How to Join the Congress

General instructions

During the ICZEGAR15 2022 Congress, you will be invited to participate in a Zoom Webinar by email. The topic of the webinar will appear as "**ICZEGAR15 2022 - Conference Hall - Day <No> <Date>**".

You will be sent a different invitation email for **every day** of the Congress, i.e., three invitations in total. You will also be sent a reminder one hour before each daily webinar begins.

The invitation sent to your email address by the host, is **strictly personal** and cannot be shared.

In case you cannot find the invitation email, please check your email spam folder. If you still cannot find it, please email us at ICZEGAR15_support@aegean.gr.

You will only be able to join the Webinar using **the email address given in your registration form.**

You will not be able to join from more that one device simultaneously.

For any technical assistance, please contact ICZEGAR15_support@aegean.gr.

Download Zoom

Before you join, it is highly recommended that you download the latest version of Zoom Client (https://zoom.us/download).

*Have **a pair of headphones or speakers ready.***

To Join a Zoom Webinar

You will receive a Zoom Webinar invitation which will contain a link to join the webinar. This will look like this:

Press the "Join Webinar" link at the bottom (see above).

Next, your default browser will open along with a small popup window, as shown below. Click "**Open Zoom**" to launch the Zoom application & your session.
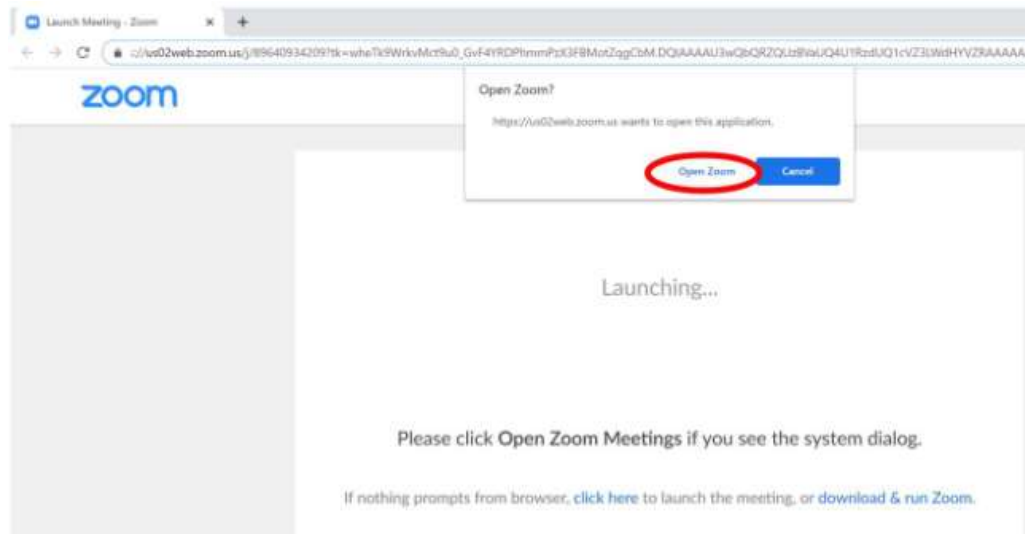
Panelists (speakers, presenters)

If you are a **panelist** (speaker or presenter), please make sure you are connected at least **15 minutes** before your presentation starts**.**

At first, you will be connected to the session as a simple **Attendee** (see below) **with no access to microphone or camera.** Just before the start of your scheduled presentation, the moderator will promote you to Panelist and a message will appear on your screen for a few seconds. You must click "**Join as Panelist** " to proceed.
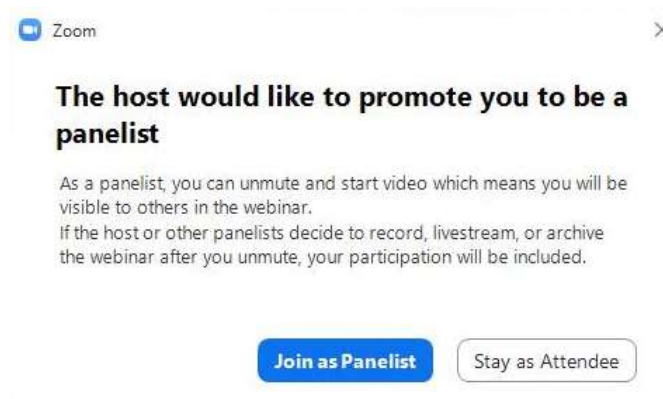
Once you join as a panelist, the audio and video controls will be available in the lower left corner of your screen. You will be able to unmute your microphone and enable your camera but please do not unmute your microphone before the moderator gives you the 'floor' as a panelist to start your presentation.

You also have the option to share content according to the Conference schedule. For more details of how to share your screen please visit:

https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen

Please remember to mute yourself once you turn the Webinar over to the moderator and whenever you are not presenting or answering a question directed at you from the chair.
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Video – Please share your video while presenting or speaking.

Attendees

If you are an **Attendee** (registered audience and attending the event) a microphone is not required as **all attendees are muted**. You will, however, need a microphone if you expect to participate by ask a question after the end of a presentation.
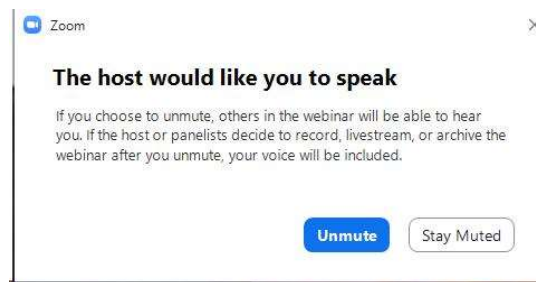
Raising your hand - Speaking

1. If you are an attendee, click the **Raise Hand** button to indicate to the moderator and panelists that you would like to participate, if needed.

2. To lower your hand, click the Lower Hand button.
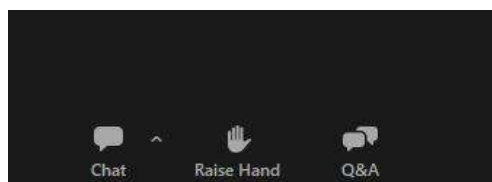
3. If the moderator gives you the floor, you will then be given permission to activate your audio, by clicking on "**Unmute".**

Ask Questions with Q & A (Questions & Answers)

You can pose questions to the host and panelists using the Q&A feature. The host or panelist may choose to respond to you privately or send your question and/or answer to everyone in the webinar.

1. Click the **Q & A** button to open the window.
2. Type your question in the text field.
3. Click **Send**.

Leave a Webinar

1. Click the X on the upper-right corner of the window to exit the Webinar.
2. A confirmation message appears. Click the **Leave Meeting** button.

Before Webinar Zoom Instructions

If you are new to Zoom, check out Zoom's video tutorials https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

On a mobile device

Alternatively, you can use the Zoom mobile app on iOS and Android devices (NOT suitable for presenters). For help with using the mobile app, visit the Mobile section of the Zoom Help Center.

Q&A – The audience will not be able to speak during the session but they can ask questions in the "Q&A" feature. The chair will manage audience questions and verbally direct them to the appropriate presenting author. The Q&A box is shown below in the middle of the screen.

Help

- Live training and video tutorials are available
- Zoom help and support pages