

HOW TO participate in the Zoom sessions

FOR ATTENDEES

How to join and participate in a Zoom Webinar or Meeting?

As an attendee, you can virtually raise your hand, submit questions in Q&A, and send messages to others. Here is a short article explaining the whole process: [Joining and participating in a webinar \(attendee\) – Zoom Help Center](#).

All links to public Zoom webinars and meetings are available on the [full program](#) section of ECAI2020 website.

FOR SPEAKERS

If you are a speaker in the conference, then you will have the role of a Panelist in the Zoom digital room. Different from regular attendees, panelists can view and send videos, share their screen, make annotations, etc.

How to enter a Zoom Meeting or Webinar?

Here is a short video explaining the process of joining a Zoom digital room:

<https://www.youtube.com/watch?v=hIkCmbvAHQQ>.

For further information, please see the following article: [Joining a meeting - Zoom](#).

How to configure video and audio settings?

Before the Webinar starts, please make sure that your microphone and camera are working properly. Here you have a short video and an article explaining how to do it: [Testing computer or device audio](#).

How to look more professional?

Here are some tips to make your presentation stand out in 4 easy steps:

Step 1: Environment

Select a room or place where you will not be distracted during the meeting. Try to avoid any sound distractions in the room; avoid background music, sounds from roads, sounds from other rooms. Also turn off the sound and notifications on your phone and computer.

Step 2: Backdrop & Attire

Try to create a professional atmosphere. The easiest way is to have an all white background which usually means you need to find a spot with white wall and place your computer there. A nice bookcase in the background can also work well. Business attire helps how others envision the impact of your talk.

Step 3: Lighting

Your light source should be in front of you. Watch out for a daylight window streaming in light, or an overhead fixture that may be behind you. The best light source for recording is indirect natural light so if it is possible, place yourself facing a window. General rules for artificial light sources:



- You do not want the light in the camera frame.
- The light should not be too close to your face.

Step 4: Audio

Having a dedicated microphone will make you sound a thousand times better. That's why every presenter on TV uses a microphone of some kind. If possible, please do not use the built-in Laptop microphone. You do not need to buy an expensive microphone. Any headset microphone, USB microphone or lavalier mic will work.

How to interact during a Zoom Meeting or Webinar?

During the meeting, you will be able to share your screen, make annotations, read and answer questions from the audience, etc. The following video will be very useful to introduce you to the Zoom interface in a few minutes: [Meeting Controls](#).

FOR CHAIRPERSONS

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How to manage questions and answers?

The Question & Answer (Q&A) feature for webinars allows attendees to ask questions during the webinar and for the panelists to answer their questions. Here is a brief article about this feature: [Getting started with Question & Answer – Zoom Help Center](#).