

ENAR General Assembly 2020

Zoom Meeting Technical Information



Before the Meeting

- Read the Code of Conduct document.
- You will receive the Zoom meeting ID and password before the meeting via two separate emails. **Do not share this information.**
- You do not need to install the Zoom client on your computer. You can join via your web browser. For more info click [here](#).
- Sign in early! We will be there at least 30 minutes beforehand, and can help troubleshoot any tech issues you might be having before we start. You will arrive in the waiting room, which serves as a sort of registration desk for us.
- **For technical issues contact +32474442547 or +32488469816**

During the Meeting

- Type your full name and organisation in the chat box when you join the meeting.
- Rename yourself as “**name - organisation**”
- Type your questions in the chat box
- Use private chat to the co-hosts for technical issues
- Use raise hand button to speak when facilitator opens the floor to questions
- Your microphone will be turned off by default (except in Q&A sessions when you use raise hand button.) If you feel like it, turn your camera on so others can see you.

Set-up

Your microphone will be muted.

You can start your video here.

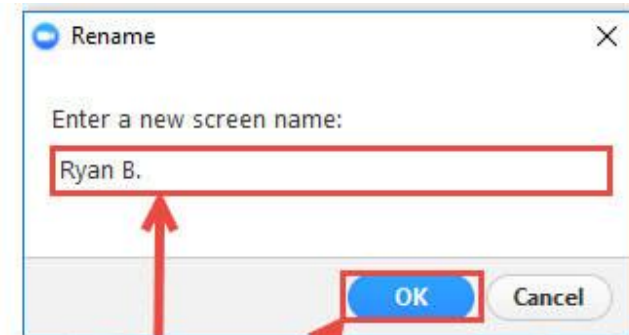


Click “Participants” and “Chat”
menu buttons

Rename: *Name - Organisation*

1

After launching the Zoom meeting, click on the "Participants" icon at the bottom of the window.



3

Type in the display name you'd like to appear in the meeting and click on "OK".

Participants (1)



2

In the "Participants" list on the right side of the Zoom window, hover over your name and click on the "Rename" button.

Interaction



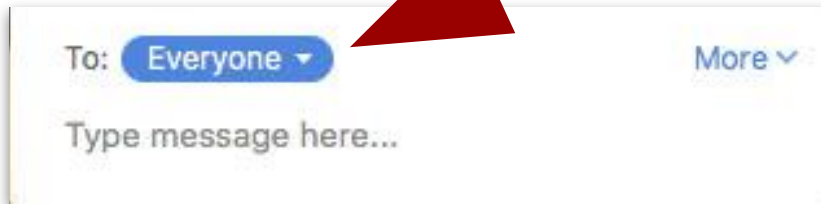
Use “Chat” box for your questions.

