



International Masterclasses

CERN Videoconference

Manual

for **Local Organizers**

02.02.2022

Technical details (Zoom webinar)

All videoconferences will use Zoom. To make the videoconference enjoyable for both moderators and students and to ensure a smooth flow of information, the “webinar” style will be used. While moderators transmit video and audio, participants cannot send video or audio. But they can interact via the Q&A feature and polls that moderators will launch.

If the number of participants in a videoconference is low, moderators can nevertheless decide to allow students to unmute themselves and to speak.

The links to the Zoom webinar will be send ~ 1-2 days ahead of your Masterclass, so you can share it with participants, if students will connect individually. Avoid posting the Zoom meeting link on any public website (including in indico) to prevent the session from Zoombombing.

Elements of the Videoconference

1. Overview & Timing

Welcome & Icebreaker _____	10'	(16:00 – 16:10)
Combination & Discussion of Measurement _____	20'	(16:10 – 16:30)
Open Discussion _____	19'	(16:30 – 16:49)
Quiz _____	10'	(16:49 – 16:59)
Good Bye _____	01'	(16:59 – 17:00)

2. Welcome & Icebreaker (10')

Moderators will welcome participants, explain the timeline and Zoom functionalities. They will launch 1-2 Zoom polls as a warm-up activity and display a map showing all connecting sites. Example:



3. Combination & Discussion of Measurements (20')

Moderators show combined results. They will ask questions to participants on the measurements and the results. Answers from students will be collected via Zoom polls. It is **not** intended that institutes present reports.

4. Open Discussion (19')

After the specific discussion of the measurement, the discussion can expand to more open and general questions. The Zoom "Q&A" feature will be used. Students can type questions, and they can upvote questions from other participants.

5. Quiz (10')

The quiz will be played by moderators using the app www.kahoot.it. Moderators will share the game PIN. Students can do the quiz on PC or a second device, e.g. their smartphone. They don't need answer sheets.

The quiz includes 7 multiple choice questions (4 answers each), and every student plays on his/her own. The correct answer will be revealed immediately after each question.

6. Common Good Bye (01')

Moderators are supposed to close the session after 60 minutes!

Also in the case of very lively discussions, the moderators still have to officially end the VC in time. They can, however, offer to stay online after the official end. But this is completely on a voluntary basis. Alternatively, students can be offered to continue the discussion locally with the local experts.