

# IBPSA Project 1

## Breakout room guide for participants

6th Expert Meeting (Virtual)  
October 13 and 14, 2020



### Operating Agents:

**Micheal Wetter**

*LBNL, Berkeley, CA*

**Christoph van Treeck**

*E3D, RWTH Aachen University, Germany*

# Important information for participants

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- First steps in zoom can be found here:
  - PC and Mac: <https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>
  - Android: <https://support.zoom.us/hc/en-us/articles/200942759-Getting-Started-with-Android>
  - iOS: <https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS>
- Before the start of the meeting there is the possibility to **choose a username**. Our suggestion would be that you log into the meeting with your name and designated work package;
- As an example:
  - If a person has a name **Max Müller** and he will be contributing to WP 1.1, he should choose a username as:

Username: **Max\_Müller\_WP1.1**
- This will help the host to distribute the participants into the correct breakout rooms for both the days;