Instructions for joining an online networking event

About Zoom

The Zoom video-conferencing platform is widely used for online training and events. Some UK government departments, public bodies, universities etc. don't allow Zoom to be accessed from work computers, so <mark>please check with your employer</mark> **if you plan to use a work computer** – and if necessary use a personal laptop, iPad, or even smartphone instead.

Zoom has a reputation for not being GDPR-compliant, but an independent comparison found it no worse in this regard than many other platforms, including those used in government, public bodies, etc. Zoom's website describes its compliance measures.

We describe below how to create a Zoom account but it's not a requirement – you can just paste the meeting link into a browser. If you do this, please allow time to test your camera and microphone.

Ethics and etiquette

You will be in a live session with people you probably don't know.

Please treat everyone with respect, politeness and consideration.
We expect you to keep to the high standards of ethical behaviour towards others that you would when conducting research.

Complaints about racist or other discriminatory language or behaviour will be investigated. If you have any concerns about an experience during an event, please contact Graham Farrant, SRA chief executive, graham.farrant@the-sra.org.uk or 0207 255 0695

Equipment needed

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

Without these essentials, *you won't be able to take part* in an online event.

2. **Earbuds, earphones (with or without a microphone).**
   Earbuds/earphones that plug in to your computer will greatly enhance your experience. The best option is a headset (earphones + microphone). Or if you have a separate plug-in microphone, please use that.

Setting up with Zoom

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

If you don't have an account with Zoom, you can create one: visit https://zoom.uk/signup and sign up with your email address. We strongly 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.

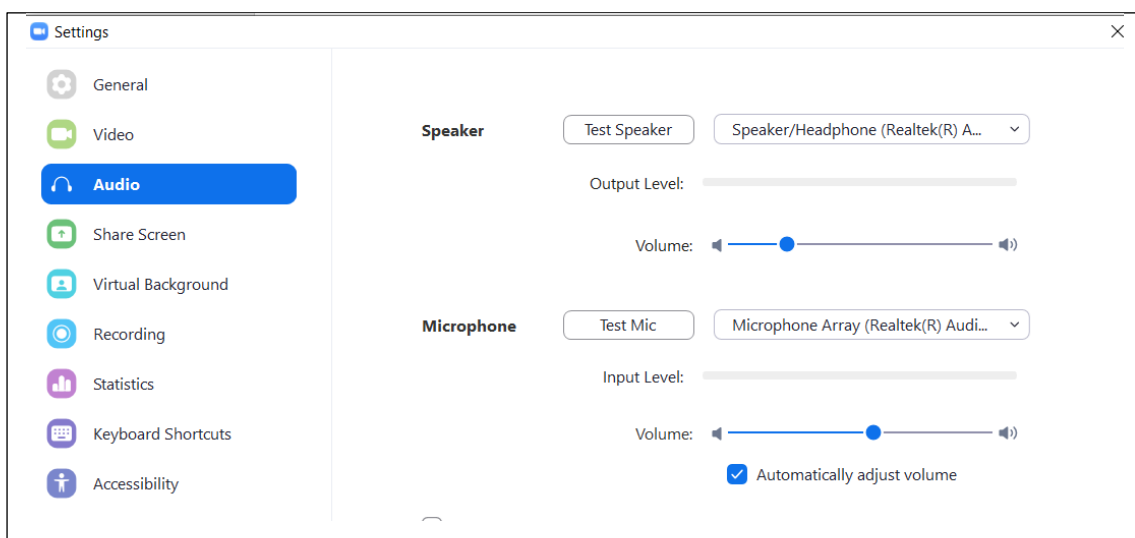You will receive an email from Zoom; in this, click Activate Account.

Test your equipment

If you haven't used Zoom before, sign in, then go to https://zoom.us/test and click Join.

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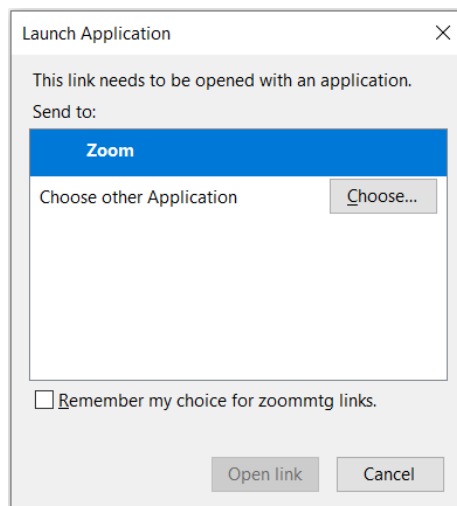
Click 'Open link' to start the test meeting, and click 'Test Computer Audio' if prompted. You should see this pop-up:

- Click 'Test Speaker' and 'Test Mic'

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

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

Before the event starts

A few days beforehand we will email you a link to a webpage that contains:

1. **A reminder of the date and start time for the event**
2. **The link to join the session via Zoom**
3. **Key documents for attendees (if any)**
4. **These instructions**

IMPORTANT: please tell other computer-users in your household that you will need as much of the broadband as possible during the event! If others are streaming videos / games this may cause difficulties, although this depends on the strength of the broadband.
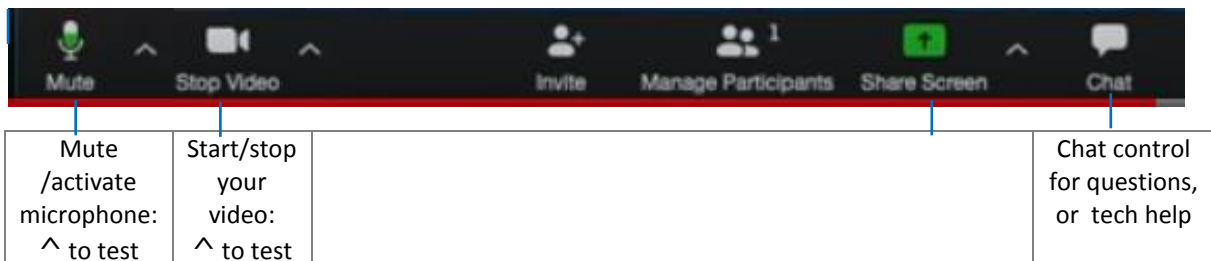
Joining the event

- **Find a quiet location.** Close the door, put your pets somewhere else, switch off email, twitter feed, etc: Close email and other messaging services.
- **Don't be late:** Please join the session 5 – 10 minutes before the start time, by copying and pasting the Zoom link into a browser.
- Make sure you join with Audio, and Video too (unless you prefer not to appear on screen).

Important: check that your face is clearly visible and not in shadow, eg. by being too close to a window or an overhead light. Try to sit where the background is not distracting.

Your controls

Move your mouse pointer on the Zoom screen to see the controls. The ones you need are:

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

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

Troubleshooting: if you're having trouble hearing or seeing others, *use the 'Chat' control to send a private message to tech support for help* (you'll be told their name at the start).

Mute your microphone

Please mute your microphone to avoid background noise for other participants. Don't forget to unmute when you want to talk!

During the event

There will be breaks – the timing is noted on the Agenda that we'll share with you in advance.

The speakers may at times share their screen with attendees. This makes their screen 'take over' your whole screen: to reduce its size, at the top of the screen select Options and 'Exit full screen'.

The speakers may run practical exercises where attendees are put into virtual groups (called 'Breakout rooms' in Zoom) to work on a topic.

When the speaker invites feedback or questions, do use the 'Chat' function to take part.