

GENERAL HOUSEKEEPING

- **The meeting runs on Zoom.** Download and install the Zoom client, if you do not have it already.
 - If you have never used Zoom before please do a test <https://zoom.us/test>
 - Connect your device, whenever possible to a wired network connection directly to ensure a strong internet connection. If at home, connect to a wired port of your home router. WiFi is not so good for Audio/Video traffic.
 - If you run with a laptop or mobile device, connect it to the power supply, do not run on batteries.
- ⇒ **Please note that all sessions/interviews are recorded for internal use only. By participating to this session, you agree to be recorded.**

Admission interview

- Please make sure you connect at least 10 minutes before the start of the interview. This will allow you to make sure that your connection link works.
- A host will chaperone you in the waiting room.
- A webcam is required and the camera must be switched on during the whole interview.
- Make sure your presentation is open and that you know how to share your screen in the admission interview.
- Use headphone or ear jacks, not the loudspeakers of your device to make audio much better for all.
- If you experience difficulties in using the audio to talk, you can use the chat button to write to the host / co-host.
- If you do not see the buttons at the bottom of the Zoom window, move the mouse on that window and buttons will appear.
- Only exceptionally, use the browser if a client installation is not possible. If you need to use the browser, please use Google Chrome or Microsoft Edge. You need to have a Zoom Account to be able to join via Browser.
- In case you have any problems in connecting to the meeting, please contact the coordinator of your PhD Program by email. You will receive further instructions.
- At the beginning of the admission interview, the members of the committee will inform you about the speaking rules and the procedure of the interview.

GOOD LUCK!