Technical Team/Co-hosts

Use private chat to the co-hosts for technical issues

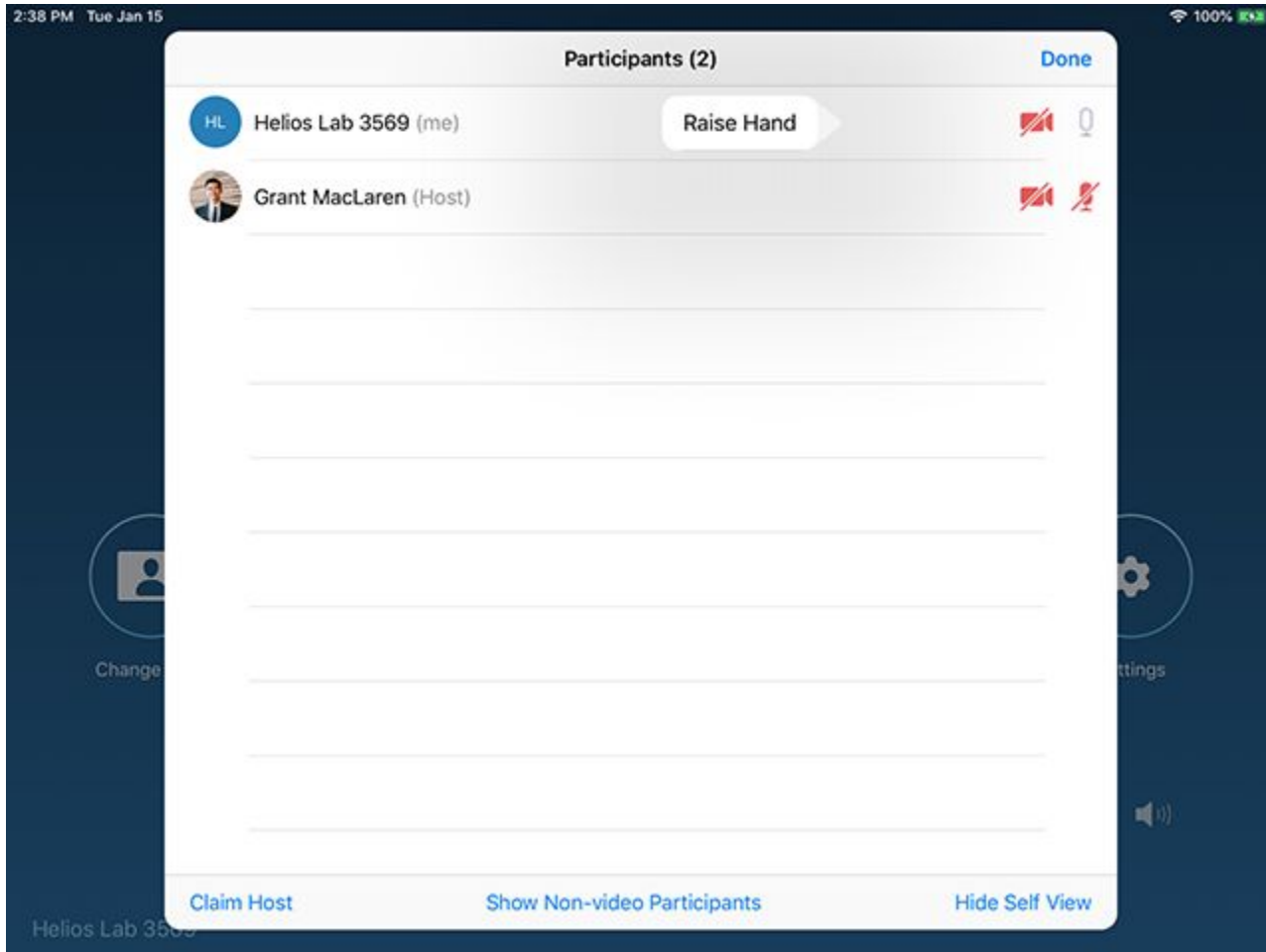
- Anne-Sophie - ENAR
- Myriam - ENAR
- Georgina - ENAR

Private Chat

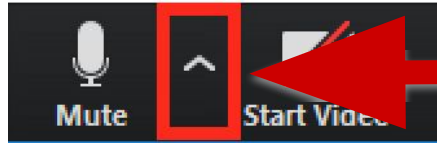


Click to choose who to send your chat to: Everyone or one person.

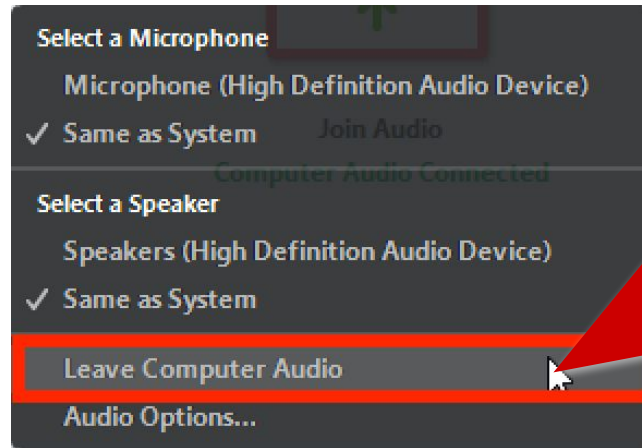
Raise Hand



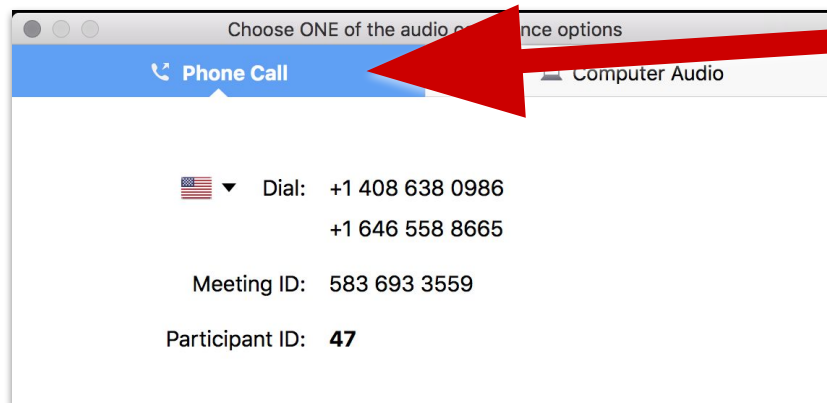
Use phone for audio



1. Click the ^ arrow next to Mute/Unmute.



2. Click **Leave Computer Audio**.



3. Click **Phone Call** for dial in info. Click the flag for your country's dial in number.