



danet

Danube-Networkers invite:
Come together for connecting
cultures

Come Together Starter Kit

For multipliers in the adult education



JLEU

Baden-
Württemberg
Stiftung
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danet
danube-networkers
for europe

Come Together Starter Kit

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We, the Danube-Networkers

The educational network Danube-Networkers is an informal network of more than 100 organisations working in the Danube Region in the areas of education, culture, social affairs and ecology as well as universities and schools. The aim of our work is to bring together people from all Danube countries and beyond and to foster mutual understanding through meetings and common projects.

The network was initiated in 2008 during the Danube Festival in Ulm by a small group of German educators and senior learners. Our intention was to get to know our Danube neighbours, especially those from the middle and the East side of this river, which is 2857 km long and connects 10 countries. The coordinator of the projects and the office of the Danube-Networkers was formerly ZAWiW, Ulm University, under the direction of Carmen Stadelhofer. After her retirement in 2012, these responsibilities went to the non-profit Institute for Virtual and Face-to-face Learning in the Field of Adult Education at Ulm University (ILEU e.V.) that she continues to manage. The international association Danube-Networkers for Europe (DANET) was founded in 2014. Our methods are outreaching methods using diverse approaches suitable for the various target groups. Over the years we have successfully conducted many international projects with the support of European and local funding, some of them were awarded prizes by the European Commission. Many organizations are cooperating in joint projects of European participatory lifelong learning and social engagement, exchange takes place through Internet based communication and project meetings. To this day, more than 10.000 persons took part in the projects, campaigns and activities.

www.ileu.net | www.danube-networkers.eu | www.danect.eu | www.codanec.eu

Introduction for the “Come Together Starter Kit”

In the times of the global pandemic social contacts are inevitable, especially when it comes to older people, who often feel isolated in their homes. We, at Institute ILEU, found out, that new media, especially videoconferencing, has big potential for international communication and cooperation on both national and international levels, and not only between organisations, but also between private persons. Especially the Zoom platform that proved to be stable and user-friendly and became the main platform of communication and the technical basis for our projects. We started to try out different functions of Zoom in the beginning of the Corona pandemic in 2020 and discovered many useful tools, that we want to share with you in this handbook. Some of our “videoconferencing experiments” have turned into projects, like the project DANECT, kindly supported by the Baden-Württemberg Stiftung. DANECT is truly a best-practice online project, which shows, that based on personal interests, in our case intangible cultural heritage, that it is possible to attract technically distant persons to use videoconferencing and other new media tools.

The biggest challenge in these times for small NGOs in the field of lifelong learning like ours, is acquiring new media competence and persuading and activating older persons to use technical tools. With the Come Together Starter Kit, within the framework of “DANECT” ILEU intends to support multipliers and educators within the field of adult education to carry out their own events though the Zoom platform. The impressions from project DANECT are meant to inspire multipliers from the danube countries to create similar events for their target groups and the technical instructions – to give a hand to the multipliers, organising their own events for the first time. We hope that this handbook will be useful for your online-activities and will help you to increase your new media competences.

Carmen Stadelhofer, Viktoria Kurnosenko, Astrid Winkle

ILEU e.V.

1. About the Project “Danube-Networkers invite: Come Together! (DANECT)”

In February 2020 all planned actions in the project CODANEC had been blocked by the COVID-19 epidemic. “Social distancing” was the common motto. But ILEU and the Danube partners did not accept it because in their mind the needed physical distancing did not need to mean “social distancing”. In times of crisis like the current pandemic, solidarity and a feeling of community are needed more than ever. And so in February 2020 ILEU started online sessions per Zoom “Come Together in Times of Corona by Culture (DANECT)” confirmed by a pilot project from March to November 2020 “Danube Neighbours Connect by Culture (DANECT)” supported by the Baden- Württemberg Stiftung. Due to its success, the project was prolonged in January 2021 for one further year. In this project, various pedagogical methods involving new social media for fostering lifelong learning, social participation and intergenerational dialogue had been experimented with and successfully tested.

1.1. Online Sessions “Come Together!”

At the end of February 2020 weekly Sunday online meetings per Zoom were set up called “Come together! Connecting People in the Time of Corona by Culture”. Each time, 50-70 members of the network DANUBE-NETWORKERS from 7-9 countries and many guests from all over Europe take part in these video conferences for 90 minutes to create a living European community. Under the motto “from friends for friends”, volunteers from various countries design a colourful program. From music, singing, dance, presentations of different cultural traditions to breathing relaxation exercises, there is something for everyone.

At the beginning it was really difficult to convince people, especially older ones, to participate in the Zoom sessions, as they were not used to using online platforms. But an informal group of Zoom helpers in each country organised by the partner organisations achieved good results and many individuals who never used social media tools before were attracted by the contents of the sessions and learned to handle it.

Another big challenge was the communication language. Selected was English, but also English is for a lot of people a real barrier. That is why since July 2020, simultaneous translation is provided by volunteer translators via Zoom from English to Bulgarian, Romanian and since September 2020 also to German. This way, also people, who were not interested before in participating due to their lack of language skills, could get actively involved.

The coordination of the sessions is the responsibility of ILEU, in close cooperation with the partners of the University of Ruse, Bulgaria, under the leadership of Emilia Velikova and Sevda Tsvetanova (†), the Association “Writers League” in Timisoara, Romania led by League’s vice-president, Ana Zlibut and Olivera Stošić Rakić, freelance cultural manager in charge of coordinating partners in Serbia.

1.2. Online Lectures for International Audiences

Since autumn 2020, several online lectures were organized in English, with the option of translation into several other languages. For example, a lecture by Prof. Dr. Heidrun Mollenkopf, vice-president of the AGE-Platform Europe and board member of BAGSO, Germany on "Discrimination of older people and their rights". Furthermore, Prof. Rumiana Stoilova, Institute of Philosophy and Sociology, Bulgarian Academy of Science spoke and then discussed with the audience the topic: „Wellbeing, Life Satisfaction and Happiness among older people in the countries of the Danube Region“.

1.3. Initiation of Two International Online Working Groups

Within the project DANECT, meeting regularly are two online working groups dedicated to the topics of history and civilizational contribution of women: „Powerful women: women's history along the Danube and Europe“ and a group on topics that the Danube-Networkers continuously deal with: „Sharing Traditions and Cultural Treasures - Get Together“.

1.4. Internationally Composed Online Language Conversation Groups

In autumn 2020, online language conversation groups in English and French started in the frame of the project. They address seniors who would like to refresh their foreign language skills. The groups are led by professional volunteers who are native speakers and meet every two weeks. Their aim is to activate the learners' basic language skills through exchange with others and to enable them to make conversations about everyday topics. 8-12 people from four countries take part in each of these groups. There are meanwhile also guided language conversation groups in Italian and German.



2. Impressions of the Participants

Attending the video conferences on Sunday during the pandemic had a positive impact on me. I appreciated them very much, I felt honored to be there. As a social being, one suffered a lot during the isolation. So, like to the many other people, the video communication between so many people brought me, beyond curiosity, delight and satisfaction. I consider it a means to open ourselves to each other: different people, different countries, but united by European ideals. It was especially nice to meet so many people who greet each other with friendly warmth and their cultural contribution specific to their countries. I appreciate the sessions as a beginning of creating a horizon of cultural knowledge among Europeans. This way, they will be able to gradually learn to cherish each other, their values increasing.

