

START UP PROGRAMME

FONDEN FOR ENTREPRENØRSKAB

Guide

til online afholdelse af de
Regionale Mesterskaber i
Entreprenørskab
- vi ses i [Zoom](#)

(English below)

Overblik over Zoomfunktioner



Ét team, flere computere

Covid-19-situationen betyder, at I bør gøre jer nogle gode overvejelser i forhold til, hvordan I deltager som et team til mesterskabet – men fra hver jeres computerskærm. Det drejer sig både om, hvordan I skaber den bedst mulige team spirit på dagen – har I f.eks. en gruppechat kørende på telefonen ved siden af?

Det er også vigtigt, at I reflekterer over, hvad jeres rollefordeling er, og hvordan I ønsker at koordinere pitchen – er der f.eks. én der styrer powerpoint/teknikken, og én der pitcher? I bør også tænke over, hvordan I undgår at tale i munden på hinanden - kan I udvikle et system til at undgå dette?

Get started

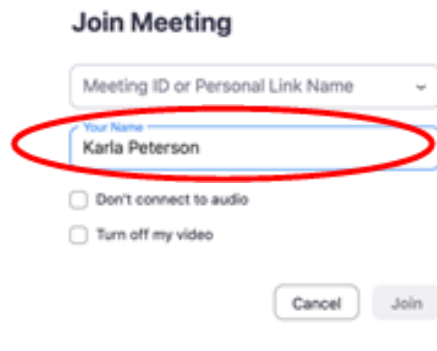
I får tilsendt links til hver af de forskellige Zoom-grupperum, hvor aktiviteterne for mesterskabet finder sted. Når I klikker på det tilsendte zoomlink, kommer der først en dialogboks frem, der beder om en kode for at kunne deltage i Zoom-mødet. Koden har I fået tilsendt i en tidligere mail.

Indtast jeres teamnavn ved login

Når koden er indtastet, dukker endnu en dialogboks frem. Her skal I indtaste jeres navn (your name). Vigtigt: angive jeres teamnavn efterfulgt af jeres eget navn:

TEAMNAVN_Eget navn – f.eks. Innovators_Mette.

Det er vigtigt, at I angiver jeres korrekte teamnavn, for at dommerne kan votere.



The image shows a 'Join Meeting' dialog box. At the top, it says 'Join Meeting'. Below that is a dropdown menu for 'Meeting ID or Personal Link Name'. The 'Your Name' field is highlighted with a red oval and contains the text 'Karla Peterson'. Below the name field are two unchecked checkboxes: 'Don't connect to audio' and 'Turn off my video'. At the bottom are 'Cancel' and 'Join' buttons.

I kan ændre jeres navn, mens Zoom er åben:
klik på "participant" → "more" → "rename".

Hvis I har mulighed for at sidde sammen med jeres team, skal I kun angive teamnavnet. Sidder I sammen, skal I senest en uge før eventet skrive en mail til kirstine@ffefonden.dk, så vi ved det.

Mikrofon

Mikrofonen har to funktioner "mute" og "unmute".

Husk at slå mikrofonen til, når I pitcher og sidder til dommerinterview. Sørg for at have den slukket, når vi er samlet i det store plenum-Zoom-rum, og når de andre teams pitcher.

Vi beder jer om at lukke mail, Messenger og andre elementer ned, som kan være forstyrrende under jeres præsentation. Hav kun Zoom og jeres præsentation åben.

