Joining Zoom Webinar as panelist

We will invite all session chairs and presenters as the panelist in the Zoom Webinar.

As panelist you can view and send video, share your screen, annotate, managing Q&A window during a webinar.

The host (technician) is the one that schedules the webinar and they have full permissions to manage the webinar.

Session Chairs will as a co-host also have many of the same controls as hosts do, such as mute/unmute panelists or attendees, stop video, remove attendees.

Before you begin

Zoom software installed on your computer in advance.

If you have used "Zoom" on your computer in the past, please make sure you have the latest version.

If you do not have "zoom" installed on your computer, please visit zoom.us to download and install the latest version of the Zoom client.

Zoom Settings

A. Click the gear wheel on the top right corner to open the settings window.
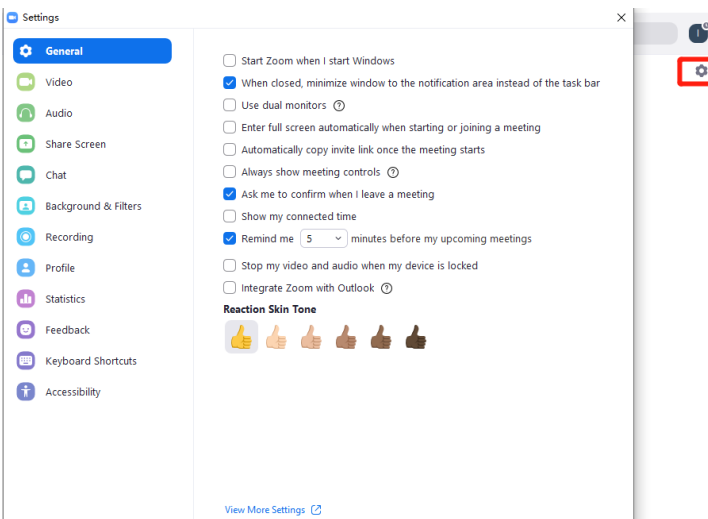
B. Click the "Video" for best results, use the following options:
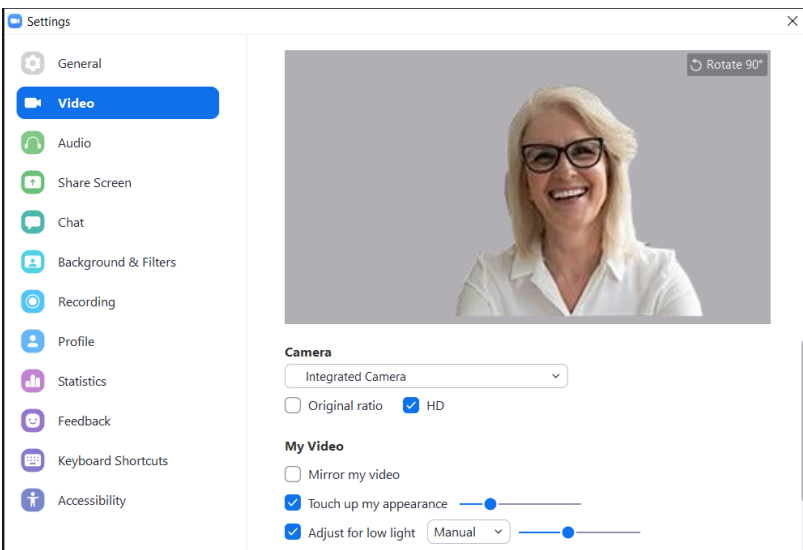
C. Click the "Audio" link in the left-hand column.
1. Check that your input source is correct.
    If possible, use a lavalier microphone, headset, or external USB mic for the clearest sound.

