



Agile Automotive 2020 //ONLINE EDITION Conference Guide



**AGILE
AUTOMOTIVE**

AGILITY END-TO-END

Welcome to the Agile Automotive 2020 Online Conference

We are using ZOOM.US as a main conference platform and online communication tool after a careful evaluation also considering data protection aspects (see section 2).

On the following pages, we will provide some more useful information regarding preconditions and handling during online conference that you should be aware of upfront.

For the purpose of gathering participants questions to a presenter we use the sli.do (www.sli.do) platform.



Please make sure in advance that you have the necessary technical infrastructure available.

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1 Technical Prerequisites



Screens

- We recommend participating in the conference with 2 screens: One for the presentation the other for the video grid of the other participants and the presenter.
- A separate screen in addition to the laptop screen works as well.



Video

- A video camera is highly recommended for the conference.
- The built-in camera of the laptop is typically sufficient.
- You can find information regarding the data processing in Zoom below this section.



Audio

- For the proper audio quality and your convenience, you should decide whether you want to use a headset with microphone or a loudspeaker with built-in microphone (e.g. Jabra).
- Keep in mind that you will spend some time in the conference. A battery only device will most likely not work throughout the entire event.
- Built-in laptop microphones might have a poor quality.



Internet Connection

- In case, your internet connection is bad, you might want to join the Zoom meeting only for video and dial-in via landline for audio.
- We will provide appropriate dial-in numbers.

2 Data Protection

We have carefully selected Zoom and, among other things, also looked at the study by the »Society for Data Protection and Data Security e.V.« on the subject of Video Conferences and Data Protection. (Source: GDD-Praxishilfe DS-GVO XVI: Videokonferenzen und Datenschutz, Status: April 2020)

Zoom is listed in the EU Privacy Shield Framework and thus guarantees data protection like an EU-based company.

Kugler Maag Cie has also completed a corresponding Global Data Processing Addendum with Zoom.

The Zoom Privacy Policy can be found here:

<https://zoom.us/privacy>

3 Login Steps

You can participate in the conference with the Zoom App, which you need to download and install. If you do not wish to download and install the app, you can also participate via browser.

Please note, that not all functionalities of Zoom might be available in the browser version. We describe the login process via App in section 3.1, the login process via Browser in section 3.2.

A few days before the conference, you will receive an invitation containing all the relevant information for the Zoom meeting:

Meeting Topic

Topic: Example Training
Time: Apr 15, 2020 11:00 AM Amsterdam, Berlin, Rome, Stockholm, Vienna

Meeting Link

Join Zoom Meeting
<https://zoom.us/j/98534905027>

You can either click on the link or copy it into a browser.

Meeting Password

Meeting ID: 985 3490 5027
Password: 304800

The password is not included in the meeting link.

You have to type it in separately!

This is for security reasons to prohibit unauthorized participants.

Dial-in Information

One tap mobile
+16699009128,,98534905027#,.#,.304800# US (San Jose)
+12532158782,,98534905027#,.#,.304800# US