Kamera

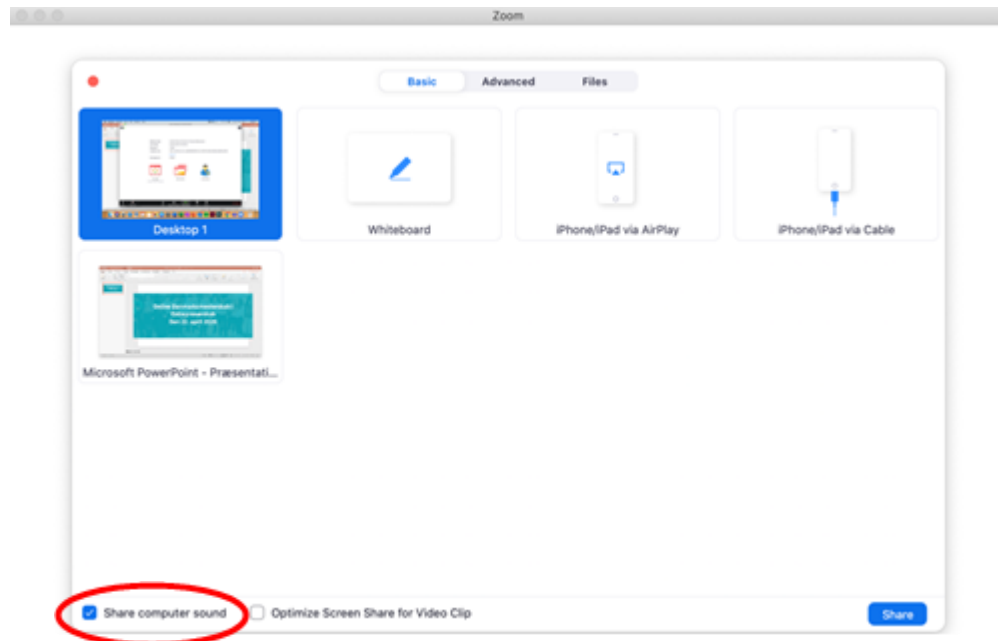
Kameraet har to funktioner "start" og "stop" kamera. Sørg for at slå kameraet til når I pitcher og sidder til dommerinterview. Vi håber også, at I vil have kameraet tændt, når vi er i samlet i plenumrummet, så vi kan se hinanden.

Deling af skærm

Indgår der videomateriale, power point eller lignende i jeres pitch, skal I dele jeres skærm, mens I pitcher. Det gør I ved at klikke på den grønne knap "Share Screen", som

I finder i midten af menulinjen. Herefter skal I klikke på skærbilledet med jeres præsentation og trykke "share" nede i højre hjørne. Nu er jeres skærm delt.

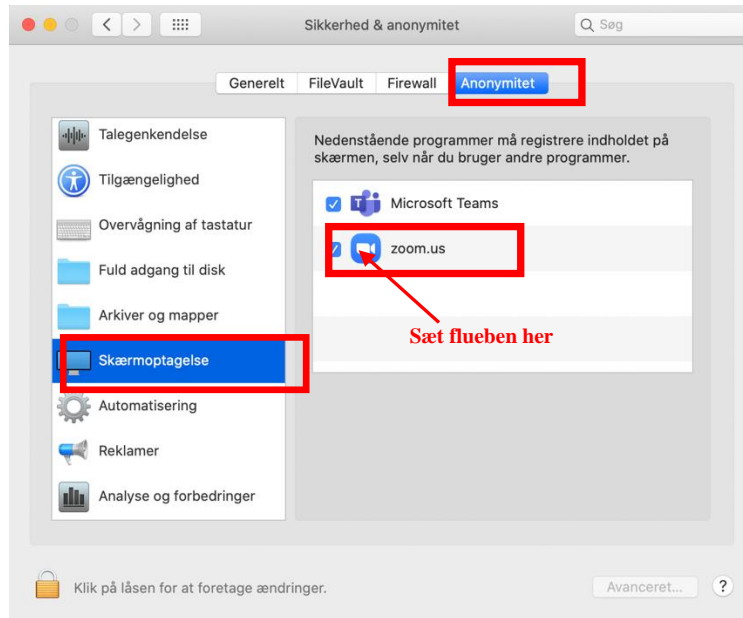
Hvis I skal dele en video under jeres pitch, er det vigtigt, at I også husker at slå "share computer sound" til, inden I trykke "share".



Deling af skærm på Mac-computer

Hvis I bruger en Mac computer til DM, er det vigtigt, at I har givet Zoom adgang til skærmoptagelser, for at I kan dele jeres skærm.

I kan tjekke det via følgende trin: **systemindstillinger > sikkerhed og anonymitet > anonymitet > skærmoptagelse**



Herefter kommer ovenstående dialogboks frem, hvor I skal sætte flueben ud for Zoom. Nu har I tilladelse til at skærmddele jeres præsentation i Zoom.

Fuld skærm

Husk at have slået fuld skærm til, når I pitcher - det giver det bedste billedresultat. Det gør I ved at trykke på "Enter Full Screen" oppe i højre hjørne på jeres skærm.

Webbillede

Tænk over jeres webbillede – altså hvordan jeres baggrund ser ud. Et roligt og organiseret webbillede giver et bedre indtryk end et webbillede med mange forstyrrende elementer i baggrunden.

