

**Brief instructions for ACTIVE PARTICIPANTS
(PANELISTS/SPEAKERS)
of a videoconference/web-seminar Zoom**

REQUIREMENTS TO THE PARTICIPANTS

In order to take part in a videoconference/web-seminar (hereinafter referred to as conference) as an active participant, you should:

1. Receive an invitation from the host

A mail is sent to the participant, containing the date and time of the event, conference ID (9-digit number) and password (if any), as well as a link for direct connection to the conference of the following kind:

<https://us04web.zoom.us/j/78746505172?pwd=UmQ5VllzS3p3LzZYL3hsMmo2ME9Gdz09>

When activated, it allows joining without the ID and password (if any).

If the host requests in the mail tentative confirmation of your participation, this should be done within the specified timeframe, after which a separate letter will be sent to you with connection settings.

2. Check the availability of a microphone, loudspeakers and a camera on your computer

The computer that will be used to connect to the conference shall be fitted with a built-in or external microphone, loudspeakers and camera. It is recommended to use a headset with microphone.

3. Install a special program on your computer

You should install Zoom Desktop Client.

You can download and install the program using the following links:

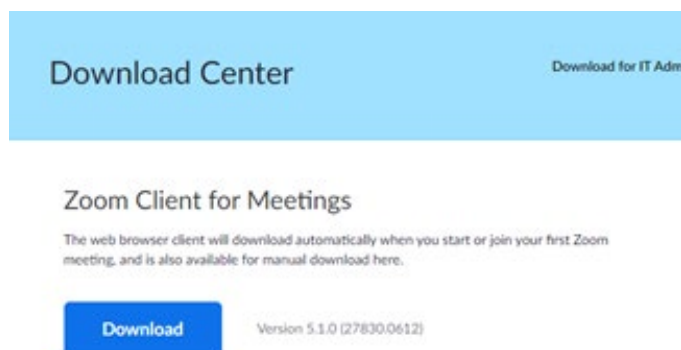
- for Windows users: <https://zoom.us/client/latest/ZoomInstaller.exe>

- for iOS devices: <https://itunes.apple.com/us/app/id546505307>

- for Android devices:

<https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

- for devices running other platforms links for downloading are available at <https://zoom.us/download>



You can also download and install Zoom Client as a browser extension (if Zoom has not been previously used on the computer) by activating the link to enter (see item 1) for the first time, however you should try it in advance, since this option depends on the browser version and may not be provided.

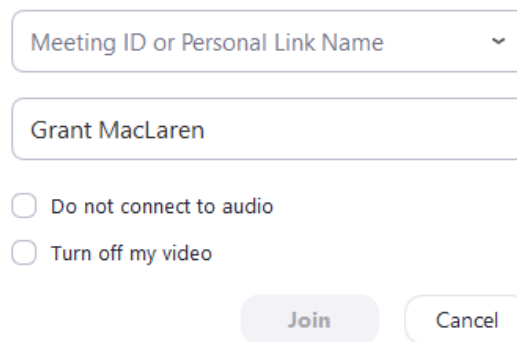
When connecting via browser resources only, the function of simultaneous interpretation or some Zoom features will not be active (e.g. polling (participation in surveys) etc. will not be available)

HOW TO JOIN

If you installed Zoom Client as a separate application

You should run the program, click “**Join a meeting**” in the opened window and enter the meeting ID (9-digit number), password (if any) and your name as a participant (in the name field). When you click “**Join**” the program will connect you to the conference. The features “**Do not connect to audio**” and “**Turn off my video**” allow to turn off your microphone or camera respectively when connecting. By default all participants connect with the turned off microphone and turned on video.

Join a Meeting



The screenshot shows the 'Join a Meeting' dialog box. It has a title bar 'Join a Meeting'. Below the title bar, there is a text input field containing 'Meeting ID or Personal Link Name' with a dropdown arrow on the right. Below that is another text input field containing 'Grant MacLaren'. At the bottom, there are two radio button options: 'Do not connect to audio' and 'Turn off my video'. At the very bottom, there are two buttons: 'Join' and 'Cancel'.

