



Wolfson College Webinar Information

Last updated: 20 April 2020 by Julian Siebert (jms312)

Wolfson College uses the zoom webinar function (www.zoom.us) to deliver its virtual talks and lecture series during Easter term 2020.

I want more information on how to join a webinar as...

- [...an attendee.](#)
 - [...a speaker or panelist.](#)
 - [...a society's representative or co-host.](#)
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For Attendees

Get Started

Please follow the steps below to get yourself set up to attend a Wolfson webinar:

1. Please [download](#) and install the zoom desktop client or mobile app.
2. Click on the **registration link** in the event listing.
3. Complete your details on the registration page.
4. You will receive an automated registration confirmation, including a **personalised link** to join the webinar, and a **password** to join.
5. One hour before the event, you will receive a reminder email.
6. Shortly before the start of the event, click on the link to join the meeting (or copy the webinar ID into your client/app), which will open your zoom client or app.
7. Enter the password, a screen name, and email address.
8. You will be connected to the webinar.

How to Participate as an Attendee?

As a webinar attendee, you will be able to

- Hear and view the (co-)hosts and panelists and their screens.
- Use the chat to contact the host & panelists.
- Participate in polls (if applicable), which will appear as pop-ups on your screen.
- Ask questions in writing by clicking on the 'Q&A' button.
- Use the 'raise-hand' button to indicate that you want to ask a question.
- Ask questions using your microphone only after you have raised your hand and after the host has unmuted you.

You will not be able to

- Activate your own video camera and microphone.
- Chat to other participants.

More Help

A detailed guide of how to join and participate in a webinar as an attendee is available [on the zoom website](#). If this document and the zoom website do not answer your questions, please email events@wolfson.cam.ac.uk.

For Speakers and Panelists:

Get Started

Please follow the steps below to get yourself set up to speak at a Wolfson webinar:

1. Please [download](#) and install the zoom desktop client or mobile app.
2. Click on the **join link** in the invitation email with the subject line “Panelist for [webinar title]”.
3. One hour before the event, you will receive a reminder email.
4. 15 minutes before the start of the event, click on the link to join the meeting (or copy the webinar ID into your client/app), which will open your zoom client or app.
5. Enter the **password** (from the invitation email), a screen name, and email address.
6. You will be connected to the webinar and meet the host.
7. You will have some time to discuss the running of the webinar with the host before attendees arrive.

What Tools are Available to Me?

As a webinar speaker/panelist, you (with the help of the host) will be able to

- Hear and view the (co-)hosts and other panelists and their shared screens.
- Use the chat function to contact the host & panelists, or all participants (including attendees).
- Use polls to get real-time votes from the audience (ask the host to generate the poll).
- Monitor the ‘Q&A’ interface, which allows attendees to ask questions. You can either type a response (to all or privately) or decide to address them live.
- See raised hands next to attendees names, indicating that they would like to ask a question.
- Unmute and allow to talk attendees who raised their hand.

More Help

If you have any questions about the setup, need additional advice up-front or would like to plan the webinar (use of polls, etc.) with the host beforehand, please contact Julian at events@wolfson.cam.ac.uk.

A detailed description of the different roles in a webinar and their associated permissions is available [on the zoom website](#).

For Society Representatives and (Co-)Hosts

Get Started

Please follow the steps below to get yourself set up to co-host a Wolfson webinar:

1. Please [download](#) and install the zoom desktop client or mobile app.
2. Click on the **join link** in the invitation email with the subject line “Panelist for [webinar title]”. The host will change your status from panelist to co-host upon your arrival.
3. One hour before the event, you will receive a reminder email.
4. 15 minutes before the start of the event, click on the link to join the meeting (or copy the webinar ID into your client/app), which will open your zoom client or app.
5. Enter the **password** (from the invitation email), a screen name, and email address.
6. You will be connected to the webinar and meet the host.
7. You will have some time to discuss the running of the webinar with the host and panelist(s) before attendees arrive.

What to Do as a Co-host?

As a webinar co-host, your primary role is to be the representative of the society/group that is hosting the speaker. You will introduce the speaker and give some closing words. During the webinar, you will be able to

- Hear and view the (co-)hosts and other panelists and their shared screens.
- Use the chat function to contact the host & panelists, or all participants (including attendees).
- Monitor the ‘Q&A’ interface, which allows attendees to ask questions. You can either type a response (to all or privately) or decide to address them live.
- See raised hands next to attendees names, indicating that they would like to ask a question.
- Unmute and allow to talk attendees who raised their hand.

Note that the host (Julian, for the time being) will be present and take care of the technical aspects of the meeting. Should a regular meeting routine develop and should you feel comfortable to take on the role of the host, you can be assigned the role of ‘alternative host’, allowing you to host and run seminars without the main account holder present.



More Help

If you have any questions about the setup, or need additional advice up-front, please contact Julian at events@wolfson.cam.ac.uk. A detailed description of the different roles in a webinar and their associated permissions is available [on the zoom website](#).



Frequently Asked Questions

Coming soon