Lucia Elena Popa, Timișoara, România

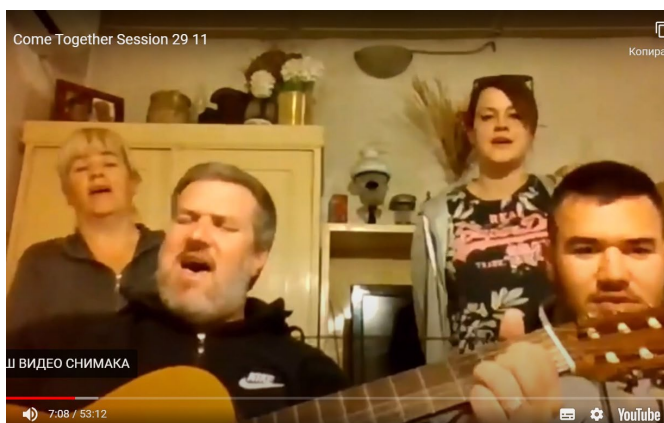
I participated in the course „Parlons un peu le français”, organized on Mondays. I enjoyed the encounters with the French language and its speakers. I learned many interesting things about the sights, the culinary and artistic specialties. In addition, I made new friends and improved my knowledge of French. I recommend participating in these European language courses, as they contribute to the socialization of people and the improvement of knowledge of the language, customs and way of life of the peoples living in the European space.

The „Come together” meetings are very welcome on Sunday evenings. We socialize, we find out interesting things about the countries where our friends live in. We learn about the cultural and artistic habits, the social projects, the achievements of the participants. We relax through music and poetry. We enrich our lives.

I urge other friends to attend these meetings.

Any good thing is useful if as many people as possible know about it.

Ana Ghiaur, Timișoara, România



Hosting a Zoom Meeting: A Handbook for Moderators

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1. Setting up a Zoom Meeting

1.1 Introducing Zoom

<i>Zoom</i>	Zoom is a software program which allows participants to share a video teleconference. There is a host who sets up the meeting and invites the other participants.
<i>operating system</i>	Zoom can be used with Windows 10, macOS 10.9 or later, Linux etc. (see https://zoom.us for further information on operating systems)

1.2 Your Account

<i>setting up your account</i>	Initially, Zoom is free, it can be downloaded at https://zoom.us/signup . However, if you want to host meetings and use all the Zoom functions available to do so, you need to create and activate your own account. Enter your email address and date of birthday there, you will then receive an email where you can click the link to activate your account.
<i>your profile</i>	You can update your profile by adding a profile picture, setting your time zone, updating your password and more. To access your Zoom profile, sign in to the Zoom web portal and click Profile. Later, you can always sign in to your Zoom account at https://zoom.us/signin to navigate the Zoom web portal. Here you can update your profile, schedule a meeting, edit your settings, and more.

1.3 Your Profile

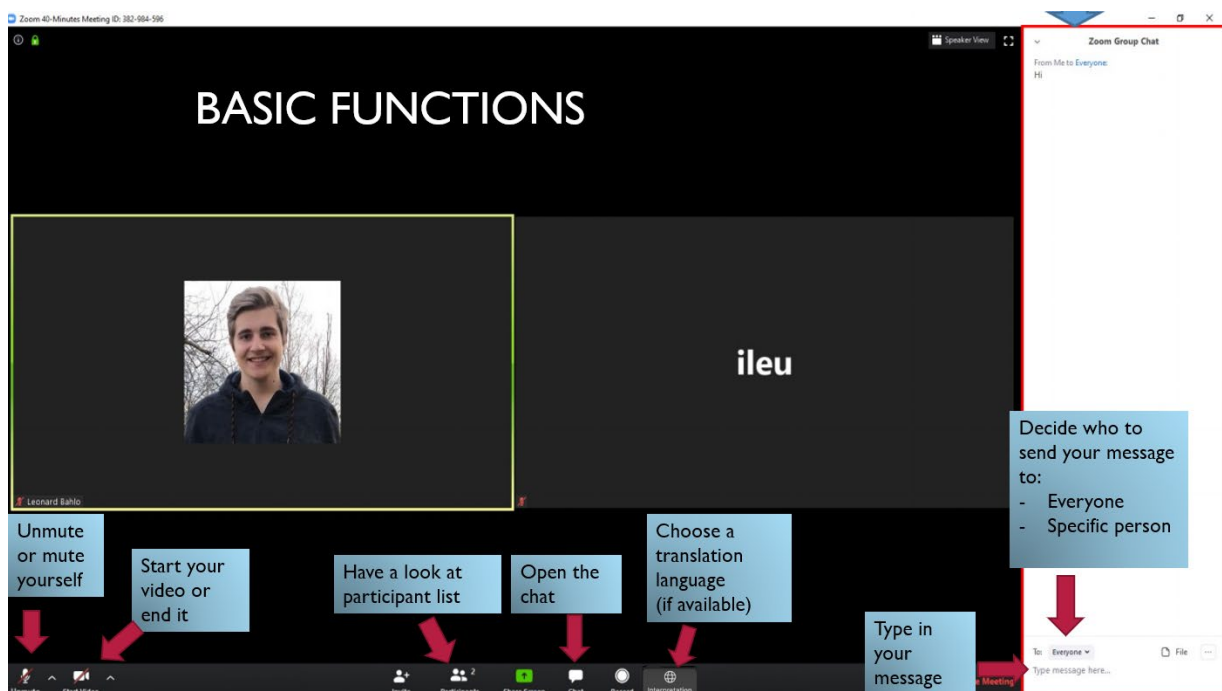
<i>accessing your profile</i>	To access your Zoom profile, sign in to the Zoom web portal and click Profile . You can update your profile by adding a profile picture, setting your time zone, updating your password and more.
<i>functions</i>	Later, you can always sign in to your Zoom account at https://zoom.us/signin to navigate the Zoom web portal. Here you can update your profile, schedule a meeting, edit your settings, and more.

1.4 Licenses

- Zoom meeting* A Zoom meeting can be held without licenses. However, the meeting is then limited to 40 minutes and many functions will not be available.
- prerequisites for hosting a meeting* Only one user, the host, needs a pro-license, see <https://zoom.us/pricing>
Here you will be redirected to the site of your country with the prices valid for your country.
- *Please note* If you want to work with the language interpretation feature, you will need a pro-license as well as a webinar license.
- participants* Participants can enter without an account. However, it is recommended for them to have one so that the connection is more stable. The Zoom desktop client required can be downloaded at <https://zoom.us/signup>

1.5 Basic Functions

basic functions



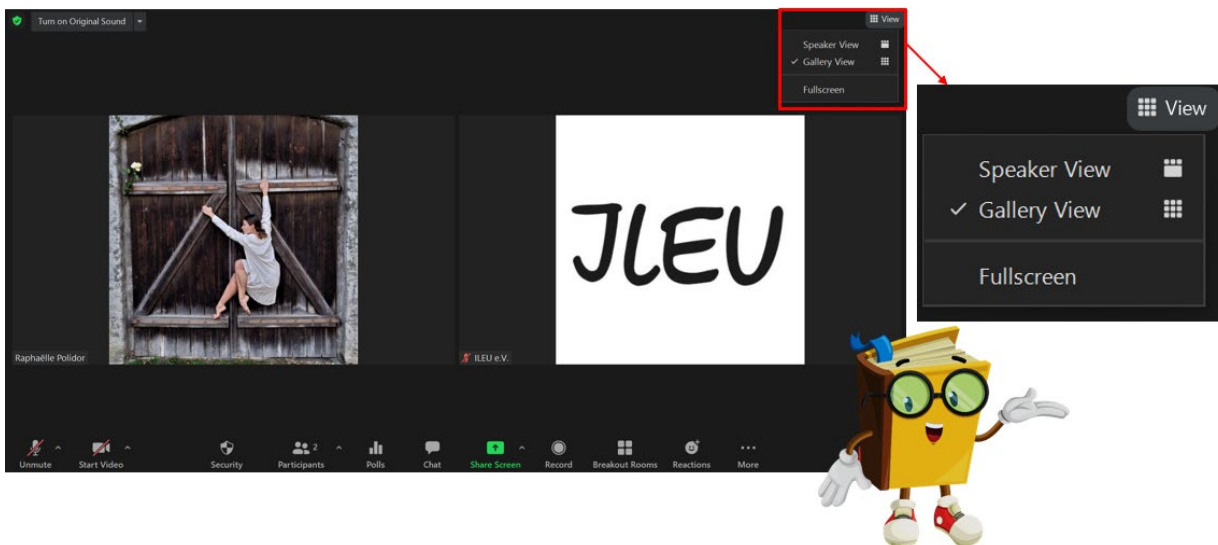
- 1 mute or unmute yourself
- 2 show or hide your own camera video
- 3 list of participants
- 4 open/end the chat function (shown at the right, see below)
- 5 if available: choose the language you want the meeting translated to by an interpreter
- 6 group chat:
 To decide who you want to send your message to, a specific participant or all participants;
Type message here... send the message by pressing the **Enter** key

