

Speaker guidance for Zoom



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Preparing for your session

Zoom is an app-based platform that can be joined directly through the Zoom app or through a browser. It relies on your internet connection to perform successfully. A bad connection will affect the quality of your microphone and video, sometimes resulting in one or the other not working or becoming out of sync.

In order to limit the chances of connection related issues, we recommend:

- Having a wired internet connection. If this is not possible, please situate yourself where the WiFi connection is strongest
- Close any programmes that you will not need. This will reduce the number of systems using your computer's resources - This includes things like Microsoft teams, word or excel, as well as any tabs not being used in your internet browser
- If using WiFi at home, and it is possible, you could ask others not to join the network

If you are using PowerPoint slides during your presentation, it is beneficial to have this open in the background.

On the day of your presentation, please join your session 20 minutes prior to the start time. This is to ensure that we can check the technology is working before we start broadcasting the online event.

Accessing the platform

You can access Zoom Webinar either through the Zoom App or through a web browser. Some of the functionality is limited when using a web browser, so we recommend joining through the app if you can.

Some users may experience difficulty joining Zoom meetings and webinars due to organisational security settings. If this is the case, we suggest you join via a web browser, rather than the app. If you cannot join on your work computer you can still join on your personal device with either a laptop, PC, phone or a tablet.

You can download the latest version of the Zoom app through the [Zoom download centre](#).

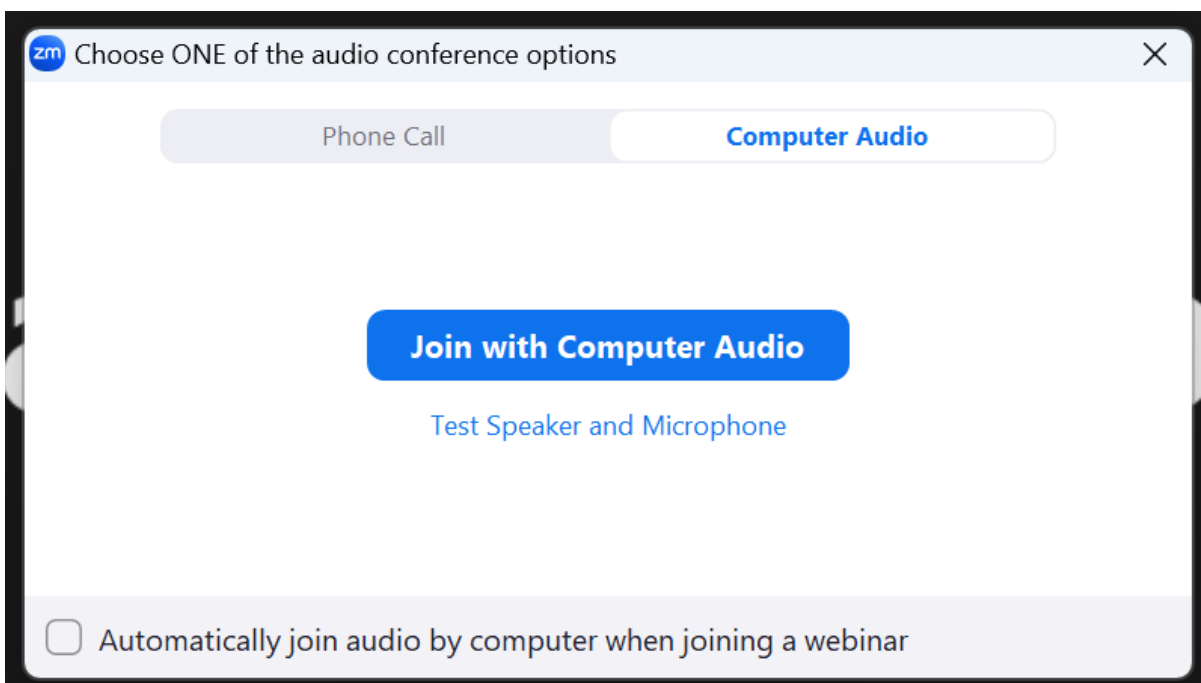
You do not need a Zoom account to join the Webinar as a speaker and/or chair.

You will receive a unique link to join your event in an email from Zoom. The email will contain your link, a Webinar ID and a passcode if this has been set up.

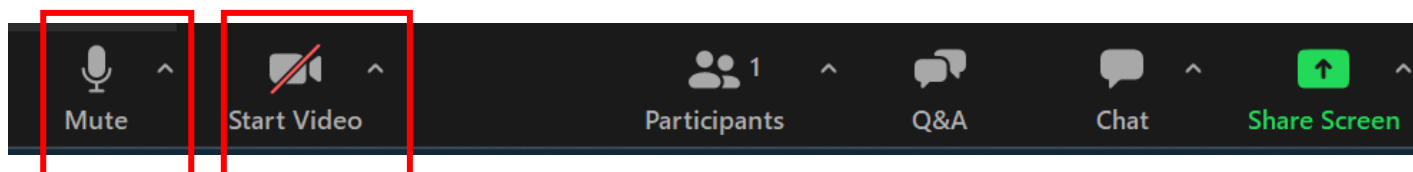
The quickest and easiest way to join the webinar is by clicking on your link. This will automatically open up the Zoom app (if you have it installed) or a web browser and bring you in to the webinar.