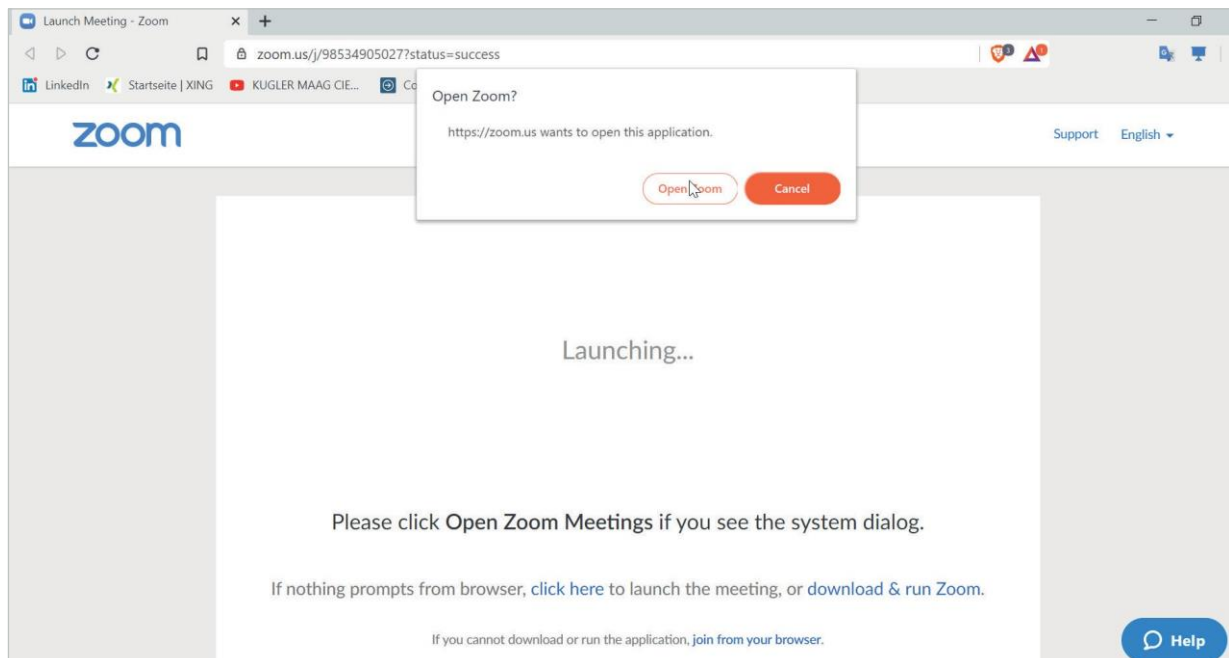
Dial by your location
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US
+1 301 715 8592 US
+1 312 626 6799 US (Chicago)
+1 346 248 7799 US (Houston)
+1 646 558 8656 US (New York)

Meeting ID: 985 3490 5027
Password: 304800

Find your local number: <https://zoom.us/u/ab7vhPnp5q>

In case, you have a weak internet connection, you can join the audio via phone conference.

3.1 Login via Zoom App



Copy the link into a browser of your choice and open/download the Zoom App.

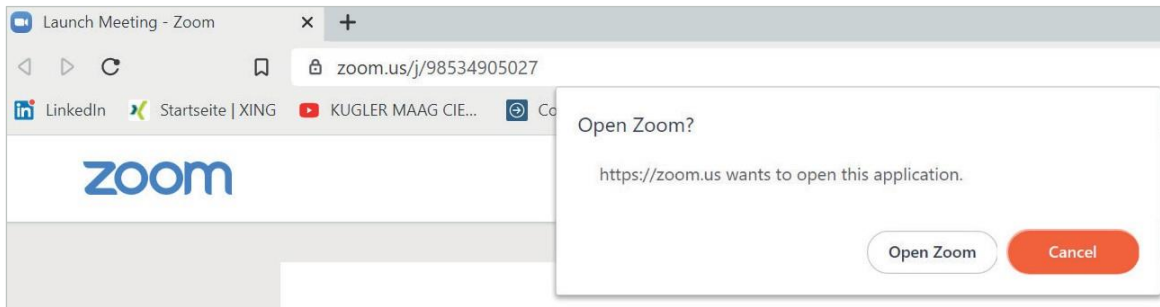
Type in your name and the password from the invitation.
Please make sure, that you use your correct name as we will only allow participants into the meeting that have registered.

Please allow to join with video.