view of the participants



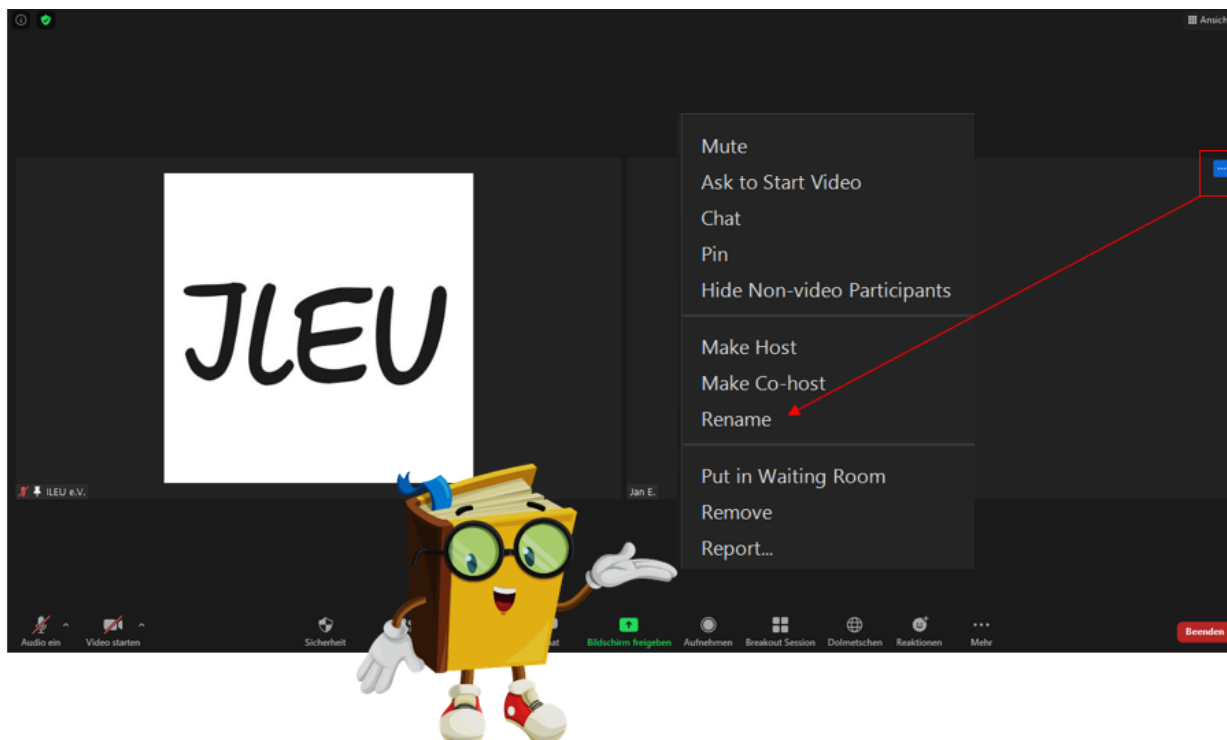
In the view, images of the participants are shown in a tile. If they have switched their video on, you can see their camera image. If they have turned it off, the tile will be black.

The name of the participants appears in the lower left-hand corner as well as the mute/unmute symbol, a microphone that is crossed out (muted) or not (active).



speaker and gallery view

At the top right-hand side, you can arrange the view to show the speaker or gallery view and switch to Fullscreen mode.



*participants rename
themselves*

In a meeting, it is useful if all participants have the same naming, e.g. including first and last names and indicating where they come from. If they haven't done so, they can rename themselves.

*you can also rename
participants*

You can rename participants by clicking the icon at the right.

test session

Make sure that participants are familiar with Zoom's basic functions. You can set up a test session to show them (see below).

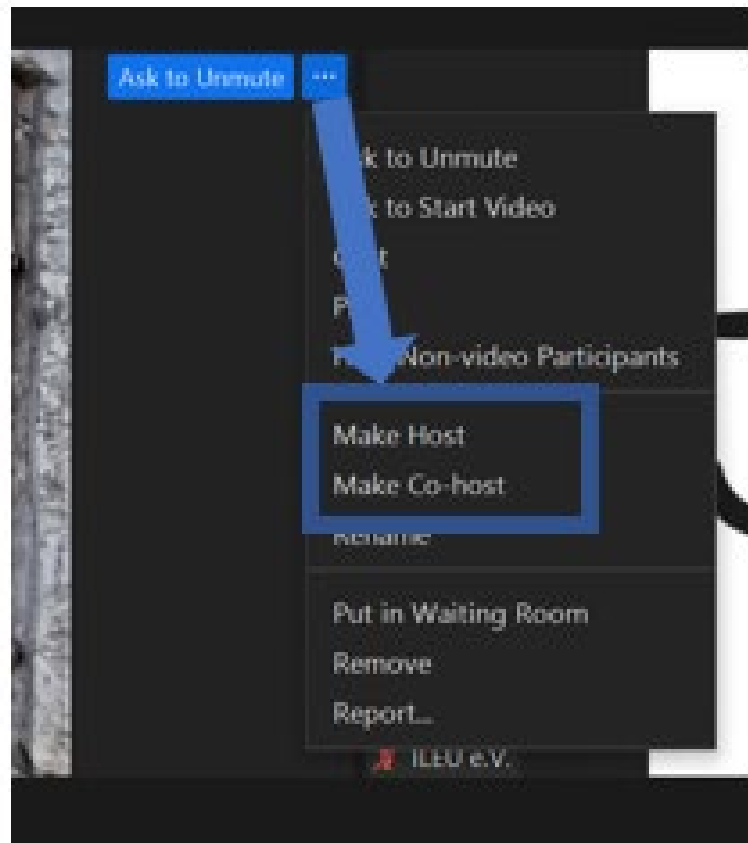
1.6 Roles in a Meeting

host

As a host, you can invite participants, put incoming participants in the waiting room and admit them later, share the screen, initiate breakout sessions and assign participants to the groups, moderate the plenary sessions, use polls to find out what participants think, set up a whiteboard to collect ideas etc.

Hosting rights are assigned automatically to the person hosting the meeting (who starts it from a licensed account). Hosts have all permissions in a meeting.

co-host



In a meeting with many participants there are many tasks for the host. To assist the host, you can make participants a co-host and assign them permissions.

→ *Please note*

We recommend to always assign co-host rights to someone from the meeting's organization team so that they can assist you should there be any problems.

technical moderator

In large meetings you will need a technical moderator: technical moderators save all presentations on their computer beforehand, so that if there is an emergency they can share them.

A technical moderator can also support the test session, put speakers in the spotlight, try to avoid background noise, operate various functions, can be contacted/called in case of technical problems.

As the technical moderator operates the meeting, he needs to be a host of the meeting.

participants

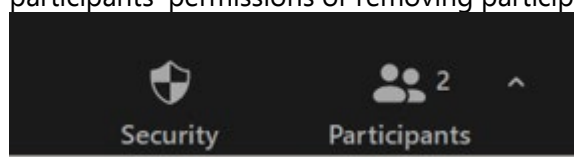
Take part in a meeting, can only change their own settings, such as naming and renaming themselves.

