mpib-berlin.mpg.de)).

### Presenters:

- Please make sure to be ready to begin at least five minutes before the beginning of your slot, so that we can start right on time.
- If you have a Powerpoint presentation or similar, you can share your screen by clicking on the 'Share Content' button in the bottom bar. You can choose between sharing your whole screen or individual applications. Sharing the entire screen is often more convenient as it allows to switch between apps, if necessary (e.g. Powerpoint and video player).
- **IMPORTANT:** When sharing your screen, WebEx allows you to optimize video/sound OR text/images in a drop-down menu in the top-bar of the 'Share Content' window. The default is usually 'Optimize for text and images'. In case you would like to show any motion picture and/or sound document, the option 'Optimize for motion and video' is mandatory, otherwise sound will not be transmitted.



## In short:

Use an **ethernet connection** rather than wifi (if possible).

Use **headphones or ideally a headset!**

Turn off your **microphone** if you are not supposed to talk!

To ask a **question** during the discussion round please write 'Q' or 'question' in the chat box

To share a Powerpoint presentation click on the **'Share Content'** button in the bottom bar.

If you want to show any motion picture and/or sound document choose the option **'Optimize for motion and video'**.

In case of **general issues or questions**, please send a private message via chat to Daniela Petrosino

If you encounter **technical difficulties**, please send a message to Philipp von Hugo via the chat or via email ([vonhugo@mpib-berlin.mpg.de](mailto:vonhugo@mpib-berlin.mpg.de)).