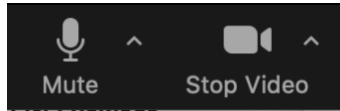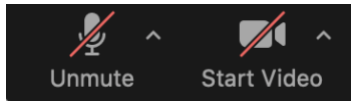## Microphone and Video Camera

- **Mute** button
    - If you would like to turn off your microphone, click on the **Mute** button.
- **Stop Video** button
    - If you would like to turn off your video camera, click on the **Stop Video** button.
- Button location: bottom-left

- If your microphone and/or video camera is off, you will see a red diagonal line on the respective buttons. To either **Unmute** or **Start Video**, simply click on the respective button.
- Please note that during a presentation, except for the presenter, the moderator will mute all participants. Participants will be allowed to unmute themselves following a presentation.
- If an upcoming presenter's video camera and/or microphone is off, they will be asked by the moderator to turn them on.

Virtual Background
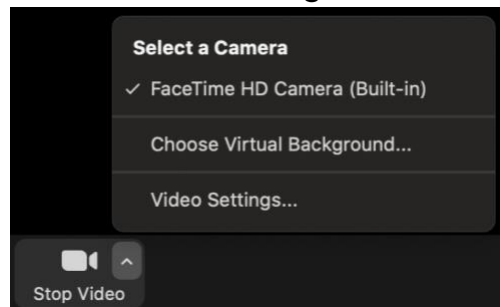
- To bring up a virtual background to obscure your surroundings, click on the small caret symbol located within the **Video** button. Then click on **Choose Virtual Background…**
- However, your computer will need to have the ability to use virtual backgrounds.

Share Screen
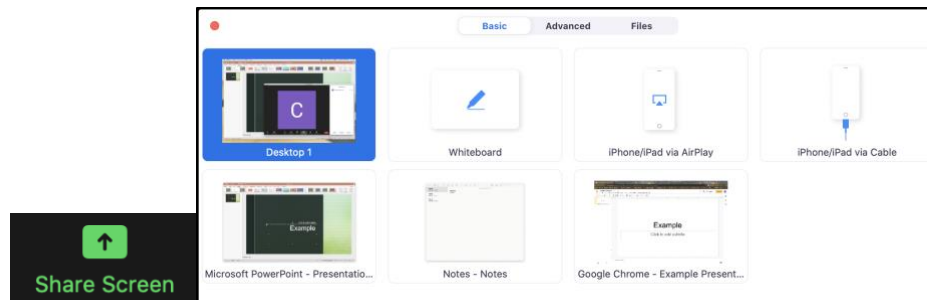
- This is the button that will allow you to present. After clicking on the button, simply select the application window (for example, Microsoft PowerPoint, Google Chrome, Mozilla Firefox, your Desktop, etc.) that your presentation is open in and click **Share**.
- Button location: bottom-middle
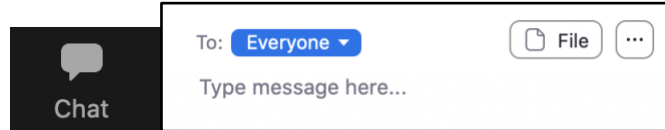
Chat

- The **Chat** menu will appear upon clicking the **Chat** button. You can send a public message to **Everyone** or just a private message to a specific person by selecting the recipient.
- Button location: bottom-middle, Chat location: bottom-right

Reactions
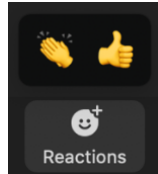
- You may use the **Reactions** feature to get the attention of the moderator to indicate that you have a question (either icon can be clicked on for this purpose).
- Button location: bottom-middle-right

Leave Meeting
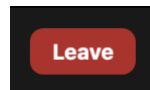
- If you are currently in a Session Meeting Room and would like to go to another, you must first leave that current Meeting Room by clicking on the **Leave** button. Then in your email, click on the Zoom URL of the Meeting Room that you would like to join.
- Button location: bottom-right

Conference Instructions for Participants

Before the Conference
1. Please ensure you have a good Internet connection.
2. Make sure your computer can access Zoom. It is recommended you install the Zoom client rather than using Zoom in your browser. Please ensure that the client is also updated to the latest version as Zoom updates frequently.
3. Make sure your audio and video are working (this is very important).
4. You should be familiar with how to mute and unmute your microphone. You shall be required to unmute your microphone when it is your turn to present or when you wish to ask a question.
5. Please learn how to share screen to make your presentation.
6. Please prepare to be in an environment with no background noise when joining the online conference. It is recommended to use earphones/headphones in order to minimize any background noise.

Upon Joining a Meeting Room
1. We request that all participants join the meeting room in which their presentation(s) is/are scheduled at the beginning of the Technical Session. Please do not wait until it is time for your presentation(s) to join.
2. All participants must join a meeting room only from a single computer. The moderator will admit only one person with the same name.
3. You must join using your registered first name and last name. The moderators will not be able to recognize you as a registrant if you use unrecognized names.
4. You must turn on your video camera. The moderator will mute all participants upon entry to the meeting room; please leave your microphone muted during this time.

5. Please have your presentation file <u>pulled up and ready to share on your computer before you are called to present</u>. This will prevent others from having to wait for you to search for your presentation when it is your turn.

During Presentations

1. Keep your microphone muted when another presentation is going on. This is to prevent unwanted noise and disturbance.
2. Adjust your audio volume to a suitable level to be able to hear people speak.
3. The meetings and presentations will not be recorded.
4. A group photo shall be taken at the beginning and end of each Technical Session. The moderator will inform the participants immediately before the photo taking.
5. The moderator shall advise you on whether interactive questions are permitted during the presentation or whether questions shall be held till the end. This depends on the number of presenters in a session, the time available, and the personal style of the moderator.
6. Please use the Reactions feature as a first resort before typing it in the Chat when asking questions. This will allow the moderator to more easily and quickly see that you have a question.
7. When a presentation is over, we recommend you unmute yourself and clap for the presenting author.
8. If you are a speaker, please speak clearly; do not speak too fast; rehearse your presentation before delivery.
9. As a presenter, after clicking on the share screen button but before starting to present, be sure to ask if everyone can see your screen. The moderator will then let you know "yes" or "no".

Contact

- For technical questions or in the case of technical difficulties before or during the conference, please contact isecsociety.am@gmail.com.
- For questions outside the scope of the conference, please contact isec.sec@gmail.com.