2. Test your Input Level to ensure a clear, loud signal without clipping.
- The Input Level bar should max out about 70-80%
- Test your Speakers to ensure that the Output Level is clear without distortion.
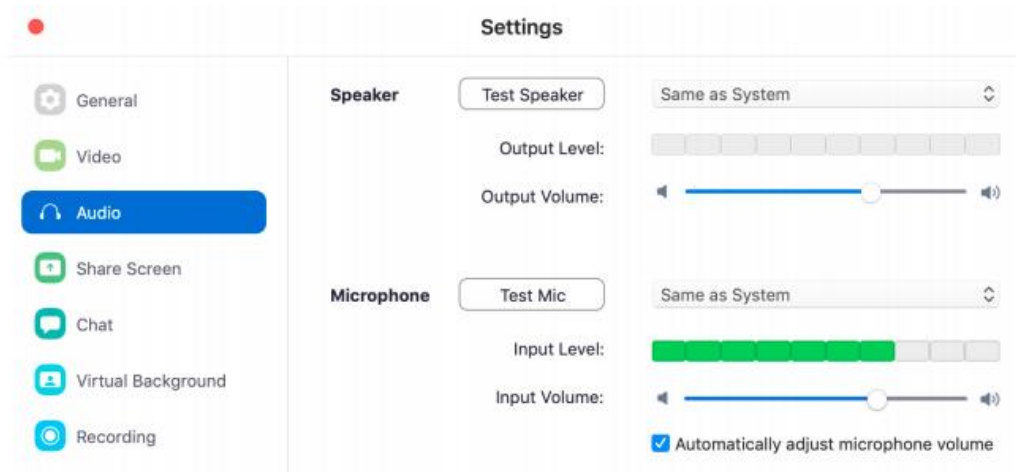
Join a meeting

Joining a webinar by invitation link

We will send a special link to all panelists a few days before the Assembly so that you can join the Zoom Webinar. Please make sure to enter the zoom Webinar in advance of the session.
Click the link provided in the invitation email.

