Bulletin #2022/3 (Indico.UN)

Zoom integration

06 December 2022 Indico.UN Team

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Introduction

The integration with Zoom allows meeting organizers to create public or restricted Zoom meetings for an event in Indico.UN. The Zoom meetings can be used for virtual and hybrid events. This functionality was integrated into Indico.UN in 2022.

Pre-requisites

The organization you work for should have a Zoom license and you have the API Key and API Secret. In addition, you need to have a Zoom organization account and be managed by the person who created the API key.

More details on how to create the required JWT app and get the API keys can be found on the Zoom support pages: <u>https://marketplace.zoom.us/docs/guides/build/jwt-app/</u>

Configuration on Indico.UN

Adding Zoom Credentials to a category

Go to the management area of the category.

Click Zoom Settings.

In the Zoom Settings window paste the API Key and API Secret.

At the same time give an Account Name i.e., your name.

| ۲ | Content | Zoom Settings | | |
|--------|---|-----------------------|---|----------|
| ٥ | Settings | Stop inherit | | |
| | Protection | | Do not inherit Zoom configuration from previous Categories. If switched on, DISABLE the possibility to use Zoom services for t | his |
| | General | | Category and above. | |
| | Security Officers Focal Points | Account Name | Sarah Smith | |
| | Reporters | _ | Account Name displayed in Category info (not relevant to Zoom | |
| | | | account) | |
| | Badge Assistants | | | |
| | Badge Assistants Check-in Officers | API Credentials | | |
| \$ | | API Credentials | | |
| ۍ ۲ | Check-in Officers | API Credentials | dUL3MGflQyqjdatzMv6xBQ | |
| - | Check-in Officers Materials | | | A |
| 0 | Check-in Officers Materials Badges | Api Key | dUL3MGflQyqjdatzMv6xBQ | ga ga |
| 8 | Check-in Officers Materials Badges Posters | Api Key Api Secret | dUL3MGflQyqjdatzMv6xBQ | ga ga |

By giving an account name, there is an indication on the category page which Zoom account is being used.



Click Save.

Creating a Videoconference

In the management area of the event, under *Services* click **Videoconference**.

In the *Current videoconference rooms* window, click **Create Zoom room**. (*If you get a message saying you do not have the privilege, please contact Indico.UN Support*).

| Switch to display view | Or code testing 30 May - 30 Jun Created by Sehar Shahzad (sehar shahzad@un org) | C cione 🗘 • |
|------------------------|--|---------------|
| Settings | Current videoconference rooms | |
| Timetable | | |
| Protection | No videoconference rooms have been added yet. | |
| | C Cre | ate Zoom room |
| • 🔨 Workflows | | |
| Room Booking | | |
| • Services | | |
| Videoconference | | |

Enter values to the mandatory fields.

For Passcode visibility: if you set it **Logged-in users**, anyone with an Indico account and logged in can see the link to the videoconference. If you set it **Registered participants**, only approved registrants will be able to see the link to the videoconference. However, they may still be able to share the link with others.

The only way to control who enters the videoconference is to restrict it and that function is reserved for owners of a fully Zoom-licensed account.

Click Save.

| reate Zoom room | | | | | |
|---------------------|--|-------------------------------------|--------|--|--|
| | | | _ | | |
| Name ★ | DCM Test Event for Zoom | DCM Test Event for Zoom | | | |
| | The name of the room. | | | | |
| Link to ★ | Event DCM Te | st Event for Zoom | | | |
| | Contribution | | | | |
| | Session | | | | |
| Meeting Host ★ | | | | | |
| | ○ Someone else | | | | |
| Passcode | 15921067 | | | | |
| | Meeting passcode (8-10 digits) | | | | |
| Passcode visibility | Everyone Logged-in us | ers Registered participants | No one | | |
| | Who should be able to know th | is meeting's passcode | | | |
| Display name ★ | FirstName LastName | | | | |
| | O RepType[3]-Entity[5]-First | Name intial. LastName | | | |
| | The format for the registration registrants list. | name to be displayed in Zoom's | | | |
| Restricted access | | | | | |
| room | | | | | |
| | You need a LICENSED Zoom account for this option. Only Approved participants in Indico with an existing account in Zoom will be able to | | | | |
| | join the Zoom room. | asong assound in 20011 will be able | | | |
| Waiting room | | | | | |
| | Participants may be kept in a v | vaiting room by the host | | | |