1.7 Security

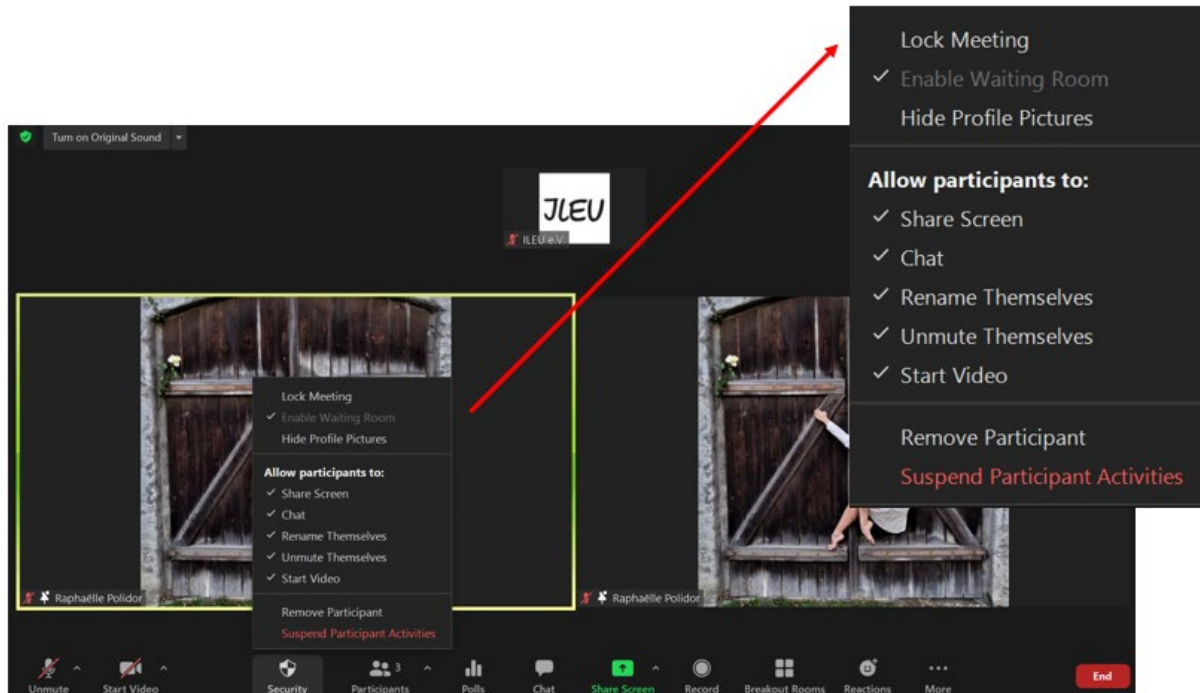
security

Zoom has several features to ensure security during a meeting, such as locking a meeting, the waiting room, specifying participants' permissions or removing participants.

accessing security functions



To access the functions, click **Security** in the toolbar.



locking a meeting

You can lock a meeting to ensure that only the participants you invited will be admitted.

waiting room

As participants sign in for the meeting, you can assemble them in a waiting room first and then admit them all at once.

hiding profile pictures

Participants' pictures are shown in the view. You can turn that function off here, so that only black tiles are shown.

rights of participants

You can add or restrict the rights of participants to share the screen, use the chat, rename and unmute themselves and start a video.

remove participant

For security reasons, you can remove a participant altogether from the meeting.

suspend participant activities

The final step is to suspend all activities of participants so that they will not be able to take part in a meeting any longer.

1.8 Testing

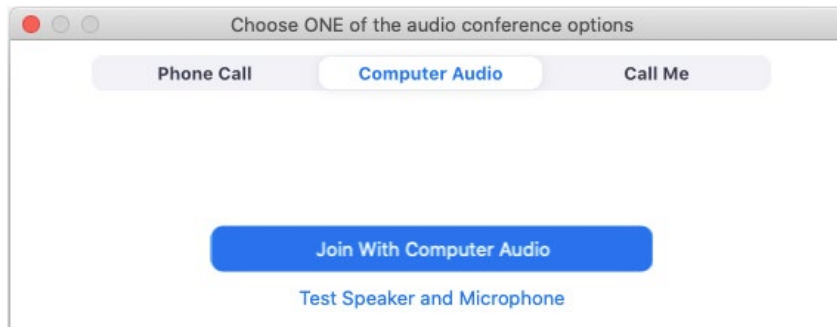
test session for you

At <https://zoom.us/test> you can test Zoom for yourself before setting up meetings.

test session for participants

We recommend opening the meeting room earlier for a test session or setting up a separate test session. It should be coordinated by a moderator and a technical moderator. You can offer your participants to test their camera and microphone, rename themselves, share a presentation etc. You can either start a meeting earlier and let your participants know that they can come in earlier for the test, or create a separate session for the test.

testing technical functions

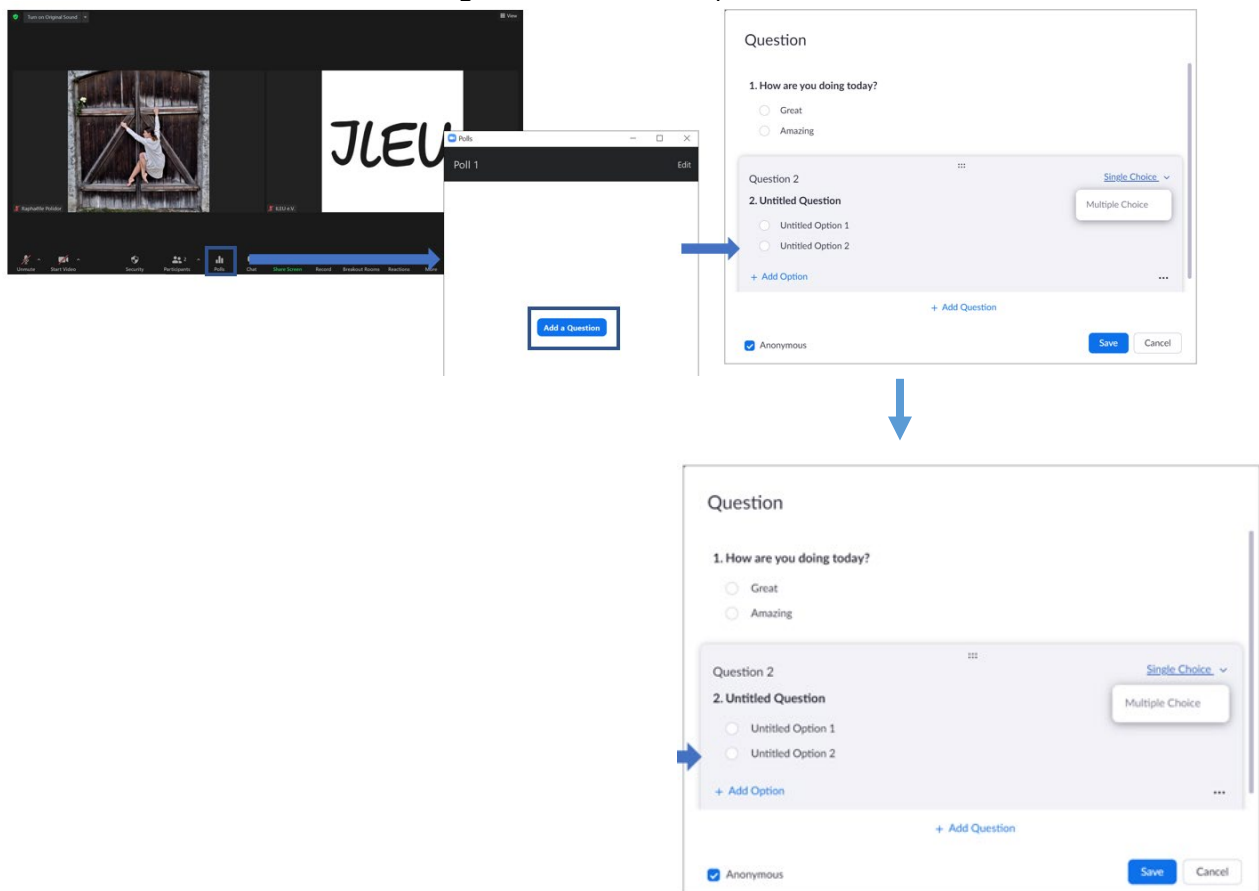


Before a meeting starts, participants can test functions of their microphone and camera.

