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	- Dalar
	General		Category and above.	ins
	Security Officers	_		_
	Focal Points	Account Name	Sarah Smith	
	Reporters	/	Account Name displayed in Category info (not relevant to Zoon	'n
			account)	
	Badge Assistants			
	Badge Assistants Check-in Officers	API Credentials		
\$	Badge Assistants Check-In Officers Materials	API Credentials		
ڻ ج	Badge Assistants Check-in Officers Materials Badges	API Credentials	dUL3MGflQyqjdatzMv6xBQ	
-0 -0 -0	Badge Assistants Check-in Officers Materials Badges Posters	API Credentials Api Key Api Secret	dUL3MGflQyqjdatzMv6xBQ	92
0 0 0 0	Badge Assistants Check-in Officers Materials Badges Posters Email templates	API Credentials Api Key Api Secret Webhook token	dUL3MGflQyqjdatzMv6xBQ	52
5 8 8 5 8 8	Badge Assistants Check-in Officers Materials Badges Posters Email templates Default Badge validity	API Credentials Api Key Api Secret Webhook token	dUL3MGflQyqjdatzMv6xBQ 	92

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)	Cione 🌣 ·
Settings	Current videoconference rooms	
Timetable		
Protection	No videoconterence rooms have been added yet.	
	C Cre	ate Zoom room
• 🔨 Workflows		
Room Booking		
•		
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				
	The name of the room.				
Link to ★	Event DCM Te	st Event for Zoom			
	 Contribution 				
	Session				
Meeting Host ★	Myself				
	○ 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.

✓ Zoom room 'AG	M 2022' created		
Current videocor	ference rooms		
	Name		
> 200m	AGM 2022	2 /	2 亩 ► Join •

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 v 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	details 🗲

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. Disable	ing it will revert all changes.		
E Organization	𝔗 1 Overview	@ L	Click and drag the blocks to reorder t	he menu entries
Workflows	\mathcal{O} 15 Videoconference Rooms	© L	G onex and drag the blocks to resider t	ne mena entries.
Room Booking	& 2 Scientific Programme	@ L	Add entries	
-	𝔗 3 Call for Abstracts	@ L	Add new entries to the event menu.	Add an entry -
P Services	𝔗 1 Reviewing Area	@ Q		
Videoconference	84 Timetable	@ 2		
Reports	8 5 Contribution List	@ L		
Customization	Ø 6 Author List	ø 2		
Images	Ø7 Speaker List	1 1 P		
Layout	8 My Conference	@ L		
Menu	&1 My Sessions	@ L		
Badges Default Badge validity	<i> </i>	@ L		

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	Ð			
Display name *	ne * FirstName LastName 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.