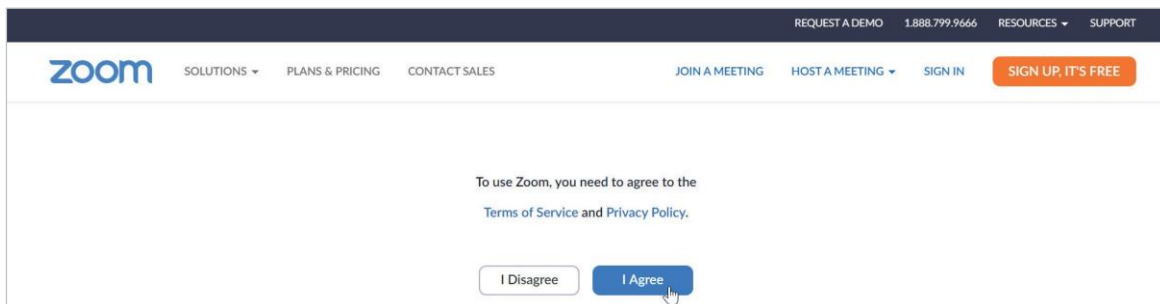
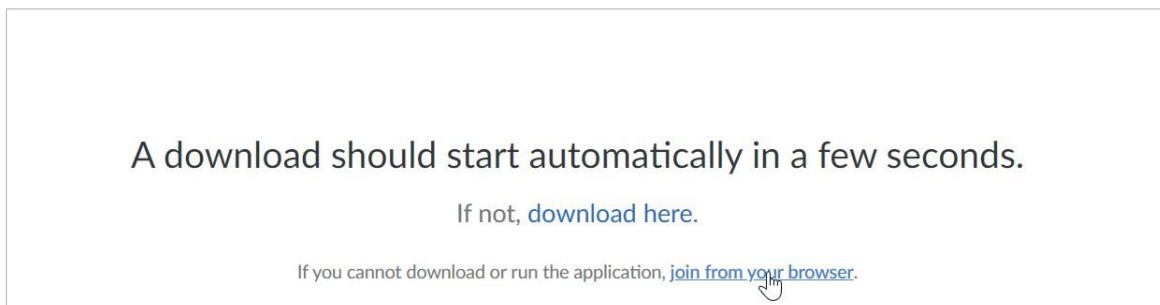
We are using the **Waiting Room functionality of Zoom**: The host will allow each participant separately to enter the conference. Thus, we make sure, that no not-registered person will participate.

Decide, whether you want to join via Computer Audio or Phone using the provided dial-in numbers. After this final step, you will join the conference.

3.2 Login via Browser



Cancel to download or open the Zoom App and click on »Join from your browser« instead:



You need to agree to the Zoom Privacy Policy and Terms of Services before you can join.

Please enter your meeting password and name to join the meeting

You can find the meeting password in the email invitation

Meeting Password

.....

Your Name

Name

Join

Type in your name and the password from the invitation.

Please make sure, that you use your correct name as we will only allow participants into the meeting that have registered.

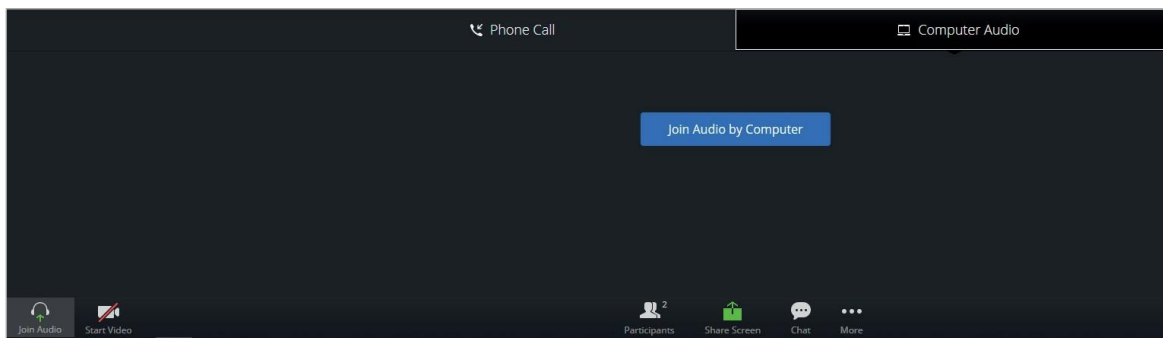
Participant ID 251428 Conference ID 985 3490 5027

Please wait, the meeting host will let you in soon.

Example Training

We are using the Waiting Room functionality of Zoom: The host will allow each participant separately to enter the conference.

Thus, we make sure, that no not-registered person will participate.



Please allow to join with video.

Decide, whether you want to join via Computer Audio or Phone using the provided dial-in numbers.