Tænk også over jeres position foran kameraet. Sørg for at kameraet er placeret, så I så vidt muligt har øjenkontakt med dommerne, man har nemlig tendens til at kigge på sig selv.

Forlad mødet

I kan ikke være i to Zoom-rum ad gangen. Det er derfor vigtigt, at I husker at forlade det foregående Zoom-rum, når I skal ind i det næste – f.eks. når I efter velkomsten i plenumrummet skal ind i det Zoom-grupperum, hvor I skal pitche, eller når I skal fra pitchen ind til jeres dommersamtale, osv. Det gør I på knappen "End Meeting" i højre side af menulinjen.

5 GODE RÅD



Brug Google Chrome



Tjek at linket til Zoom virker



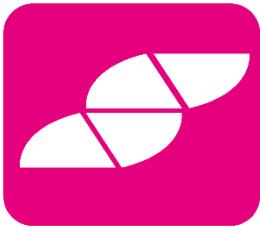
Tjek at din mikrofon virker



Tjek at dit webcam virker



Tjek at din baggrund er præsentabel



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for online organization of the
Regional Championship in
Entrepreneurship -
see you in [Zoom](#)

Overview of Zoom features



One team, several computers

The Covid-19 situation means that you should do some considerations regarding how to participate as a team at the championship - from different computer screens. This is in terms of how you create the best possible team spirit on the day - for example, do you have a group at your phones where you can communicate during the event?

It is also important that you reflect on how you want to coordinate the pitch – do you choose that one is in charge of the power point/technique and another one will be doing the pitch? You should also consider how you can avoid talking at the same time too much, as it is difficult to hear. Can you develop a system to avoid this?

Get started

Before the event we will send you links to each of the different Zoom group rooms where the activities of the championship will take place. When you click the zoom link a dialog box appears asking for a code to join the Zoom meeting. The code has been sent to you in another mail.

Enter your name at login

When you enter the code, another dialog box appears, where you have to enter your name. It is important that you enter you team name followed by your own name: TEAM NAME_E Own name - e.g. Innovators_Mette.

The image shows the 'Join Meeting' interface in Zoom. At the top, it says 'Join Meeting'. Below that is a dropdown menu for 'Meeting ID or Personal Link Name'. The next field is 'Your Name', which is circled in red and contains the text 'Karla Peterson'. Underneath are two checkboxes: 'Don't connect to audio' and 'Turn off my video', both of which are unchecked. At the bottom, there are two buttons: 'Cancel' and 'Join'.

Make sure your team name is correct as it important for the judges to vote.

If you have the opportunity to sit together with your team, just enter the team name. If you are participating on just one screen send an email to kirstine@ffefonden.dk and let us know.

Microphone

The microphone has two functions 'mute' and 'unmute'. Be sure to turn on the microphone when your pitching and as you do the judge interview. Make sure to turn it off when we're in the common Zoom-room and when the other teams are pitching.

We ask you to shut down mail, messenger and other items that may be disruptive during your presentation or others. Make sure that Zoom and your presentation are the only things that are open.

