



ANZSOM Zoom Webinar

Attendee Instructions

Thank you for registering to the upcoming webinar. We understand that this might be new to you and have put together an information sheet to take you through the main requirements and functions.

We will also provide a brief introduction at the beginning of the webinar.

Types of participants

Unlike a Zoom video-conferencing meeting, Webinars have varying levels of participation to allow a type of 'Town Meeting' interaction. Participants are grouped as follows:

- **Host** – has full control of the meeting. There can only be one host.
- **Panelist/presenter** – is seen and heard by everyone unless muted by the host. There can be up to 25 panelists/presenters. The MC and the invited speaker are panelists. An attendee can be upgraded to become a panelist if they are to take on a presentation role. This is done by the host.
- **Attendee** – is a 'view-only' participant by default. They can participate verbally as allowed by the host through the 'hands up' function described below. They can also interact with the host and panelists through the typed 'chat' and 'Q&A' functions at any time.

Webinar format

The Webinar will comprise a presentation followed by a Q&A session. Verbal questions will not be invited during the presentation itself but participants may type questions in the Q&A panel, which can be viewed by the **presenter/panelist**. The **presenter** may choose to address these during the presentation or wait until the verbal Q&A aspect of the session.

To start:

- Click the link in your registration confirmation email – this is unique to you and should not be shared. This identifies you as attending and is the basis by which we will issue you a certificate of attendance.
- You will be taken to a Zoom holding page that will automatically start the Zoom App. If you do not have the App installed, it will prompt you to confirm you wish to download it and give short instructions.
- If you join before the scheduled start of the meeting you will see a holding message: "Waiting for **host** to start the meeting". You will be automatically connected once the meeting begins

All **attendees** will be able to see and hear the **panelists** and **host** but will not be seen or heard themselves until they are invited to speak in the Q&A session.

Functions

1. **Audio settings** – when you first log into Zoom a button will show 'Test Audio' that you can click to ensure your audio is working as it should. As above, although you will not be heard during the presentation, you can ask questions verbally during the Q&A part of the webinar



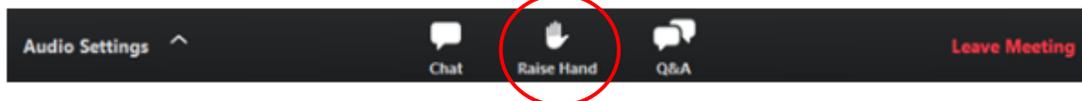
2. *Chat* – clicking here will open a window/panel where you can type questions and comments to other attendees or panelists
3. *Raise hand* – click this to indicate you have a question (see below)
4. *Q&A* – similar to the chat function, click this to open a window/panel where you can type your questions. Both panelists and attendees can type answers or upvote your question to indicate they wish to know the same. Panelists can also mark your question as ‘Will answer verbally’ to indicate they will cover this in their presentation.



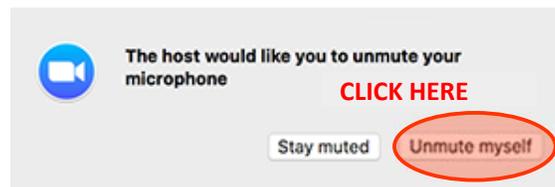
Asking questions

The Q&A aspect of the session will be conducted so that participants can ask questions verbally.

- The **presenter** will call for questions
- The **attendee** presses the ‘Raise hand’ button on the menu panel:



- The **host** will name the **attendee** to ask the next question
- The **host** will change the **attendee’s** participation to allow for audio and video input. A pop-up will appear on the **attendee’s** screen:



- The **attendee** will ask their question, the **presenter** will answer
- The **host** returns the **attendee’s** participation to view-only and the process is repeated for the next question/s

Attendees may also type questions into the Q&A window/panel during the presentation. The **presenter** can choose to monitor this during their presentation and integrate answers into the presentation or ignore this until the dedicated Q&A session where the **host** will read them out as part of the mediated Q&A.

End meeting

The webinar has been scheduled for 1 hour and we will try to keep to this timing, however, you will not be cut off or automatically logged off if the presentation or Q&A runs long. As with any presentation, the **host** and **MC** will give the signal to wind up (“we have time for 1 last question...”) and will thank everyone for coming before pressing the ‘end meeting’ link to close the webinar.

Feedback & participation certificate

Attendees will be sent an end of webinar survey to complete and a participation certificate.