Instructions for joining SRA North & Scotland online event, 24 June 2020

This document contains the joining instructions and an outline of how we will be managing the event – all participants should look over these before the event.

If you're new to using Zoom there is are helpful tips for this, details of the equipment needed, and instructions for how to get a zoom account and join the event from page 2 onwards.

1. Joining details

We will be using Zoom to host this event. The Zoom details for the meeting are as follows:

Link: https://zoom.us/j/99233950574?pwd=YWNlcDNtV1VMc3BnTW9zWU5lQVgxZz09

Password: 777247

Please copy and paste the link into a browser.

Please try to join 5 minutes before the start time if possible. You will be placed in a 'waiting room' before being admitted to the event.

To avoid disruption to the speakers, we will not be admitting any new attendees after 14.00.

2. Event etiquette

To avoid disruption and background noise, please keep yourself on mute when not speaking. Remember to unmute if you need to speak.

We hope this event will stimulate discussion, and welcome audience engagement – please do this through the chat function primarily. The hosts will be monitoring the chat box – and will be facilitating discussion.

Please also use the chat function to communicate if you have any problems hearing the speakers or connectivity issues with your audio or visual.

We will be using the 'breakout room' function for group discussion – you will be automatically assigned to a breakout room. You may get a message promoting you to 'join breakout room' – please click 'yes' if so.

3. Basic navigation and helpful hints

The Zoom menu bar will appear at the bottom of the Zoom window once the meeting begins. If you can't see it, hover the mouse slightly and the bar will appear.

Mute /activate microphone: ^ to test	Start/stop your video, ^ to test		Chat control, to ask questions (or ask for tech help)

Check the 2 controls on the far-left side: Audio (microphone), and Video. If either icon has a red line through it, this means it's switched off: click the icon to switch it on.

If you click on 'Participants' - you can view the list of participants

If you are experiencing problems with your connection, try turning your video off and this may help. You may also wish to ask others in your household to minimise use of broadband for the duration of the event where possible.

Breakout rooms - When you are in the breakout rooms, there is an option to 'call for help' should you encounter any technical difficulties. This can be found in the Zoom menu bar at the bottom of the screen. You can also message the meeting hosts through the chat function.

Recording - Due to copyright issues, attendees are not allowed to record the session. And to ensure that data is not stored on servers outside the EU, the meeting hosts will not record sessions either.

Screen sharing - The hosts or speakers will at times share their screen with attendees. This makes their screen 'take over' your whole screen: to reduce its size, *press the 'ESC'* **(escape)** *key* on your keyboard.

4. Equipment

1. **Laptop, PC, Mac, tablet, Ipad, smartphone – basically a computer that has:**
   - **Access to the internet**
   - **A camera**
   - **A microphone** (either inbuilt, or via external plug-in)

2. **Earbuds, earphones (with or without a microphone).**
   We recommend using earbuds/earphones that plug in to your computer as they usually enhance sound quality and help avoid audio feedback.

5. Setting up with Zoom

SRA North & Scotland will be using the Zoom platform for this event.

- *If you already have a Zoom account that you've used for meetings, skip this section.*

Sign up to Zoom

You do not need to sign up to Zoom account to join this event. However, having a Zoom account will facilitate quick and easy joining when the event starts.

If you already have a Zoom account, you can use that as usual.

To create a Zoom account: visit https://zoom.uk/signup and sign up with your email address. We recommend that you **don't sign up with login details from an existing account**, eg. Facebook. Keeping accounts separate ensures that your personal data isn't shared between platforms.

You will receive an email from Zoom; in this, click Activate Account.

When it comes to the event, you will need to login with your account details, and then enter the meeting details (see above) to join the event.

Joining from a computer (without an existing account)

- Copy the above link (page 1) to a browser and follow instructions

Joining from a mobile or tablet (e.g. iPad) (without an existing account)

- If you are joining from a mobile or tablet, you will be prompted to download the Zoom Cloud Meetings app from the App/Play Store after you click the meeting link.
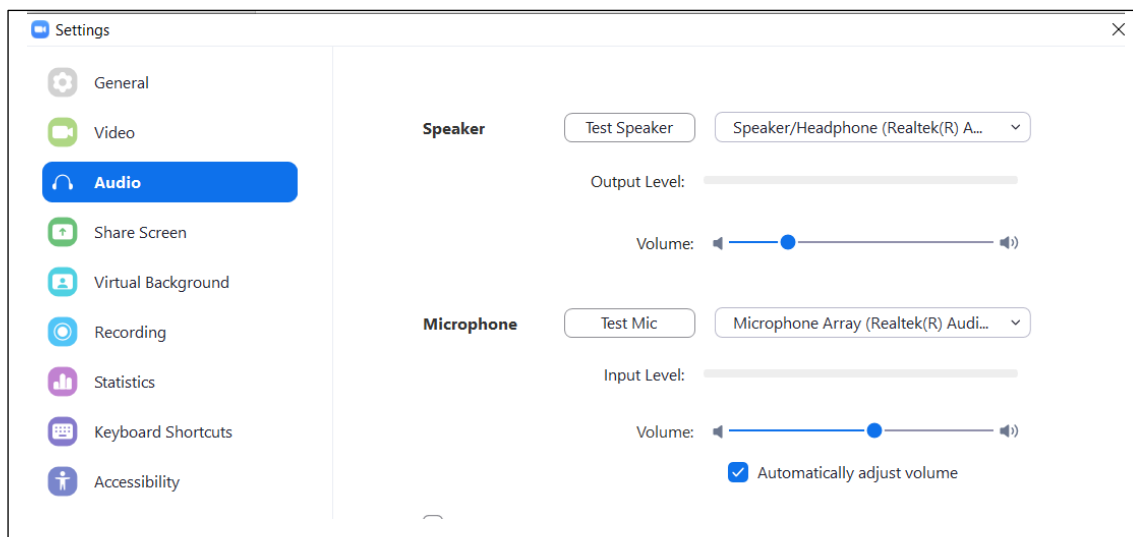
Test your equipment

If you haven't used Zoom before, sign in, then you can test your set up ahead of the event - go to https://zoom.us/test and click Join.

You should see this pop-up:
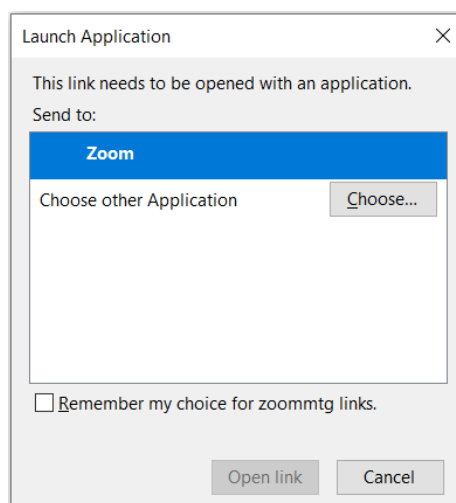
Click 'Open link' to start the test meeting, and click 'Test Computer Audio' if prompted. You should see this pop-up:

- Click 'Test speaker' and you should hear a sound.
- Click 'Test mic' and then say something; you should hear this played back.

On the left side of the screen, click 'Video' – you should see your own image, via the camera on your device.

- *If there are problems with any of these tests, you **won't be able to join** the event until they're resolved.*

Video/camera not working: see this help page in Zoom. Audio/microphone: this help page