

Introduction

For our Online Open Space sessions, we use the Zoom online meeting tool. You have received an email with a zoom link which will bring you to the main online zoom meeting session. We start every session in this main zoom space and make an introduction on how things will be working in the zoom tool. Also, the open space session topics will be introduced by the people who brought them to the table.

Audio and video settings in zoom

When you open the zoom link provided in the invitation mail, you will be prompted to join the session with computer audio or join by phone call. In the bottom left of the screen you will find your audio and video settings. Clicking these buttons will mute your audio or start or stop your video. On the arrows next to these audio and video buttons you can adjust your audio and video settings.

Breakout rooms

When starting the open space breakout sessions, we make use of the breakout room functionality of zoom. For every session a separate breakout room will be available. After the main introduction, we will link everybody to the breakout room of their choice. What you have to do is decide which session you want to join, open the chat and type your choice. The host/admin of the session will link you to the chosen breakout session and you can start your sessions.

Want to join a different session?

When you want to leave the current breakout session and want to join another session, you can leave the breakout session by clicking “leave breakout room” at the bottom right of the zoom screen. You will come back in the main area of the zoom session and can chat your new choice with the host/admin to join another session. The host will link you to your new session and will chat you if the new link was successfully executed. After this message you can click the breakout room button to join the new session.

Finalizing the breakout sessions

After 45 minutes the breakout rooms will be closed. 5 minutes before closing everybody will be reminded to be able to wrap up the session together and prepare a short presentation of the findings. You can leave the breakout session by clicking the bottom right button “Leave breakout room” which will bring you back to the main open space area. We will wrap the online open session by letting one participant from each session present the findings.

Chat with the host/admin for help

The host/admin is available in the main area. He will not join the breakout sessions. You can therefore only chat with the host/admin when you are in the main area. When you have a question or want help from the host please chat with the host in the main area.