

## Your EIT Food RIS Fellowship Assessment Guide

**HEY! We are very happy that we will meet at EIT Food RIS Fellowship Workshop. Here you will find a few tips that might be helpful before and during the workshop.**

### General Tips:

- Prepare yourself - pyjamas are not the best outfit to wear :)
- We will meet online - think of how you will look online - you can test your system, microphone, camera before the day of your workshop
- Find a quiet location from which to join your session, and make sure you have access to a fast LAN connection or excellent Wi-Fi signal
- Have fun with us! Whether it is your first assessment center in life or you have some experience, please, have fun!!!
- During the assessment follow the instructions
- Turn off your phone/notifications - stay focused all the time
- Be yourself! We want to know you as you are, don't act like someone you're not!
- Once again - we will meet online - Follow the technical guide as well!

### Best Practices:

**We want you to have the best possible experience during your assessment. Below you will find some best practices to make that happen.**

- Join a session a few minutes early to test your audio and video connections. Make sure you have the latest Zoom app downloaded (Zoom.us menu > Check for updates)
- Use a headset (or Earbuds) instead of speakers and a microphone. Remember, that the connection may sound fine to you, but speakers and a microphone generate too much static for others
- Mute your audio unless you are speaking (or in line to speak) to prevent unintentional background noise from disrupting the conversation
- When video is enabled, speak to the camera (and not to the screen)

**Zoom is the video conferencing tool you will use in the EIT Food RIS Fellowship Workshop.**

### What You Need To Get Started:

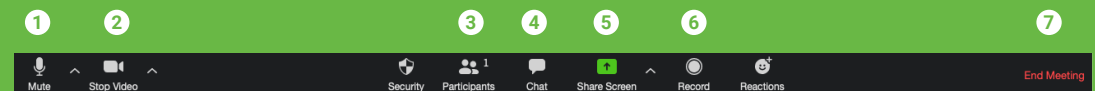
- A computer, laptop, or any other device connected to the Internet (please use your computer/tablet, as it will be difficult to take part in the assessment on the phone)
- Your meeting ID number or URL of the meeting, which will be sent to you before the Assessment
- A headset or earbuds

### How To Download And Launch The Zoom App:

1. Click the link to the Zoom room sent to you
2. You will be prompted to download the Zoom application
3. Download the Zoom application
4. Click the URL of the zoom room again
5. Launch Zoom application from your browser
6. In case of any further questions, please refer to: [video](#)

### The Zoom Menu Bar:

The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If it doesn't, move your mouse slightly and the bar will appear. (The bar disappears after a few seconds when in full-screen mode)



### You Can Use The Zoom Menu Bar To:

1. Mute/unmute your audio (not the audio of the participants). You can also select your audio input here by clicking the up arrow next to the microphone icon
2. Start/stop your video. You can also select your video input here by clicking the up arrow next to the video camera icon
3. View the list of participants
4. Send a message to one person (using private chat) or to all participants
5. Share your desktop (everything you have open) or select a specific window to share (e.g., Miro)
6. Record the meeting (if you have been granted permission)
7. Leave or end the video meeting