Before Joining the Meeting, Test Speaker and Microphone
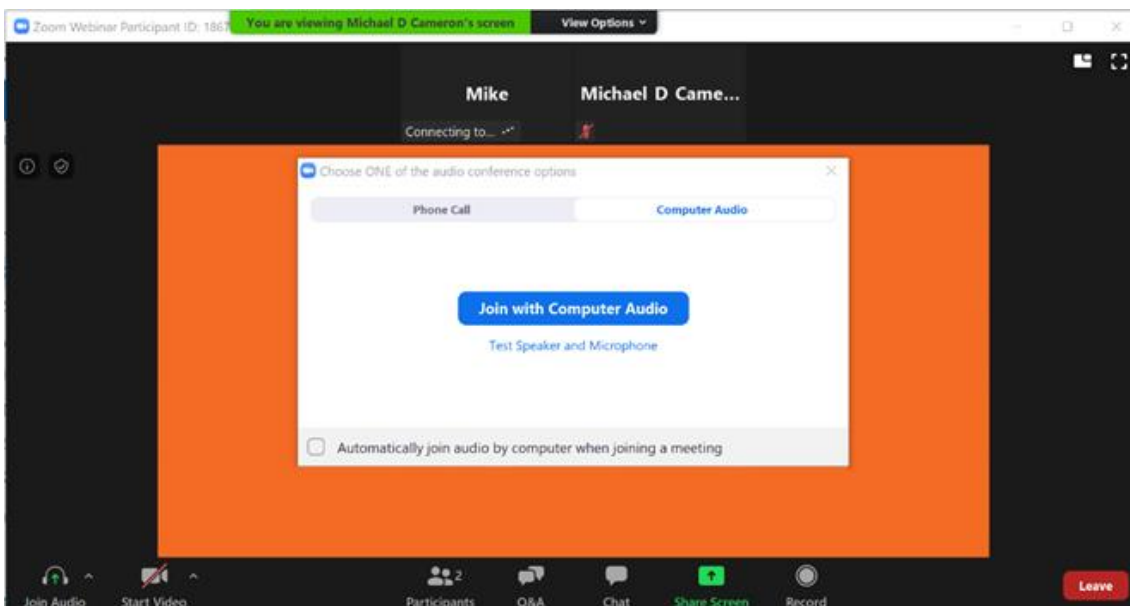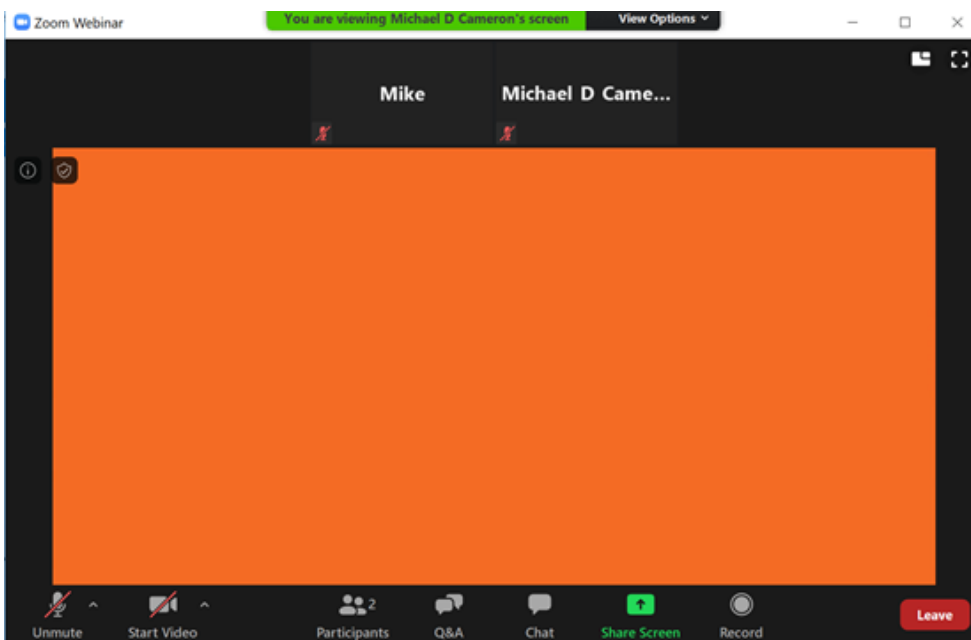
If you get this message, join with computer audio.
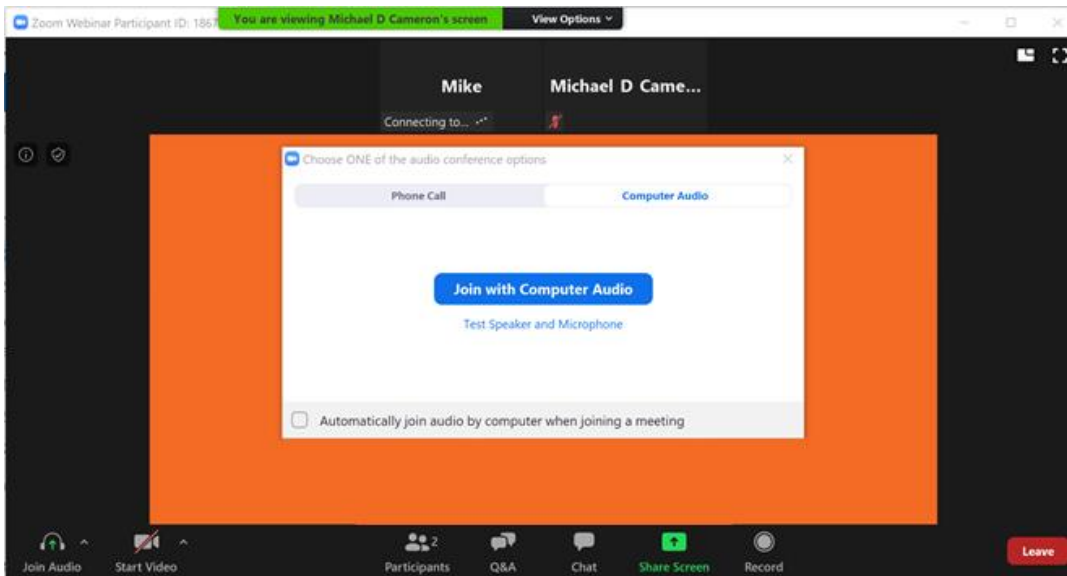
This is an example of what the screen will look like and the control functions in the user interface.

At the lower left-hand corner is where you will find the Audio Settings.
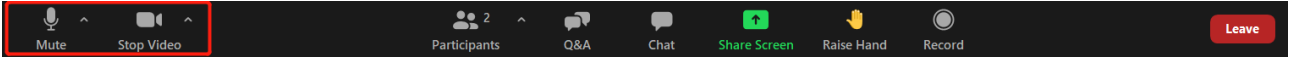
Select "Same as System"

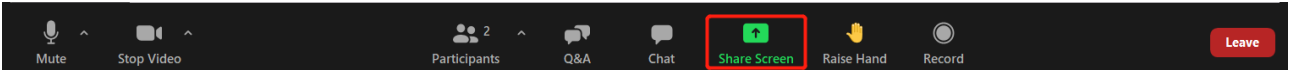# Here are some instructions for chairing and presenting in a virtual event.

