Dear Participants,

Thank you for your interested in the de.NBI Cloud workshops and welcome to the 4th de.NBI Cloud User Meeting. We would like to use this document for general guidance and reference to our Code of Conduct.

In case of any issues, technical mishaps or the need for guidance or information please contact us clum@denbi.de

In order to maintain a pleasant and productive virtual environment for all participants, we would like to remind you to follow and consider the following notes on “Zoom-etiquette”.

- All of the presentation and workshops will use Zoom. No Zoom account is needed for attendance. You can use the links provided to you via Email to attend at the meetings via your browser or the Zoom App.
  - The mails containing the Zoom information will be send to you in advance to the Cloud User Meeting.
- Please join the presentations and workshops with your real name. This is an act of being polite and grants a safe discussion environment.
- Once you have joined the meeting, you will be re-directed to the Zoom waiting room. The moderators will let you enter the meeting from the waiting room. This may take a moment.
- Please make sure to mute your microphone if you are not speaking.
- Don’t be late: Calculate enough time prior to the presentations/workshops and be sure to check the technical details before entering the meeting. The meetings will be open 10 minutes before the scheduled time. Think of this as your usual journey time to work.
- Conversation etiquette: During conversations keep in mind that we are in a virtual room and in a business conversation. Please take consideration in each other to establish a pleasant discussion environment for every participant. In case of any issues, please contact us at clum@denbi.de

The recording of any activity during the Cloud User meeting is prohibited. This includes taking snapshots or pictures of the screen or using third party programs for recording of the sessions.

The organizational committee reserve the right to reject persons from any activity during the 4th de.NBI Cloud User Meeting in case of misuse or inappropriate behavior.