1.9 Creating Polls

polling feature

To find out what participants are thinking, you can conduct a poll at any time during the presentation. The polling feature allows you to create single choice or multiple choice polling questions for your meetings. You can launch the poll during your meeting and gather the responses from your attendees. You can also download a report of the poll or polls after the meeting. You can create up to 50 polls for a single meeting, with each poll having a maximum of 10 questions.



creating a poll

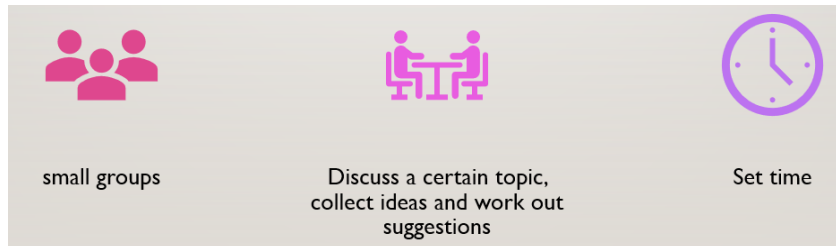
- 1 In the Zoom web portal, go to the navigation menu and click **Meetings**.
- 2 Click on the topic of your scheduled meeting
- 3 Click the **Polls** tab at the bottom

4 To begin creating a poll, click **+Create**

During the session, you can then start polls by clicking **Polls** in the toolbar.

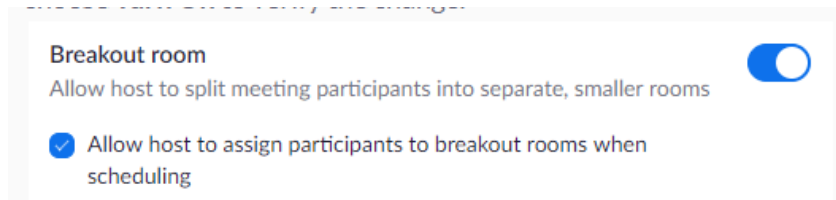
1.10 Setting up Breakout Rooms

breakout rooms



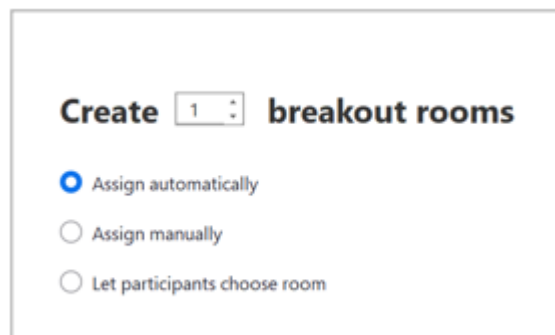
The host can split the plenary session into separate, smaller rooms with lesser participants to discuss in private. After discussing, groups can share their results with the plenary session.

enabling breakout rooms



Before you can set up breakout rooms, you need to enable the feature for hosts so that they can assign participants to their rooms.

creating rooms

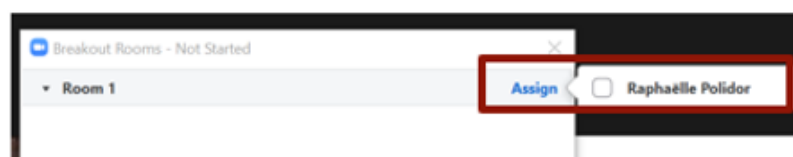


Before the session, you can create rooms at

<https://Zoom.us/profile>

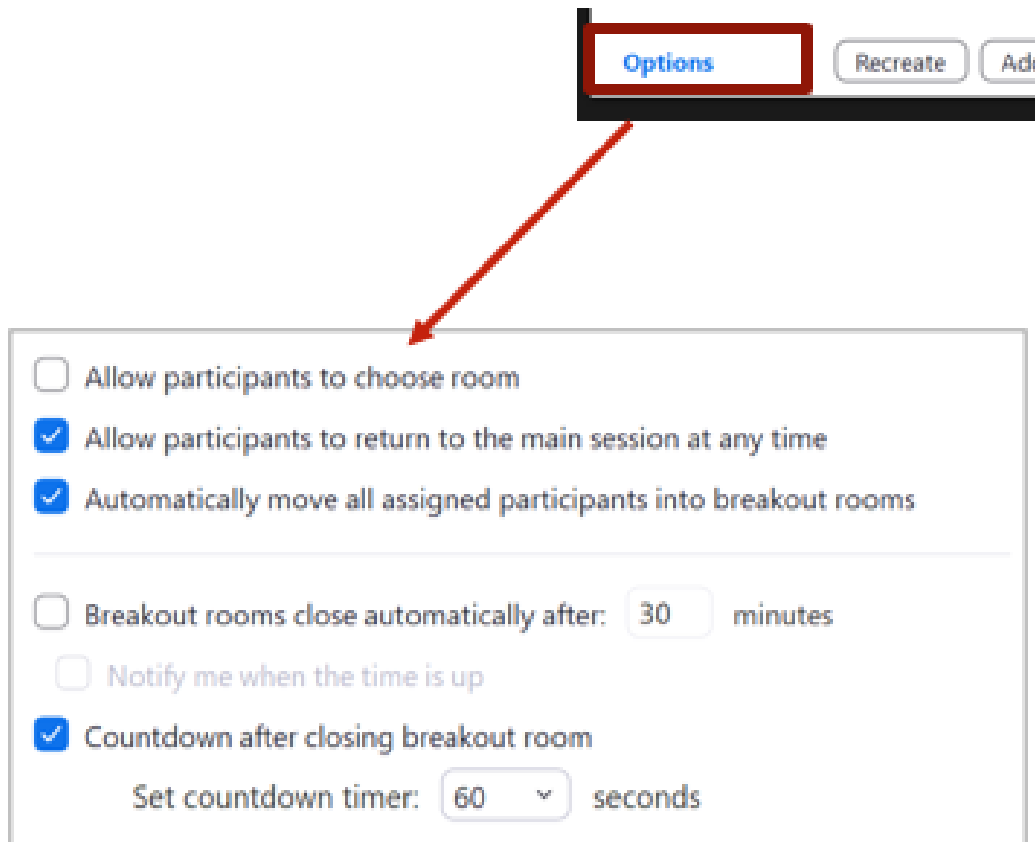
Log in and go to **Settings**. Here you can create the rooms you need. You can specify whether you want participants assigned automatically or, preferred, to assign participants manually so that you get to put the groups together as you choose.

assigning participants



Select the participants you want to join a room.

options



The screenshot shows a top navigation bar with three buttons: 'Options' (highlighted with a red box), 'Recreate', and 'Add'. Below this, a panel titled 'Options' contains several settings:

- ☐ Allow participants to choose room
- ☒ Allow participants to return to the main session at any time
- ☒ Automatically move all assigned participants into breakout rooms
- ☐ Breakout rooms close automatically after: minutes
- ☐ Notify me when the time is up
- ☒ Countdown after closing breakout room
- Set countdown timer: seconds

setting closing time

Be sure to set the time limiting discussions, e.g. 30 minutes. If you do not, the room will open and close again.

setting countdown

Towards the end of the breakout, participants will be made aware that closing is near by a countdown timer so that they can prepare to leave.

