

Symposium Guide

We are pleased that you chose to participate in “Air Matters” held online via Zoom on November 21, 2025. In this guide, we have outlined some key points for presenters and participants.

This symposium will take place via the online conference tool Zoom. We hope that most participants are already familiar with the Zoom platform. Nevertheless, alongside general information about the conference, this guide highlights some relevant information regarding the use of this platform.

How to Access the Symposium

Please go to https://airproject.univie.ac.at/symposium_airmatters/

The Zoom link for the symposium will be available on this webpage. This link will be emailed directly to all presenters on November 7, 2025.

Attending a Session

Sessions will start at the time specified in the symposium program to ensure all speakers have sufficient time to present. To avoid any background noise, please make sure to mute your microphone unless you are speaking.

Key Points to Keep in Mind during Your Presentation

Screen Sharing: Each presenter will be able to share the screen. If you plan to use slides or other visual or audio content, you are responsible for ensuring that your sharing settings are properly configured.

Video and Audio Content: Please test this feature prior to your presentation to make sure it works. Please be sure to have a backup plan in case there are any technical issues. Links and other relevant content or materials can also be shared via the chat.

Presentation Length: Each flash talk will be 12 minutes. Each keynote talk will be 20 minutes. The second keynote talk will be followed by a 15-minute Q&A session. Please make sure your talk stays within the allocated time.

Zoom offers various “How to” guides on their website. We ask, if you are not familiar with Zoom, that you practice and prepare prior to the conference.

Here are some helpful links:

- <https://support.zoom.us/hc/en-us/articles/360034967471-Getting-started-guide-for-new-users>
- [Zoom system requirements: Windows, macOS, Linux – Zoom Support](#)
- [Joining a Zoom meeting – Zoom Support](#)
- [Getting started with Android – Zoom Support](#)
- [Getting started on Windows and macOS – Zoom Support](#)
- [Getting started with the Zoom web client – Zoom Support](#)
- [Enhancing your video in Zoom – Zoom Support](#)
- [Sharing your screen or desktop on Zoom – Zoom Support](#)

Questions? Please email air.anglistik@univie.ac.at, and we will respond as soon as possible.