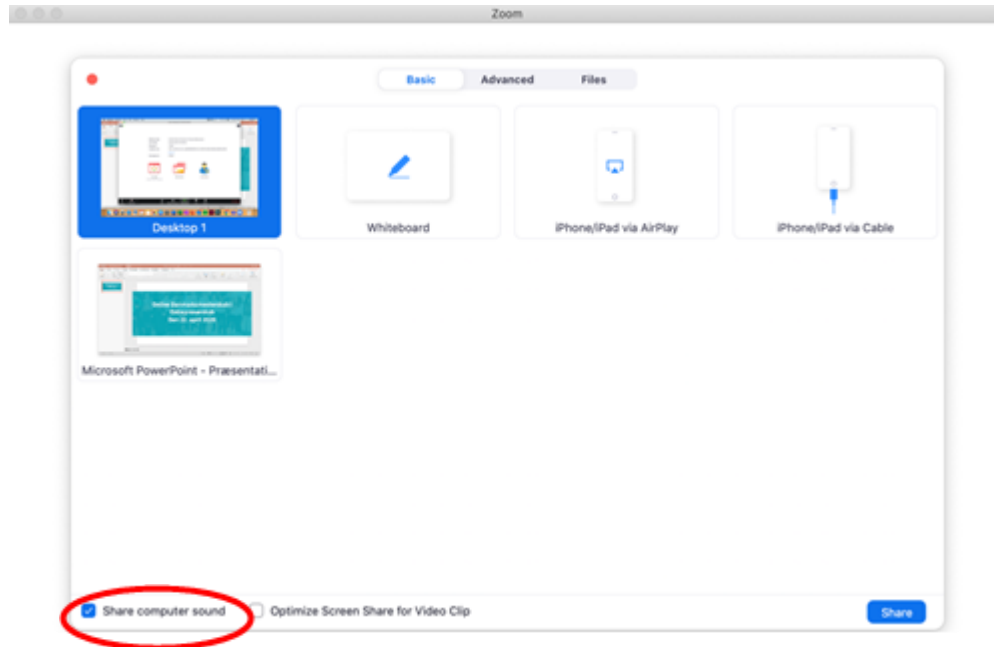
Camera

The camera has two functions 'start' and 'stop'. Be sure to turn the camera on as you pitch and have the judge interview. We hope you will turn on the camera when we are all together in big Zoom-room so we can see each other.

Sharing your screen

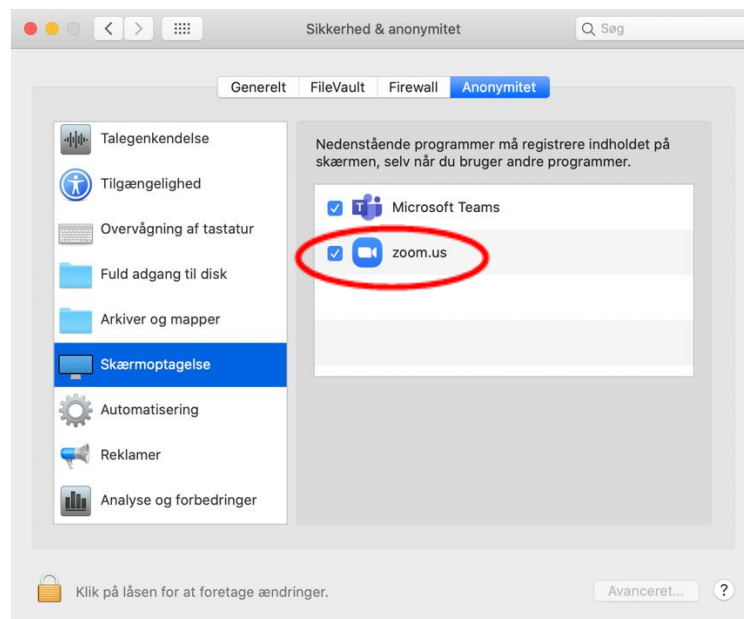
If video material, power point or anything else like that is included in your pitch, you must share your screen while pitching. You do this by clicking on the green Share Screen button in the center of the menu bar. Then you click in the screen picture with your presentation and click 'share' in the bottom right corner of the screen. Now your screen is shared.

Are you using a video bit in your pitch, be sure to turn on "share computer sound" before pressing "share".



Deling af skærm på Mac-computer

If you use a Mac computer at the Championship, it is important that you have provided Zoom access to screen recordings which allow you to share your screen. You can check this through the following steps: **system settings > security and anonymity > anonymity > screen capture**



A dialog box will appear, and you will have to check of the Zoom-box. Now you can

share your screen.

Full Screen

Remember to turn on full screen for better image result. You do so by pressing “Enter Full Screen” in the upper right corner of the screen.

Web picture

Consider how your web picture present itself before you pitch or have the judge interview – meaning, what does your background look like? A calm and organized background gives a better impression than picture with many disruptive elements in it. Also consider your position in front of the camera. Make sure that the camera is positioned so you are having eye contact with the judges, as we tend to look at ourselves.

End meeting

You cannot be in two Zoom rooms at the time. Because of this, it is important that you remember to end the meeting, when you want to enter a new one – e.g. when you after the common welcome want to go to the Zoom room where your pitch is held, or when you go from pitch room to the room of the judge interview, and so on. You do this by pressing the 'End Meeting' button on the right side of the menu bar.

5 GOOD ADVICES



Use Google Chrome



Make sure the Zoom-link is active



Make sure your microphone works



Make sure your webcam works



Make sure your background picture is presentable