After this final step, you will join the conference.

4 Zoom Basic Functionality

At the bottom of the screen you find the menu bar with the basic functionalities.

Video Settings

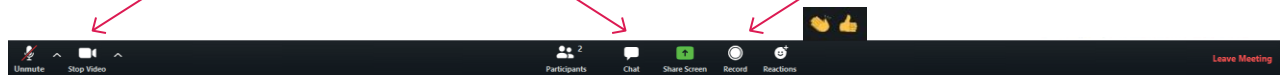
You can switch on/off your camera, change the video hardware and change other video settings, like a virtual background.

Chat

Allows to text to all participants or to single participants privately. Also, files can be exchanged via chat.

Record

Zoom has a functionality for recording meetings. In our conference, you cannot use this function, as we do not allow any recording of the conference.



Audio Settings

You can mute/unmute your microphone and change the audio hardware.

Participants

You see the number of participants.

Screen Share

This option will be enabled only for presenters.

Reactions

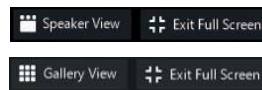
You can give a thumbs-up or applaud presenter.

Leave Meeting

You can leave your session at any time using this button.



You should use the Gallery view of Zoom and not the Speaker's view that enlarges only the person speaking. You can switch between the views using the icons on the top left-hand side of the screen:



Some useful shortcuts:

Ctrl-Alt-Shift H Show/Hide control toolbar

Alt+A Mute/Unmute audio

Alt+V Start/Stop video

Alt+Y Raise/Lower hand

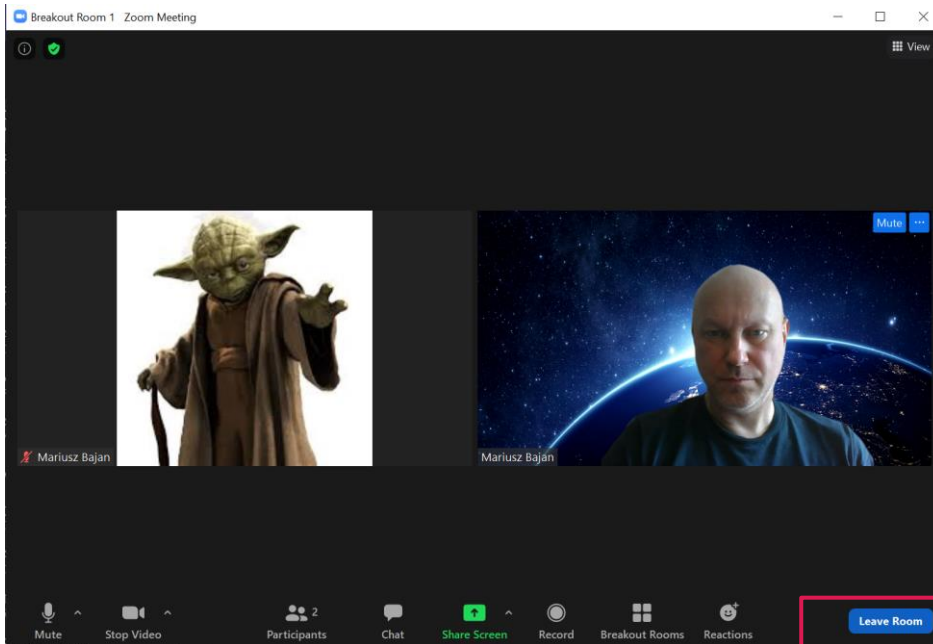


5 The ZOOM Breakout Rooms

In the conference, we are using **Breakout Rooms function** to perform group exercises.

