



ZEW

MANNHEIM
TAXATION
Leibniz ScienceCampus



POLITICAL ECONOMY
OF REFORMS | SFB 884
MANNHEIM

2020 ZEW Public Finance Conference

Advances in Local Public Economics

8 May 2020, Mannheim

ZOOM INSTRUCTIONS FOR PRESENTERS AND DISCUSSANTS

Please note: We will have a short test run on 7 May at 4 pm. If you would like to participate please register under the following test link: https://zoom.us/webinar/register/WN_RxKw7CUwSq-g4WYqR_CbYw

The link to the actual conference on Friday, 8 May 2020 was sent to you by email after your registration.

- You do not need a Zoom Account for your participation in the online conference. You only need to download an add-on. Therefore we highly recommend to open the Zoom-link a couple of minutes before the conference.
- If available, please use a headset to increase the quality of your audio.
- Please close any programs on your computer which you do not need during your session.
- You will enter the conference as an attendee (passive participant). Your audio and camera are turned off.
- Right before the start of your presentation/discussion the event host (Vanessa Hendricks) will activate your audio and camera.
 - There will turn up a window with the information that you are now a panelist and your audio is turned on (this window might load a few seconds).
 - You will also get a notification that the host would like you to start your video. Please agree, so all of the participants can see you.
- Presenters: During your presentation everyone will see you (small picture) and your presentation (big picture)
 - You can show your presentation slides by sharing your screen (click on the symbol on the bottom line)
 - Important: please open your presentation on your computer **before** you share your screen. After sharing your screen, please **switch to full screen view** (e.g., by pressing Ctrl + L).
- Discussants: During the discussion everyone will see and hear the discussant, the presenter and the presentation slides. **As a discussant, please do not prepare any slides!**
- Please note: Only active participants can see the list of attendees on the right side. Passive participants can only see the number of all attendees and the videos of the talking people.