Share Screen

For speakers who will presenting online (Live) please refer to the instruction as below:

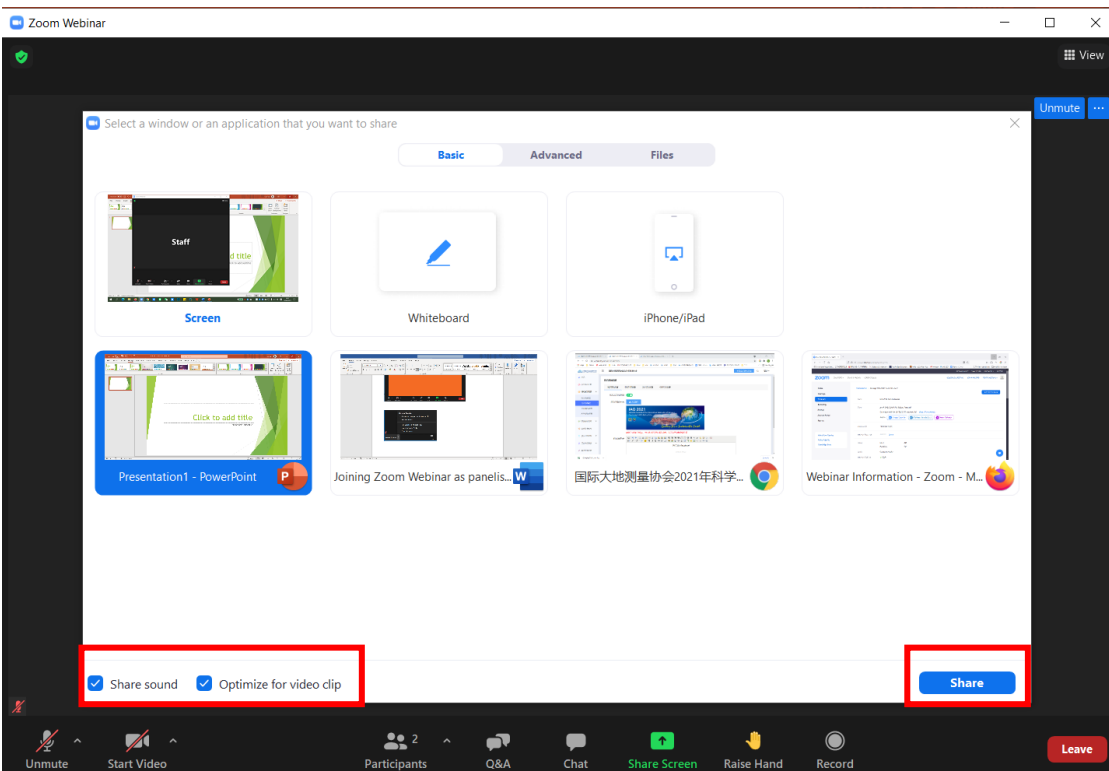Step 1: **Unmute** yourself and **Start the Video Camera**

Step 2: With your presentation file open, click the "Share Screen" button in the toolbar.

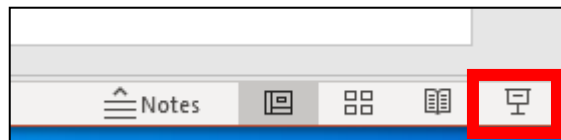Step 3: Select the **window of your slides** and then **click the blue 'Share' button.**
(Check **Share sound** and **Optimize for video clip** if there is audio/video in your slides)

If you're using PowerPoint, you can use the Slide Show view and Full screen mode.

Tip:
To check other documents or prompts when sharing your screen you need a second monitor, or print out the text for your reference.

Live Discussion

Session conveners/co-conveners are chairing and moderating the session. Presenters (oral/poster) are expected to be on-line during their session.

In order to maintain the interactive nature of the conference, there will be a live discussion followed by oral /poster presentation. The attendees in the rooms will be able to submit their questions by writing via the Zoom Q&A window whilst they view the presentation. The chair will decide which questions will be discussed at the end of all presentations. Speakers will answer the questions live or type out the answer.