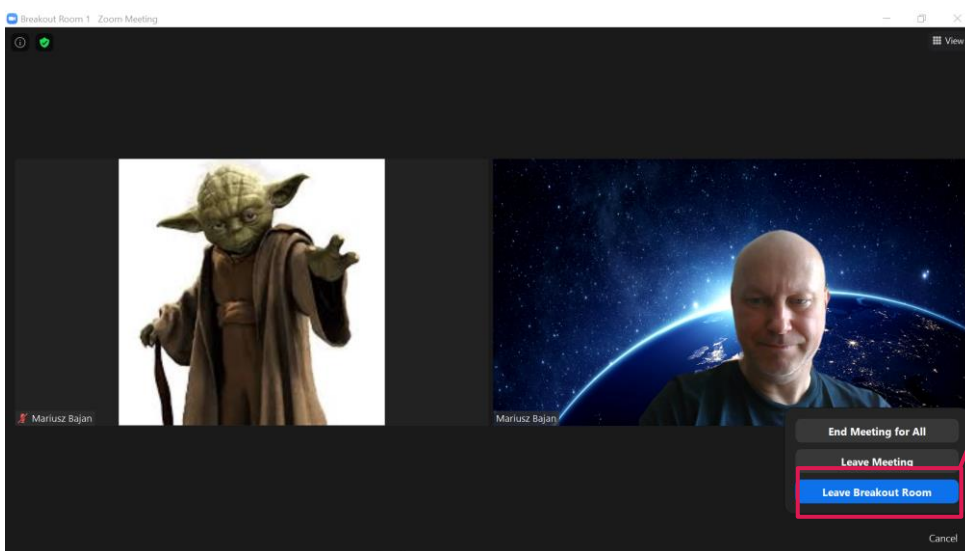
Agile Game or Chat Roulette exercise require work in small sub-groups. A conference host will split the whole group into smaller sub-groups using ZOOM Breakout Rooms functionality. From the participant perspective you will be in a ZOOM conference with a smaller group. The screen looks almost the same as in the Main Room.

After the group exercise ends, you will go back automatically to the main room or you can use Leave Room and then Leave Breakout Room buttons.



Leaving Breakout rooms

Usually you will return to the Main Conference room automatically after the end of group exercise, but you can do it also manually.



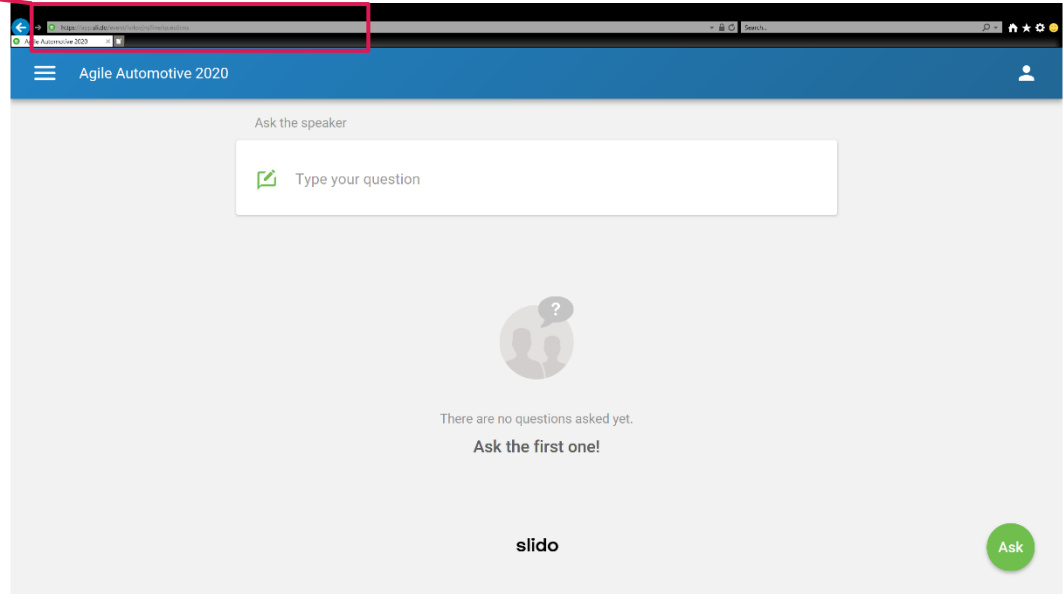


6 Asking Questions to a Presenter Using sli.do

During the conference, we are using sli.do to gather questions from participants to a presenter.