You may also wish to login using the Webinar ID. To do this you will need to open up the Zoom app and click on join meeting. From there you simply just need to enter the webinar ID that is included in your email. If you are logged in to a Zoom account please ensure you are logged in with the same email address that your unique link was sent to.

When you join the webinar you may be presented with the following pop-up. Please make sure you click 'Join with Computer Audio'



Once you have joined the webinar, you can adjust your microphone and camera settings through the control panel at the bottom of your screen.



Select a Microphone

- ✓ Microphone Array (Realtek(R) Audio)
Same as System (Microphone Array (Realtek(R) Audio))

Select a Speaker

- ✓ Speakers (Realtek(R) Audio)
Same as System (Speakers (Realtek(R) Audio))

Test Speaker & Microphone...
Switch to Phone Audio...
Leave Computer Audio

Audio Settings...

If you click on the small arrow next to the microphone symbol it will give you the option to choose your speakers and microphone. It will typically default to your preferred microphone and speaker but if you are having issues hearing anything, and/or people hearing you, you may wish to check which speaker and microphone is selected here.

Select a Camera

- ✓ Integrated Webcam
- ✓ Blur My Background
Choose Virtual Background...
Choose Video Filter...
Choose Avatar...

Video Settings...

If you click the small arrow next to the camera icon it will give you the options to select your camera. Typically it will default to the inbuilt camera on your laptop but if you have a USB or Bluetooth camera, you may wish to check which camera is selected here. From this button you can also amend your background settings, either blurring your background or uploading a virtual background.

Zoom functions

We recommend joining the webinar at least 20 minutes prior to the event start time. This is so we have time to resolve any technical issues and start the event on time.

When you first join the webinar it will be in 'practice mode', so you won't be visible or audible to any attendees. Once all speakers are ready, your event manager will click the 'Start broadcasting' button to start streaming the event to delegates.

Just before the event starts, your event manager will turn off your camera and mute your audio. When it's your turn to present, the event manager will send you a request to start your webcam. A pop up will appear asking you to turn your webcam on. When your camera is on, you will then be visible to attendees and you will just need to unmute your microphone to start presenting.

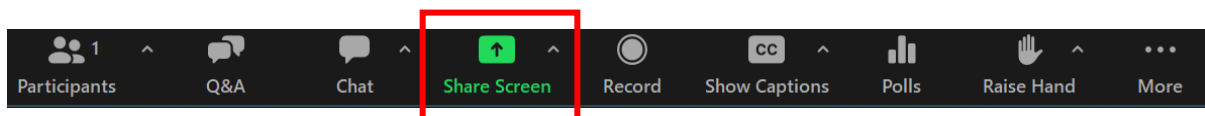
Presenting Slides

[Zoom,webinar,guide,for,chairst,and,panellists,V1.pdf
\(liverpool.ac.uk\)](https://www.liverpool.ac.uk/~rcpsych/zoom-webinar-guide-for-chairs-and-panellists-V1.pdf)

Before you start sharing your screen, we strongly recommend that you close any programmes that you don't need open. This will reduce the risk of sharing something you don't mean to and will make sharing simpler.

If you are using two screens, before you start sharing your screen you can open up PowerPoint and put it in presentation mode (full screen) on one screen and have Zoom open on the other screen.

To start sharing your screen, click the green 'Share Screen' button which can be found in the functions panel at the bottom of your screen.