The videoconference is created.

| V Zoom room 'AG | M 2022' created | | | | | |
|------------------|-----------------|---|---|---|--------|------|
| Current videocor | nference rooms | | | | | |
| | Name | | | | | |
| > 200m | AGM 2022 | 3 | R | 亩 | ► Join | 1000 |

A link to the videoconference room is automatically added to the menu on the event page.

| AGM 2022 | | | |
|--|--|--|-----------|
| 26 May 2022 to 4 June 2022 Europe/Zurich timezone | | Search for Events 👻 Search | Q |
| Overview Registration Videoconference Rooms | Starts 26 May 2022, 16:00 Ends 4 Jun 2022, 18:00 Europe/Zurich | In-Person There are no materials yet. | 2 |
| | Registration You are registered for this event. | See | detalls 🗲 |

If, for some reason, **Videoconference Rooms** does not appear on the menu, return to the management area and under **Customization – Menu**, ensure that the option has been enabled.

| Settings | Menu | | | |
|----------------------------------|--|----------------------------------|--|------------------|
| Timetable | | | | |
| Protection | Menu customization is currently enabled. Disab | ling it will revert all changes. | | |
| E Organization | @1 Overview | @ L | Click and drag the blocks to reorder t | he menu entries |
| K Workflows | $\mathscr{O}15$ Videoconference Rooms | © L | Glick and drag the blocks to reorder t | ne menu enuies. |
| Room Booking | Ø 2 Scientific Programme | • L | Add entries | - |
| | 𝔗 3 Call for Abstracts | @ L | Add new entries to the event menu. | 📫 Add an entry - |
| Services | &1 Reviewing Area | @2 | | |
| Videoconference | 84 Timetable | © L | | |
| Reports | Ø 5 Contribution List | @ L | | |
| Customization | & 6 Author List | Ø Ø Ø Ø Q | | |
| Images | & 7 Speaker List | ø 2 | | |
| Layout | 8 My Conference | @ Q | | |
| Menu | &1 My Sessions | @ R | | |
| Badges Default Badge validity | @2 My Contributions | 02 | | |

Creating a Restricted Videoconference

If you are a licensed user of Zoom, you may restrict participation at a videoconference to only those registrants who are approved and hold a Zoom account.

Approved registrants who do not have a Zoom account will be prompted to create a Zoom account before being able to proceed to the videoconference.

To set up; go to the event for which you are setting up a restricted videoconference room.

Create the videoconference room. During this step, enable **Restricted access room**.

| Create Zoom room | | |
|---------------------------|--|---|
| Name ★ | Zoom gmail The name of the room. | |
| Link to * | Event Zoom gmail Contribution | |
| Meeting Host * | Session Myself Someone else | |
| Passcode | 33928321 Meeting passcode (8-10 digits) | |
| Passcode visibility | Everyone Logged-in users Registered participants No one Who should be able to know this meeting's passcode Image: Comparison of the state | e |
| Display name * | FirstName LastName O RepType[3]-Entity[5]-FirstName intial. LastName The format for the registration name to be displayed in Zoom's registrants list. | |
| Restricted access room | You need a LICENSED Zoom account for this option. Only Approved participants in Indico with an existing account in Zoom will be able to join the Zoom room. | |

Click Save.

Support

If you need support for the Zoom Module or any other Indico.UN functionality please <u>contact our</u> <u>helpdesk</u>.

Please share your suggestions for improvement. We, in the Indico.UN team are at your service, and we look forward to hearing from you.