1.11 Interpreting (translating)

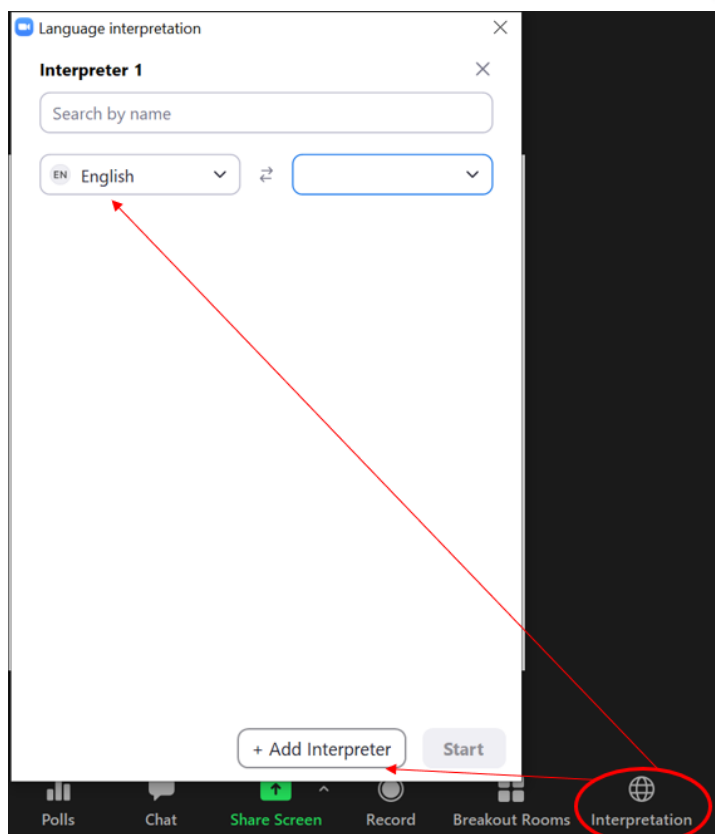
interpreting feature

For participants not familiar with the meeting's main language, you can have interpreters to translate simultaneously and live what is being spoken. During a Zoom session, a host can name up to 20 participants as interpreters.

➔ *Please note*

To enable interpreting, you need a special license (see above). Also, this feature must be enabled when scheduling a meeting or webinar *before* the actual meeting.

adding interpreters



There are multiple channels for interpreters. Add interpreters by entering their name and selecting the languages from which, and into which, they are translating.

additional languages

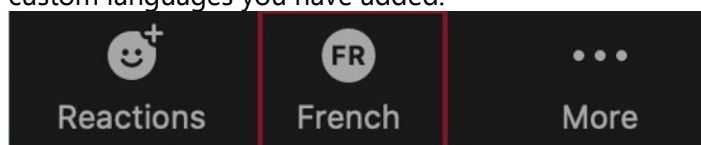
There are 9 default languages: English, Chinese, Japanese, German, French, Russian, Portuguese, Spanish and Korean. If you need more languages, you can add them.

- 1 Click the plus sign (+) symbol to add more languages
 - 2 Under **Add Language**, enter the name of the language you need.
 - 3 Select the language in the drop-down menu and click **Add**.
- To begin interpreting, click **Start**.

➔ *Please note*

There is no limit to how many languages you can add. However, in a meeting you can simultaneously use only up to five of the custom languages you have added.

participants



In their toolbars they can use the Interpretation icon to select the language they want to listen to.

1.12 Preparing a Meeting

scheduling a meeting

To set up a meeting, you can use the Zoom web portal, the Zoom client or one of the extensions or plugins.

- 1 Sign in to your Zoom web portal at <https://zoom.us/signin>
- 2 Click **Meetings**
- 3 Click **Schedule a Meeting**

- 4 Choose the date and time for your meeting
- 5 Select any other settings you would like to use (optional)
- 6 Click **Save**

→ *Please note*

You need to schedule a meeting beforehand to be able to start it.

inviting participants

When you schedule a meeting, a link **Copy the Invitation** will appear which you can copy and send to the participants.

starting a test meeting

To become familiar with the Zoom features, you can first start a test session for yourself at <https://zoom.us/test> and click **Join**. Before beginning a meeting with participants, you can set up a test meeting for them to get to know the Zoom features you plan to use and to show important functions.

test session for participants

Explain the most important functions to be used in the meeting. They can be found in icons shown in the Zoom screen toolbar, such as muting, video settings, split screen... (see above)

*prerequisites for hosting
a meeting*

As a host, you need a Zoom Account and license.
Schedule your meeting beforehand (see above).

2. Hosting the Meeting

2.1 Starting a Meeting

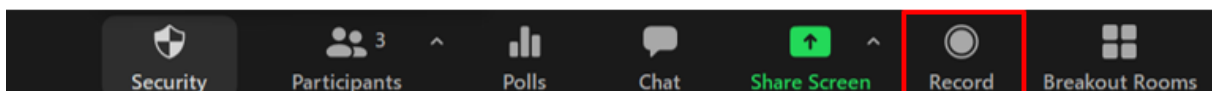
starting the meeting

To start a meeting as a host, click **Meetings** in the Zoom client. Select the meeting you want to start from the scheduled meetings listed under the **Upcoming** tab. There you can find additional options which you can click to set up:

- 1 Sign in to your Zoom web portal
- 2 Click **Meetings**
- 3 Under Upcoming, click **Start** next to the meeting you want to start

The Zoom client will launch automatically to start the meeting.

2.2 Recording a Meeting



record

You can record a meeting by clicking **Record** in your Zoom host toolbar.

You can pause, continue or stop recording anytime.

→ *Please note*

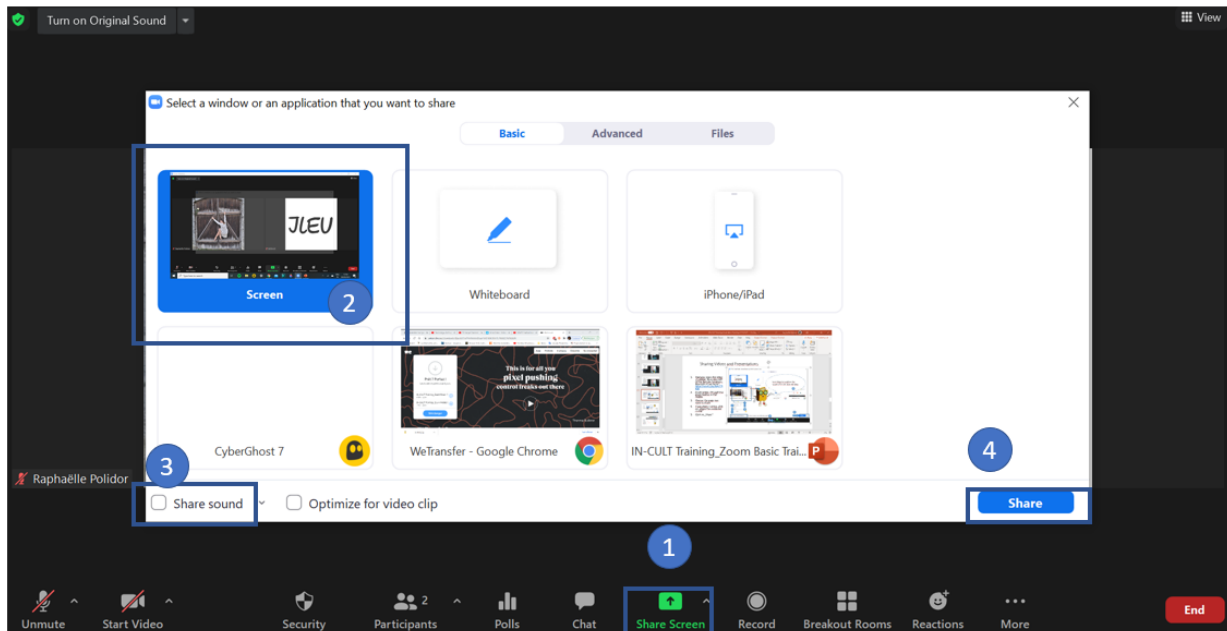
Before beginning to record a meeting, make sure you have the permission of all the participants attending your meeting to do so.

saving

The meeting can be recorded in the Zoom cloud or locally on your computer (which we recommend).

2.3 Sharing a Screen or Video

sharing You can make the screen or video of a participant visible to everyone by sharing it.



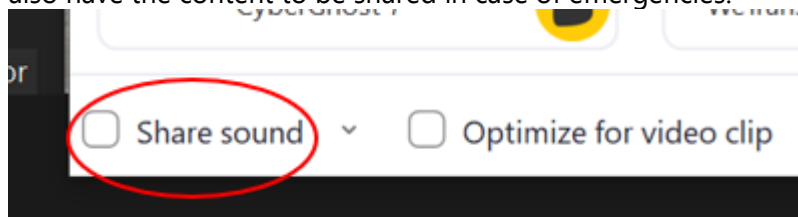
- 1 In your host toolbar, click **Share Screen**
- 2 Choose the screen you want to share
- 3 To share the sound also, click **Share sound**
- 4 To begin sharing click **Share**

➡ *Please note*

If you select the screen highlighted (number 2 above), all participants will be able to see your every move. To avoid that share another screen.

And as backup, you should always have at least two people who also have the content to be shared in case of emergencies.

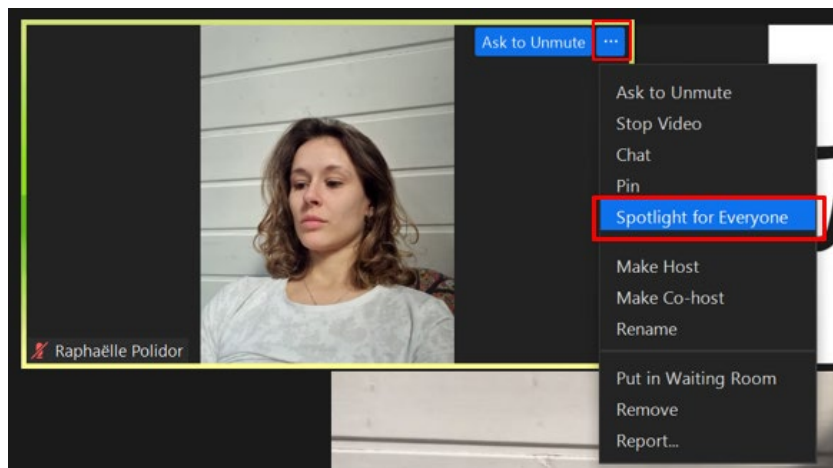
share sound



Also, don't forget to click **Share sound** *before* you share a video.

2.4 Spotlight

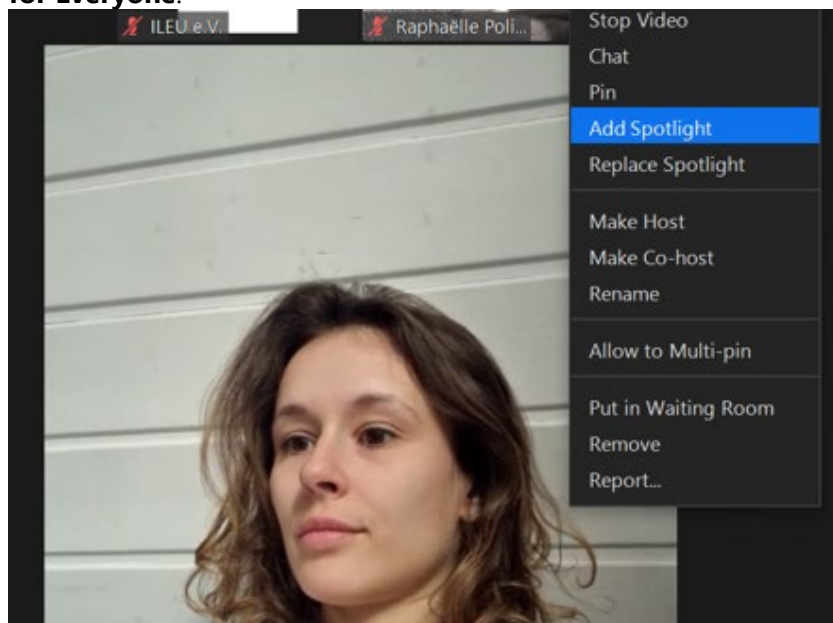
spotlight



To focus attention on the speaker, you can set that person in the spotlight while they are speaking.

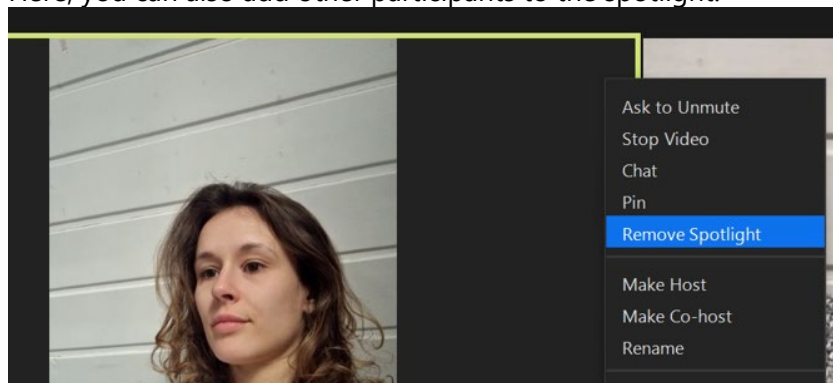
To select the function, click the ellipsis ... icon besides the participant's image. From the functions appearing select **Spotlight for Everyone**.

adding spotlight



Here, you can also add other participants to the spotlight.

removing spotlight



*pinning and
putting in spotlight*

You can pin a participant to focus on them. However, there is a difference between "pinning" and "putting in spotlight":
spotlight visible for all participants

pin

visible only for you as the host

2.5 Launching a Poll

launching a poll

You can launch polls during your meeting and gather the responses from your attendees. During the meeting you can conduct up to 50 polls. After the meeting, you can download a report of the polls.



Click **Polls** in your toolbar to launch a poll.

options

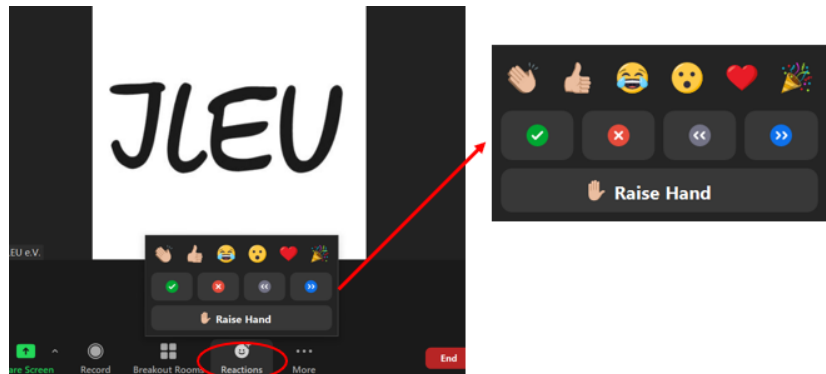
Click ... to access further options, such as downloading the results of each participant from your web browser.

ending a poll

Click **End Poll**

2.6 Reactions and Raising the Hand

reactions



During the meeting, participants can show reactions by clicking on the button in their toolbar.

raising a hand



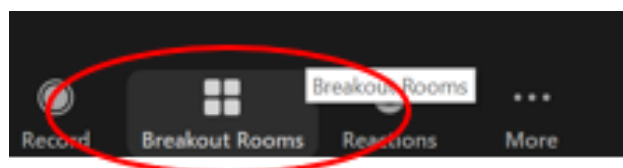
Participants can raise a hand to show that they want to comment. A hand is added to their tile to show it.

➡ *Please note*

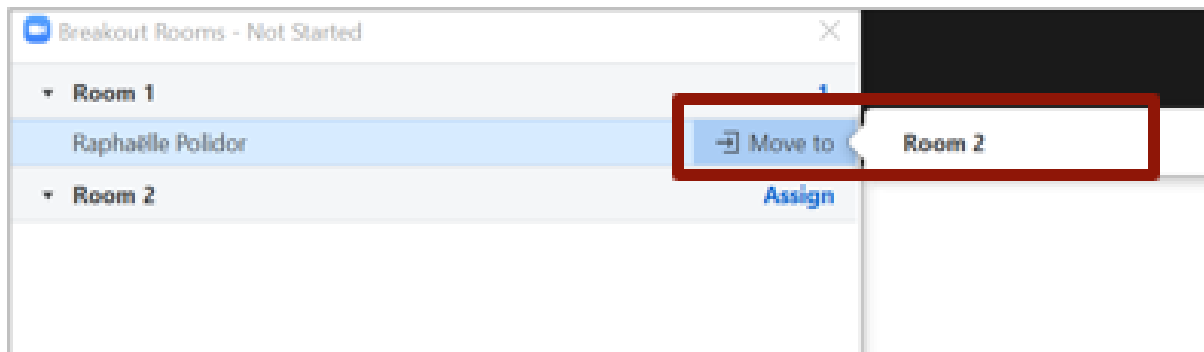
The hand is not lowered automatically, participants need to click here again to lower the hand.

2.7 Breakout Rooms

opening rooms



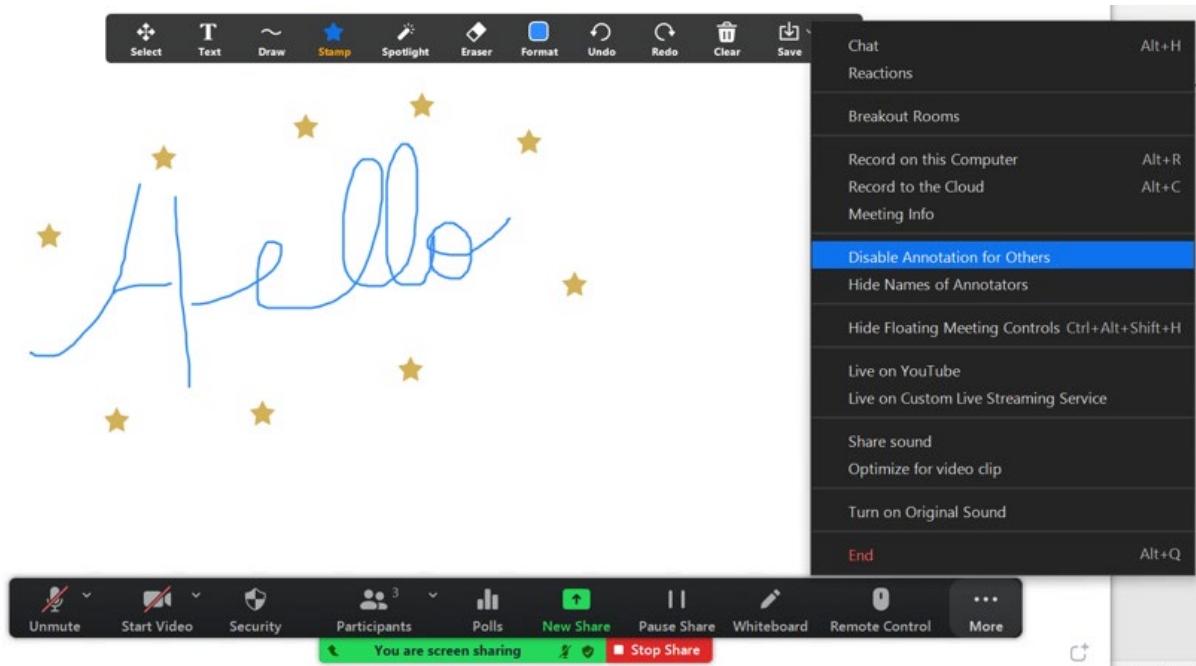
Click the **Breakout Rooms** button in your toolbar to open the rooms you have created previously.



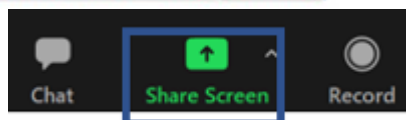
selecting a room You can select the room you want to open from the list of rooms.

2.8 Whiteboard

brainstorming You can share a whiteboard with the participants to create e.g. brainstorming lists. Participants can all use the annotation features of the whiteboard.



sharing the whiteboard

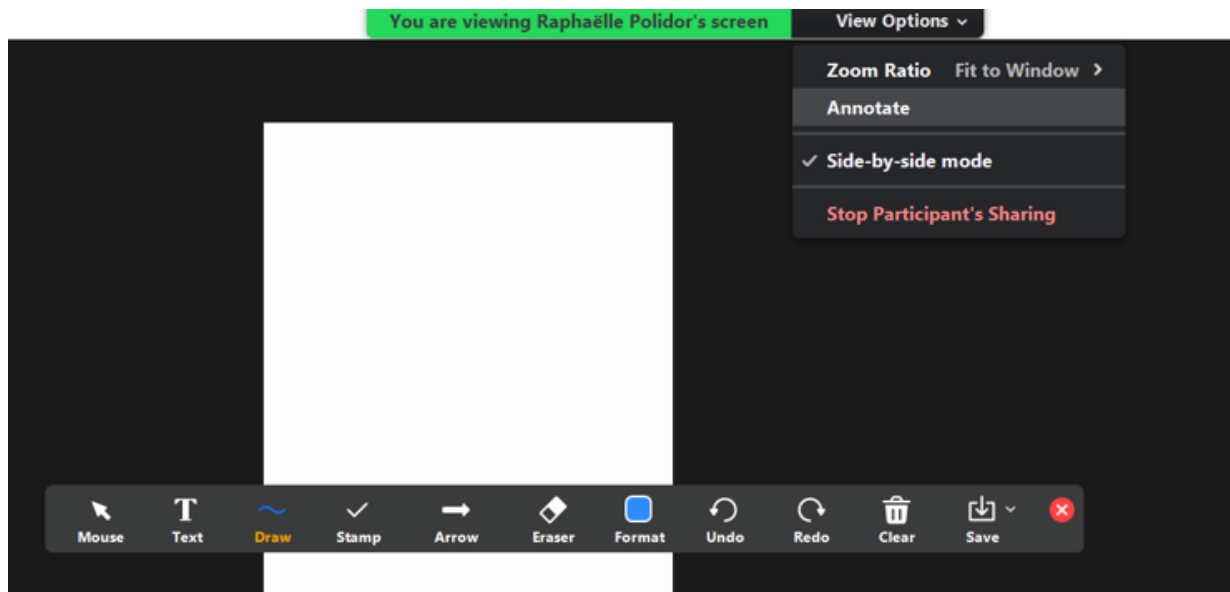


- 1 Share the screen with the participants by clicking **Share Screen** in your meeting toolbar.

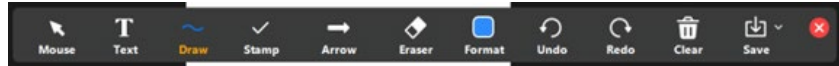


Whiteboard

- 2 Click **Whiteboard**



3 Click **Share**



The annotation tools will appear automatically. Other participants can also add their annotations.



4 Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.

ending When you are done, click **Stop Share**.

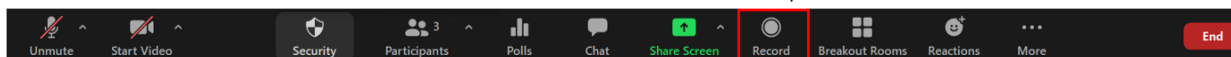
2.9 Wording

terms There are some special terms that Zoom uses. If you are looking for a function, you need to know what it is called to find it.

ellipsis icon The three ... appearing when additional functions can be accessed at this point. An ellipsis indicates an omission, especially of letters or words.

schedule a meeting Setting up a meeting, entering e.g. date and time.

videos of participants In the view, the videos of participants are shown in tiles. If they have switched their cameras off, the tiles will be black.



Zoom toolbar At the bottom of your Zoom screen you can find the toolbar containing buttons to click if you want to call a specific function. The functions shown depend on your settings.

So...

let's give it a try!