

It's nearly time for the conference. Are you ready to ZOOM?

Things to think about: Try to position your camera so that you are in the middle of the screen.

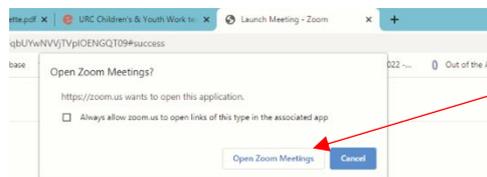
Try to have some light coming from in front of you so that your face appears clearly, and if possible try not to sit somewhere where the room behind you is too dark or too cluttered.

Think of what the camera will pick up – you may not want to have your laundry or the cat's litter tray sitting in full view !

Try to minimise background noise.

Try hard to give the conference your full attention – it is distracting to the speakers if you are multi-tasking.

Opening Zoom: Opening ZOOM is easy. You will be sent a link in an email. You need to click on this link and zoom will open automatically on your computer. You will need to click on **“Open Zoom Meetings”**. It may prompt you to install the zoom app on your computer or tablet. This is very straightforward.



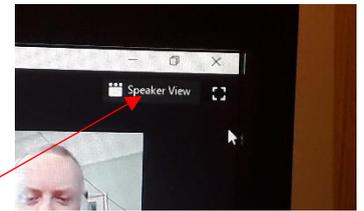
You will not go straight into the conference. Instead you will be held in a 'waiting room' until the host is ready to let you in. This helps us to make sure that only the people who are meant to be there can access the conference. Just wait patiently and you will soon be admitted into the meeting.

You're in – what next? The screen you will see will look something like this:

You will be able to see yourself on there along with everybody else. If you are using a tablet or phone you will see fewer on the screen at a time, but you will be able to scroll through and spot others.



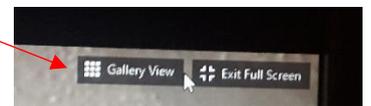
You may find it useful to focus only on the person who is speaking. If you move your mouse to the top right hand corner of the screen you will see the words “**speaker view**”. If you click on this it will change to speaker view and you will see the person speaking, with a few of the other participants visible in smaller boxes.



You can change back at any time by clicking in the same place and returning to **gallery view**



On a tablet this might be in the form of three dots under the picture.

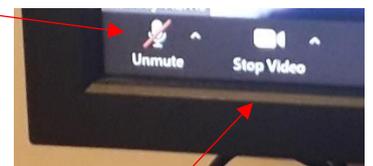


### YOU MUST ENSURE YOU USE YOUR OWN NAME!

It is really helpful if everyone can see your name. Sometimes the name that appears on the screen will be something not very appropriate such as “My iPad” or even your partner or your offspring’s name. Please change the name that appears on the screen to your own name. Click on the three dots in the top right hand corner of your picture and choose ‘**rename**’

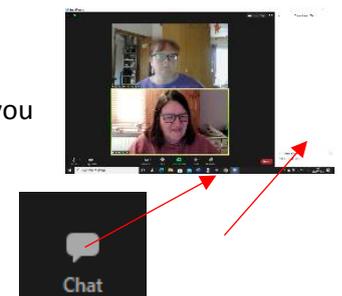


When you enter the conference you will be muted, which means that nobody can hear anything that you say or do. We would be grateful if you **stay muted** unless you are contributing to a conversation or in a breakout room. This helps everyone hear the speaker more clearly. To **unmute**, move your mouse to the bottom left corner of the screen and click. Alternatively you can hold the space bar down while you speak.



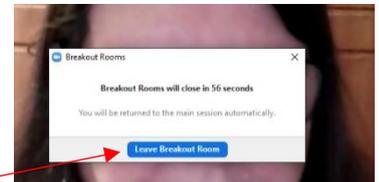
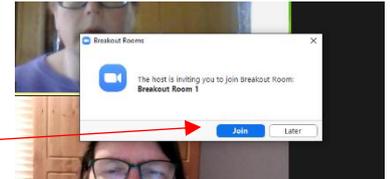
If for some reason you do not want people to see you, you can also click on “**stop video**” which will block your camera and people will only see your name on the screen, not your picture.

Being muted does not stop you contributing. If you move your mouse to the middle of the bottom of your screen, you will see a little speech bubble icon and the word ‘**chat**’. If you click on this it will open a window on the side of the screen where you can type anything you want to say to everyone.



## What are breakout rooms?

During the conference you will get chance to talk together with other participants in a much smaller group. This is done with **breakout rooms**. The conference host will allocate you to a room automatically at this time. You do not need to do anything. A pop-up will appear on your screen inviting you to join the room you're allocated to and you just need to click on **'join'**. Obviously you will need to make sure you are unmuted when you start your conversation in the small group!



There will be a preset timer which will count down the time you have in the room and will move you back into the main conference automatically at the end of that time. However you will get a one minute warning before this happens and if you are ready you can return to the main conference straight away by clicking on **'leave breakout room'**.

Remember to make sure you are muted again when you return to the main conference, though this usually happens automatically. Any chat that you type in the breakout room will not be saved.

Can I record the session? Although you will see that you have an icon which says **'record'**, you are **not able to record** the session as this facility has been disabled for security and confidentiality. The session **will be recorded**, though the discussion in the breakout rooms will not be. The recordings of the sessions will be edited and will focus on the speakers. The chat from the main conference will not be shared however any links you may wish to put up there may be saved and shared within an email to all participants after the event.

Hoping that you have reached the end of a very enjoyable evening, the time will come when you need to press one last icon, which appears in the bottom right hand corner of your screen or top right on a tablet :