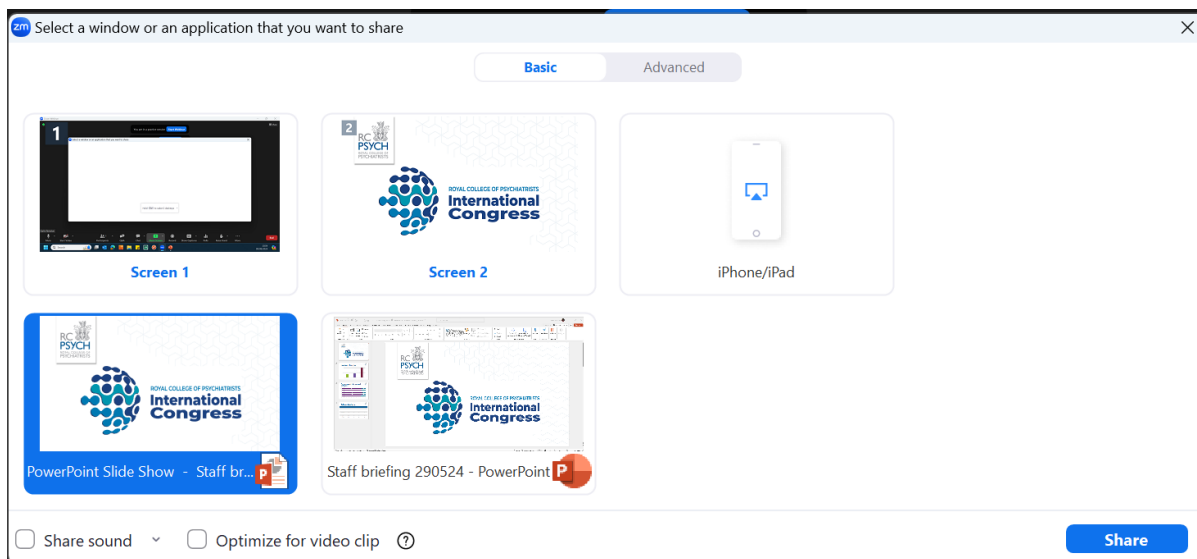


You will then be presented with a window on what you would like to share.

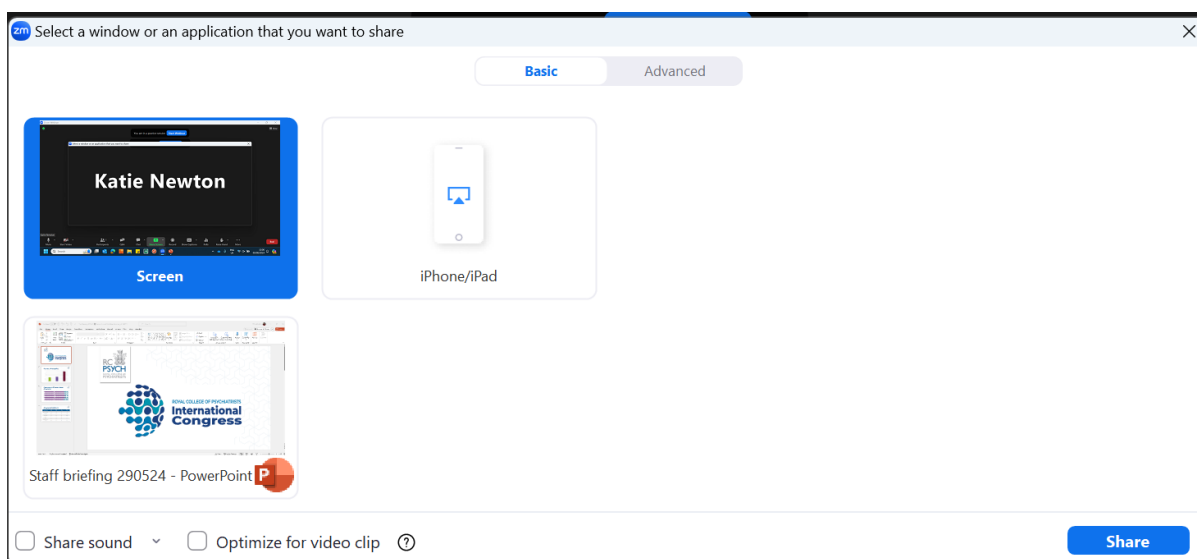
If you are using **two screens**, you will see the option to share your entire screen, either screen 1 or screen 2 or just to share the PowerPoint. It is best practice just

to share the PowerPoint slides, as this prevents any pop-ups or notifications appearing to delegates.

You should see an image of your PowerPoint slides in full screen mode. Click this image and then click Share at the bottom of the screen. Be mindful not to click on the second option where your slides aren't in full screen mode, as it won't then share your slides in any other format.



If you are using **one screen** please select the 'Screen' option by clicking on the image of your screen below.

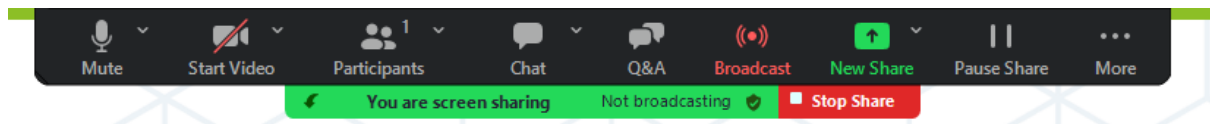


Once the screen you wish to share has been selected please click 'Share' at the bottom.

If using one screen, once you have clicked share, you will then need to open up PowerPoint and put your slides in presentation mode (full screen). Please note, if you are using one screen and sharing PowerPoint slides you will no longer be able to see the Zoom. Your Event Manager will let you know verbally if there are any issues.

When you successfully start sharing your screen you may see a message appear at the bottom of your slides. If this happens, please select 'hide'.

To stop sharing your screen at the end of your presentation you will need to click the red 'Stop Share' button at the top of your screen.



You will then be able to see Zoom again.

Other functions

There are many other functions to the Zoom platform that you are able to utilise during your presentation, such as, Q&A, Live Polling and Chat.

Prior to your presentation taking place, your Event Manager will arrange a technical test with you to get you comfortable with logging in to the platform, sharing your screen and using some of these additional functions.

If you have any further questions and/or queries please contact your event manager.