

## Zoom video conference guide

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## What you need to get started

You need a laptop, desktop computer or tablet with an internet connection (preferably broadband)

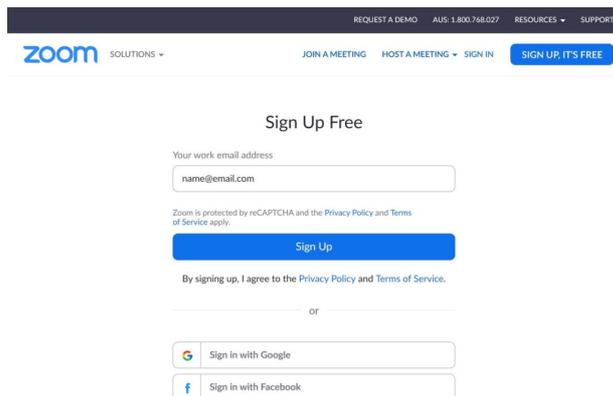
A microphone, speakers or headset

Web camera

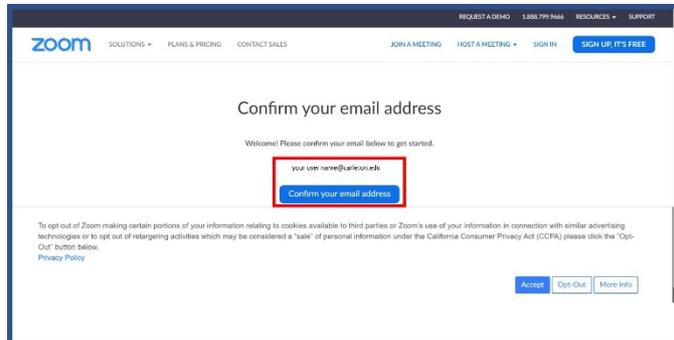
## Setting up your account

When you sign up for a Zoom account, you will enter your email address, and Zoom will send you an activation email. When you receive the activation email, click the link to activate your account.

<https://zoom.us/freesignup>



The screenshot shows the Zoom website's sign-up page. At the top, there is a navigation bar with links for 'REQUEST A DEMO', 'AUS: 1.800.768.027', 'RESOURCES', and 'SUPPORT'. Below this is the Zoom logo and a 'SIGN UP, IT'S FREE' button. The main heading is 'Sign Up Free'. There is a text input field for 'Your work email address' with the placeholder 'name@email.com'. Below the input field, there is a blue 'Sign Up' button. Underneath the button, it says 'By signing up, I agree to the Privacy Policy and Terms of Service.' There are two social login options: 'Sign In with Google' and 'Sign In with Facebook'.



## Downloading Zoom

1. Before joining the meeting, you will be prompted to download a programme. It is suggested that you download Zoom in advance of the meeting, so that the conference can start promptly.
2. Zoom can be downloaded via this link <https://zoom.us/download>
3. For detailed instructions on how to download the programme, view this [video](#)

## Joining the Conference

Each meeting has a unique meeting ID which varies from 9-11 digits long. There are 3 ways that you can join the conference via Zoom.

Zoom invitation link:

1. The conference programme has Zoom links embedded, click the link (you may be instructed to download the Zoom application if you have not used it before)
2. When the web browser opens it should prompt you to open the zoom application. Click the button to open the zoom application.
3. You will then have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join with computer audio.”

## Guidance for Participants

There are participant controls in the lower left corner of the Zoom screen. Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen#

Somewhere on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all the meeting participants.



If you wish to ask the presenter a question:

Unless instructed otherwise, please click the "raise hand" icon and wait until your name is called by the chair. The chair will unmute you so that you can speak.

If you wish to ask the chair a question:

Please type your question in the Chat window. Be sure to direct your question to the chair privately and not to the whole group.

## Guidance for Presenters

Sharing your PowerPoint:

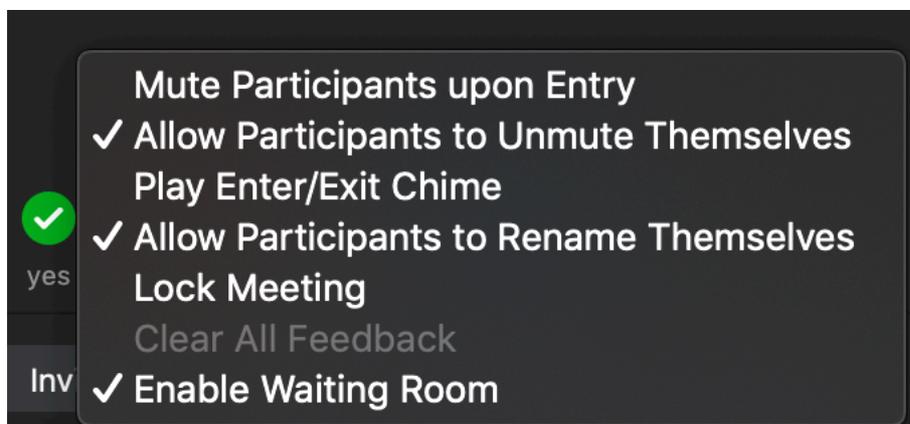
1. Open your PowerPoint and start your slideshow
2. In Zoom, select ‘Share Screen’ and click on the document you would like to share with the audience. If your presentation includes a video and requires sound, tick the box ‘share computer sound’ in the bottom left corner. Press ‘Share’
3. You can stop sharing at any time by clicking the red ‘stop share’ button

### Questions from delegates:

Delegates will ask questions via Zoom’s ‘raise hand’ icon. The chair will announce and manage the question process.

## **Guidance for Chairs:**

When you join a member of the local organising committee will be on hand to make you the host of the meeting.



You should check that the allow participants to unmute themselves is unticked. Click on the participants icon and then click on more.

When a presenter is ready to present, make them a “co-host” by right clicking on their name in the participant list. You should also un-mute them. The zoom settings will be configured so that participants cannot un-mute themselves.

Once a presentation starts if a participant somehow becomes un-muted you can mute then by clicking on “Mute” next to their name.

When the presentation is over attendees will signify that they wish to answer a question by raising their hand in zoom. Look for the hand next to their name.

Once you have selected who is going to answer the question, click their name and click un-mute. Also announce verbally who is asking the question.

Once the question has finished – re-mute the participant and then move onto the next question.