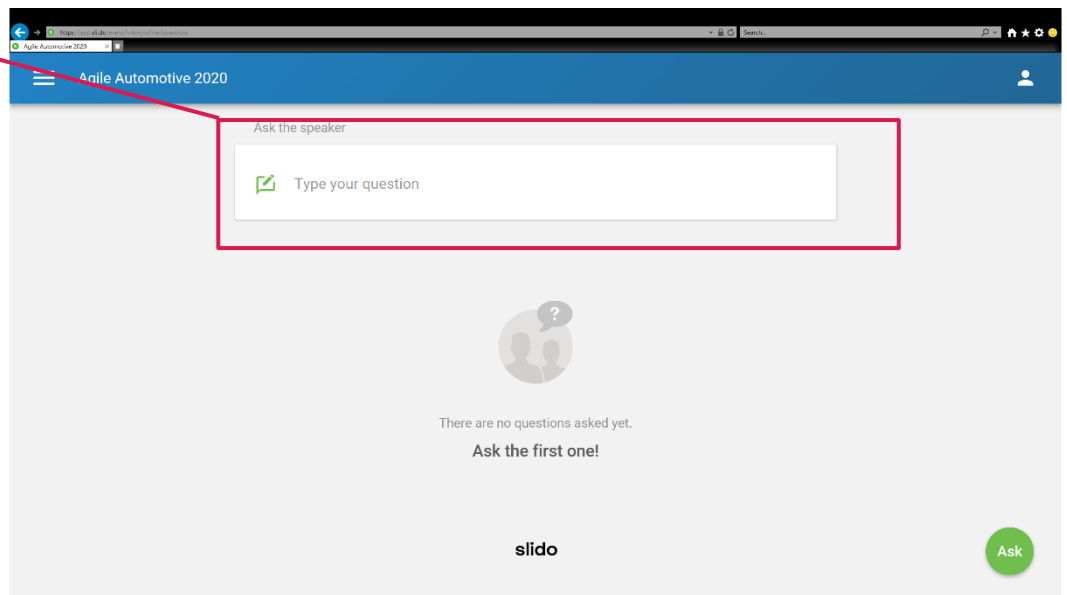
Go to sli.do

Insert the sli.do conference link provided by the host into your web browser.



Ask a question to the presenter

If you have any questions to the presenter, type it in the field "Ask the speaker".





6 Asking Questions to Presenter Using sli.do (cont.)

Enter your name

Enter your name so the speaker can identify you. However, you can also stay anonymous.

The screenshot shows the 'Ask the speaker' interface on the sli.do website. At the top, there's a blue header with the text 'Agile Automotive 2020'. Below it, a large text input field is labeled 'Ask the speaker'. To the right of this field, the number '160' is displayed. Below the input field, there's a smaller input field with a person icon and the text 'Your name (optional)'. To the right of this field is a green button labeled 'SEND'. Below the form, there's a circular icon with two people and a question mark. Below that, the text reads 'There are no questions asked yet. Ask the first one!'. In the bottom right corner, there's a green circular button labeled 'Ask'.

Vote for questions

You will see questions of other participants so you can vote for them.

The screenshot shows the 'Ask the speaker' interface on the sli.do website, displaying a list of questions. At the top, there's a blue header with the text 'Agile Automotive 2020'. Below it, a large text input field is labeled 'Ask the speaker' with a green checkmark icon and the text 'Type your question'. Below the input field, there's a tabbed interface with 'Popular' and 'Recent' tabs. The 'Popular' tab is selected, and it shows a list of three questions. Each question has a person icon, a timestamp, the question text, and a thumbs-up icon with a count of '0'. The questions are: 'Why Agile ?' (1:30 PM), 'Why this Agile framework ?' (1:31 PM), and 'What was difficult in your agile transformation ?' (1:31 PM). To the right of the list, the text '3 questions' is displayed. In the bottom right corner, there's a green circular button labeled 'Ask'.



7 Conference Netiquette

- Mute microphone, when not talking, to avoid interference.
- Activate camera during group exercise – a face to the voice supports the online meeting experience.
- You will agree on a method to raise questions or contribute actively as participant.