In the latter part of the discussion, the Chair could prompt attendees to Raise Hand ✋ for questions. When the Chair announces the attendee's name to give the floor, they will be able to unmute themselves and raise the question.

Managing Q&A window during a webinar

The Q&A feature for webinars allows attendees to ask questions during the webinar, and for the panelists to answer their questions.
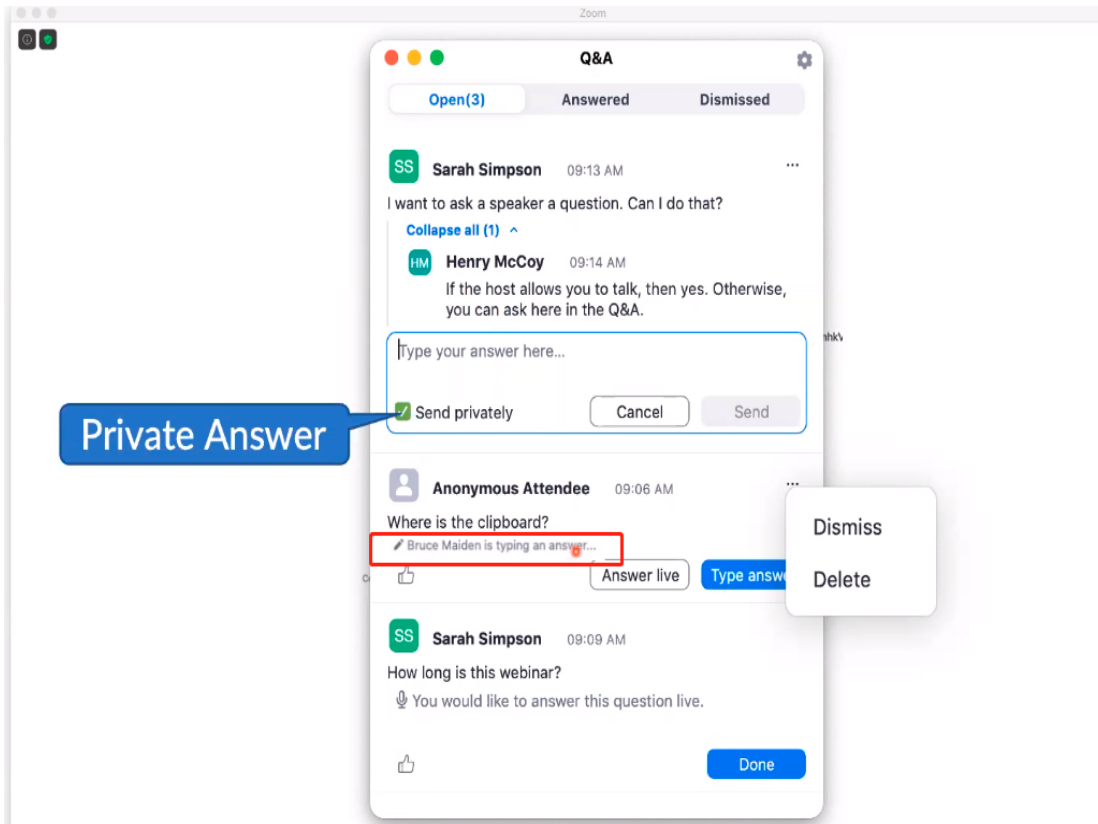
Answering questions

