



## USER GUIDE FOR ZOOM WEBINARS - ATTENDEES

For the best user experience, we ask you to make some preparations by installing the Zoom application on your computer/mobile device. This will give you more functionality.

### Installing Zoom (Options):

1. Install the Zoom Application on your laptop or PC by clicking on the webinar invite or by clicking [here](#). See video [here](#) for additional support.
2. Install the Zoom application on your mobile device or tablet. To do this, use the relevant [link for 'Google Play'](#) (Android) or the equivalent for the ['App Store' \(iPhone\)](#) using your mobile device.

If you can't carry out the above steps, or have issues, please simply dial in, by telephone (with the relevant meeting details, once provided) or join by browser. Chrome is the best Browser to use for Zoom.

### In advance of the webinar:

- Register your interest in attending an event by making a reservation on the [SAI website](#). You will then be sent an automated e-mail stating the following:

*"Thank you for your reservation. You will receive a Zoom link in advance of the webinar. Please note, you will need to register your attendance via this link before you receive the webinar joining instructions. This extra registration step will only take a minute but we require this as a security measure to ensure that only authorised users have access to the relevant webinars. This registration link will be sent to you at least two days in advance of the webinar."*

### Joining the webinar:

To join the webinar, click on the link within the email you received after registering on Zoom. Do not share this link with anyone else as it is unique to you.

Alternatively, if you have the Zoom application on your phone / PC, you can join the meeting manually without having to follow a link:

- Sign in to the Zoom Desktop Client or Mobile App and Click or tap Join a Meeting.
- Enter the 9-digit webinar ID found in your registration email, and click Join or tap Join Meeting.
- If prompted, enter your name and email address, then click Join Webinar or tap Join.

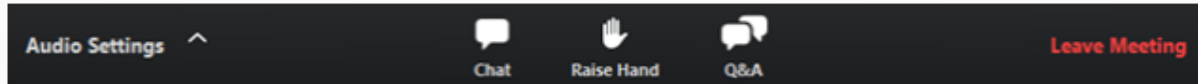
There should be an option for you to test the audio to ensure you can hear noise coming from your device.

As an attendee, you will automatically be muted, with only the host having the ability to allow you to unmute yourself. The host may give you permission to speak during Q&A discussions by prompting

you to unmute yourself, once you have signalled your intention to speak through the “Raise Hand” function.

You also have the ability to ask a question through the Q&A portal and send messages to others via chat. Note, questions can be typed up and sent in at any time throughout the meeting – the chair will generally facilitate a Q&A at the end of the webinar.

You can also leave the meeting at any time.



### **Verifying CPD:**

In order to verify your attendance for the purposes of the Society’s CPD Scheme, you must register in advance of the meeting and sign in using your full name on the day of the webinar. The Society will then download a list of all those who has joined the webinar and keep it as a virtual sign in sheet.

Please note that all presentations will be recorded, including Q&A sections.

For more information on how to use Zoom as an attendee at a Webinar, click here:

<https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee->