Dear CIES Community,

It has come to our attention that internet trolls have disrupted one of our Zoom sessions. With everyone’s safety and security in mind, we are sharing these guidelines with you and ask that you carefully monitor your sessions.

**What do I need to do immediately?**

If you are a chair who generated any session links, please follow these steps:

- Disable "Join Before Host" so people can’t cause trouble before you arrive.
- Enable a “Co-Host” for the presenters or others to help moderate.
- Disable “File Transfer” so there’s no digital virus sharing.
- Disable “Allow Removed Participants to Rejoin” so booted attendees can’t enter back in.
- Turn off Annotation in your Zoom settings to prevent people from writing all over the screens.

If someone from the vCIES team generated a link for you, these steps have already been taken. Someone from the team will join your meeting to hand over hosting duties to you in your meeting.

The host does not need to grant screen share access for another participant to share their screen. However, hosts can disable this option in their settings or the Admin controls of a call. You can either change this in your pre-meeting “Settings” or in the in-call admin settings for “Share Screen” → “Advanced Sharing Settings.”

**What can I do to protect my privacy during sessions?**

- You may choose to keep your video camera turned off
- Mute your microphone
- Consider using a pseudonym for your virtual user id
- Use a nondescript photo for your profile picture

The [Zoom Help Center](https://zoom.us) contains helpful guidelines and additional information. For more information about preventing Zoom “party crashers,” please read [here](https://zoom.us).

Thank you for your collaboration as we learn together in this virtual conference experiment.

On behalf of the vCIES program team,

Iveta Silova, CIES President Elect and vCIES Program Chair
Zsuzsa Millei and Robyn Read, vCIES Virtual Program Co-Chairs
Janna Goebel, vCIES Program Manager
Garine Palandjian, vCIES Social Media Chair