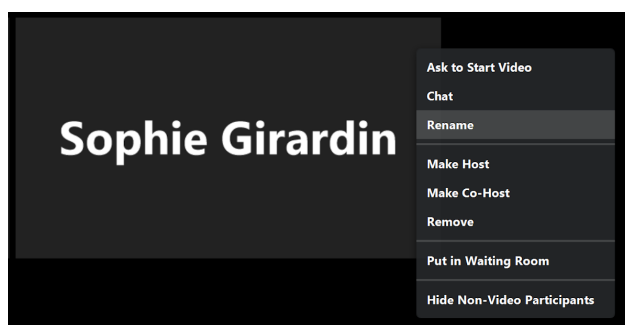


Rules for Online NPFantasy

ESN Switzerland

Join the meeting

- You can access the NP meeting through the provided [Zoom link](#).
- If your Zoom account is not in English, we advise you to switch, so that you can follow the instructions on this page ([how to](#))
- Upon entry, please write your name with the following format: FIRST NAME LAST NAME - ESN SECTION. If you already have a Zoom account, you can change your name by clicking on the three dots next to your video snippet and clicking on “Rename”.



- You will be **muted by default** upon entry and **should remain muted all along the call**, unless you are on the Speakers' list and the Chairing Team calls your name. In that case, you can unmute yourself and ask your question.
- It is up to you to enable your video or not. If you are presenting or asking a question, it is better if your video is enabled, as it makes it more interactive.
- You may only use the Zoom chat for official, formal reactions (see below). For everything informal, you should use the [Telegram chat](#).

Speakers' List

1. Ask a question or make a comment

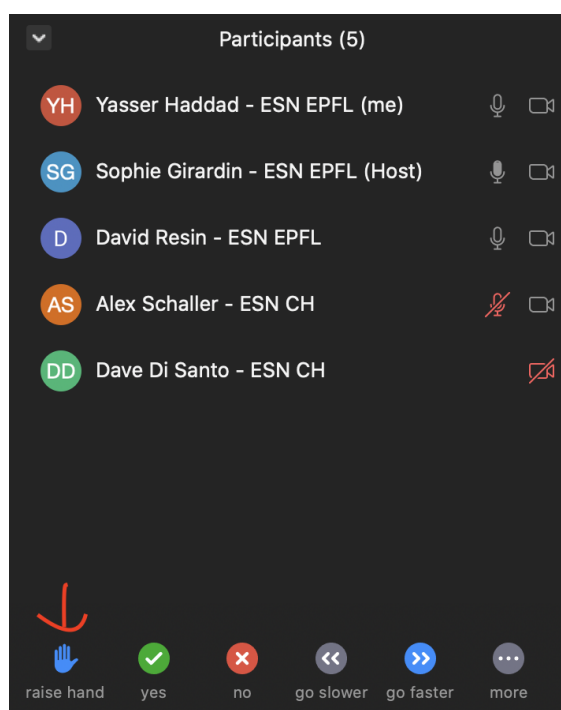
After a presentation, all participants are allowed to ask **questions** or make **comments** related to that presentation. You may do so by requesting to be added to the “speakers’ list”:

- Write down your question beforehand, so that you are short and concise
You can make up to two interventions (questions or comments) at once.
- Click on the “Participants” button



This displays the list of all participants to the call on the right-hand side of your screen, along with some reaction options

- Click the “Raise Hand” button



This informs the Chairing Team that you wish to speak. You are thus automatically added to the Speakers’ List

- Wait for your turn. When it is your turn to speak, the Chairing Team will call your name.
- When it's your turn to speak:
 - 1) Unmute your microphone
 - 2) State your name and section
 - 3) Ask your question loud and clear
 - 4) Mute yourself back

2. Reactions

You may use Zoom's built-in reactions if you want to publicly express your agreement to a statement someone made or at the end of someone's presentation



If you want to make a more elaborate reaction (either because you were directly addressed or because the current intervention made you think of something relevant), you can write "Reaction" in the group chat

This adds you to the top of the Speakers' List. When the current speaker is done talking, you can:

- 1) Unmute yourself
- 2) State your name and section
- 3) State your reaction loud and clear
- 4) Mute yourself back

3. Procedural Reactions

If you have a procedural reaction, you should write "Procedural" in the group chat. You may then unmute yourself and make your procedural reaction right away.

Example of procedural reactions: there is a sound problem with the current speaker; the screen sharing has unexpectedly stopped; the established procedures of ESN Switzerland are not being respected; you request a special procedure (closing the Speakers' list, hold a vote, etc.)

4. Closing the Speakers' List

The CT will propose to close the Speakers' List if only a few speakers are left on the list or if the time allocated for questions is coming to an end. Everybody who is already on the Speakers' List at the time of closing can still ask their question. You may oppose the closing of the Speakers' List by writing "Oppose" on the chat. The CT will then leave the Speakers' List open for longer or will ask the NP to vote on closing the Speakers' List.

General behaviour

The same rules as a physical NP apply during an online NP. As a participant, you are bound to follow [ESN's Code of Conduct](#). In particular, please be respectful of the presenters when asking your questions and follow the speaking rules described above.

In case you do not respect the established rules, the Chairing Team may exclude you from the call.

Note: depending on your operating system or browser, your Zoom page might look a bit different than the screenshots provided above.