If you installed the application as a browser extension

You should just activate the link to enter (see item 1), received from the host. The browser will display the query to run Zoom Client of the following kind:

Open Zoom?

<https://zoom.us> wants to open this application.



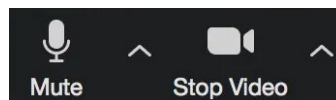
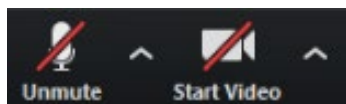
The screenshot shows a browser dialog box titled 'Open Zoom?'. It contains the text 'https://zoom.us wants to open this application.' Below the text, there are two buttons: 'Open Zoom' and 'Cancel'.

To connect to and to join the conference you should click “Open Zoom”.

AVAILABLE FEATURES

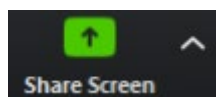
Audio and video control


You can turn on or off your video and audio at any time using the buttons on the control panel (in the lower left corner of the window).



Share screen

In order to share your screen you **should first launch/open an application or window, which you are going to share.** Then click “Share screen” on the control panel and in the opened window select the icon of the window/application to be shown to the participants.



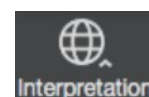
You can also start sharing your screen using  button (in the lower right corner of the window) or by double clicking on the icon of the window/application. To stop sharing you should click “Stop Share” at the top of the screen.



Note: The host can also stop screen sharing.

Simultaneous interpretation

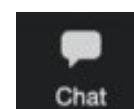
If the host of the conference provides for the possibility of simultaneous interpretation, the button “Interpretation” will be available on the control panel below. It allows choosing the language, which the participant would like to hear. You will also be able to manage the original audio by clicking “Mute original audio”.



Important: The panelists are **strongly encouraged to explicitly choose the language for delivering their statements**, otherwise the attendees will experience difficulties while listening to the stream simultaneously in both languages (via two channels at once).

Chat

A panelist can (specifically) send a text message to any other panelist or to the host or to all participants at once. Chat is activated by the corresponding button on the control panel. You can choose an addressee in the “To” field.



Drawing attention of the host

In order to draw attention a participant can physically raise a hand or click “Reactions” on the control panel or click “Raise hand”. After the activation of the feature, the corresponding icon will display in



the upper left corner, which will also be visible to the host.

Polling (participation in surveys)

This feature is totally managed by the host.

! IMPORTANT COMMENTS !

1. Zoom provides a feature of recording the conference (only original presentations of the panelists without simultaneous interpretation). Recording can be only performed by the host. **The permission to record will be requested by the Chair at the beginning of the conference. Agreement of all participants is a prerequisite for recording.**
2. For a proper work during an online meeting **it is important that the participants speak successively**, therefore we ask you to turn off your microphones when someone is speaking.
3. If you **want to make comments** on the presentation of a speaker, **please draw the attention of the meeting's Chair by raising your hand on the screen** or by clicking on the corresponding feature in Zoom ("Raise Hand").
4. When you are given the floor, you can turn on your microphone and start speaking. **Don't forget to turn off your microphone after the statement.**
5. When the first part of the conference is over, you can either turn off audio and video and stay connected or leave the conference for the break time (you can join after the break using the same link, which was initially sent to you in the mail by the host).
6. If the event is held in two languages (involving an interpreter), all panelists are **strongly encouraged to explicitly choose the language for delivering their statements**, otherwise the attendees will experience difficulties while listening to the stream simultaneously in both languages (via two channels at once). You can select the correct language using the feature "**Simultaneous interpretation**" in the main menu.