1. As the panelist, click Q&A in the webinar controls. 💬 Find the question you would like to answer.
2. **Click "Type Answer" to type out your answer for the attendee.**
3. **Click "Answer Live "**to answer the question out loud during the webinar, the attendees will see a notification in the Q&A window at the same time. After you verbally answer that question, click the button *done*, it is cleaned up and it has moved to the answered column.
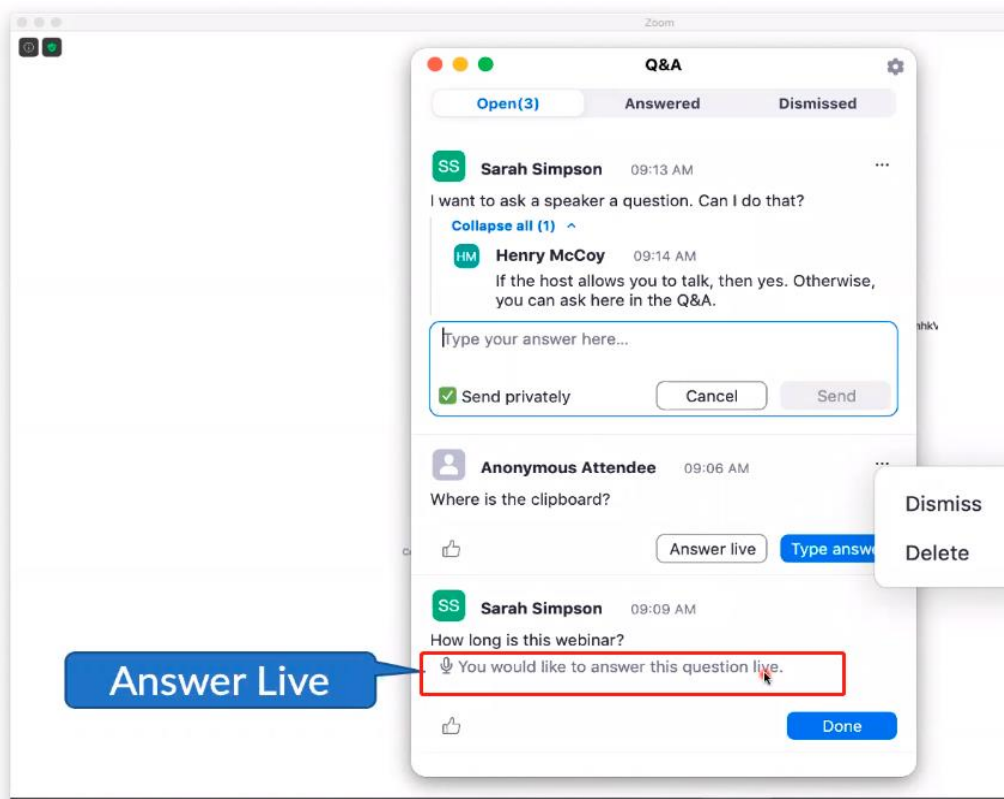
4. **If you would like to answer to the attendee only, there is an optional, before clicking send your answer, check "Send Privately"**

   But keep in mind that all of your panelists will always be able to see everything that's happening and the Q&A you can't hide that from the panelists.

Answered questions

In the Answered tab of the Q&A box, you can view questions that have already been answered.
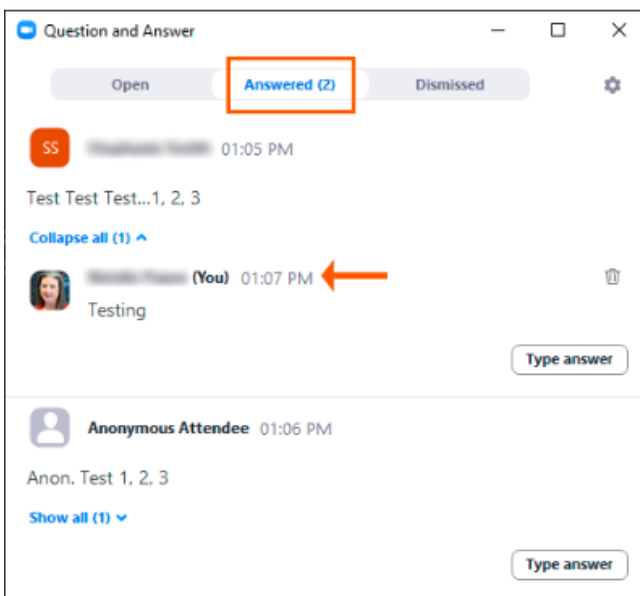
For attendees, they can see answered questions (in the answered column) and questions that haven't been answered (in the open column) are displayed.

Also can click the thumbs up button to bring popular questions to the top of the Q&A window.

Dismissing questions

1. As the panelist, click Q&A in the webinar controls.
2. Hover over the question that you would like to dismiss and click Dismiss.

Lisa Robins 11:31 AM   ✕ Dismiss

Thanks for the help!

              Answer live   Type answer

Reopening dismissed questions

As the panelist, click Q&A in the webinar controls.

1. Click the Dismissed tab.
2. Find the question you would like to reopen and click Reopen Question.

Lisa Robins 11:31 AM

Thanks for the help!

                    Reopen