REQUIREMENTS TO THE PARTICIPANTS

In order to take part in a videoconference/web-seminar (hereinafter referred to as conference) as an attendee, you should:

1. Receive an invitation from the host

A mail is sent to the participant (attendee), containing the date and time of the event, conference ID (9-digit number) and password (if any), as well as a link for direct connection to the conference of the following kind:

<https://us04web.zoom.us/j/78746505172?pwd=UmQ5VllzS3p3LzZYU3hsMmo2ME9Gdz09>

When activated, it allows joining without the ID and password (if any).

If the host requests in the mail tentative confirmation of your participation, this should be done within the specified timeframe, after which a separate letter will be sent to you with connection settings.

2. Choose the way to join depending on the purposes of participation and technical capabilities

If video and audio webcast of the event is enough for your purposes and your participation does not imply any activity, you should only have one of the modern browsers (Chrome 30+ , IE 11+, Edge 12+, Firefox 27+, Safari 7+) on your computer to join.

If the event implies simultaneous interpretation, online survey among the attendees, polling, addressing questions to the participants etc., you should install a special program on your computer (see item 3). If the host allows you to be an active participant (e.g. to give some comment on the presentation), you will need a microphone and a camera.

3. Install a special program on our computer (as required)

For active participation in the online event you should install Zoom Desktop Client.

You can download the program using the following links:

- for Windows users: <https://zoom.us/client/latest/ZoomInstaller.exe>

- for iOS devices: <https://itunes.apple.com/us/app/id546505307>

- for Android devices:

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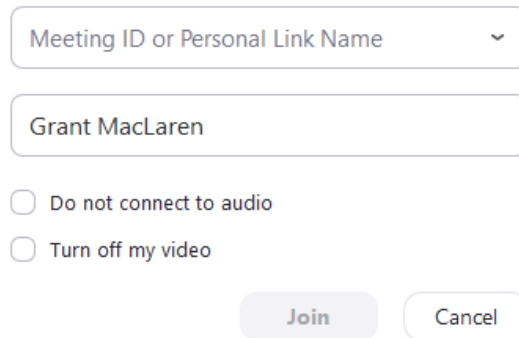
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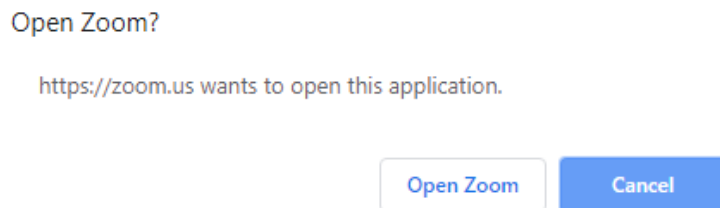
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If you installed the application as a browser extension

You should just activate the link to enter (see item 1), received from the host. The browser will display the query to run Zoom Client of the following kind:



To connect to and to join the conference you should click “Open Zoom”.

If you only use a browser to join the meeting

You should activate the link to enter (see item 1), received from the host. Then on the entrance page you should follow the link "join from your browser".

When system dialog prompts, click **Open Zoom Meetings**.

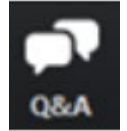
If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

AVAILABLE FEATURES

Questions and answers

The attendees can be given the opportunity to ask questions during the meeting. This function is activated by clicking “Q&A” on the control panel. This possibility is specified by the Chair at the beginning of the online meeting or in the sent information about the event’s program.



Simultaneous interpretation

If the host of the conference provides for the possibility of simultaneous interpretation, the button “Interpretation” will be available on the control panel below. It allows choosing the language, which the attendee would like to hear. You will also be able to manage the original audio by clicking “Mute original audio”.



Polling (participation in surveys)

This feature is totally managed by the host. See restrictions and requirements in item 2.

Audio and video control

By default video and audio of attendees are blocked. If the host allows you to be an active participant, buttons "Unmute" and "Start Video" will become available on the control panel (in the lower left corner).

