

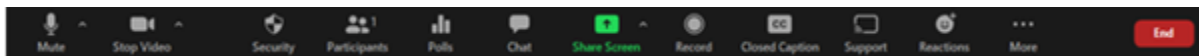
Guidelines & Zoom Instructions

Zoom Setup: Please download and install **Zoom** Client for Meetings onto your device well in advance. We recommend using a computer, laptop or tablet instead of a mobile phone.

How to join the session:

*All registered participants (presenters and regular attendees) will receive an email reminder containing the links and passcodes to access all meetings. Similarly, these links will be available on each session in the Conference Schedule posted on the website (www.ismdar.com).

- If you are joining the session before the host/administrator has started the meeting, kindly standby in the waiting room until he/she starts the session.
- Remember to check the settings of your Zoom profile: name/background.
- Familiarize yourself with the participant controls in the lower corner of the Zoom screen:



Using the icons in the lower corner of the Zoom screen, you can:

- Mute/Unmute your microphone as well as attendees
- Turn on/off camera ("Start/Stop Video")
- Share your screen.
- Join the session in advance and test your microphone, audio, and camera once joined so the session can start on time.
- Please rename yourself in the following manner: "**Your Name (Session Chair)**".
- **Sharing your Screen:** The instructions to share your screen when presenting can be found [here](#).
- **Sharing Computer Sound During Screen Sharing:** The instructions to share computer sound (when sharing a video or audio clip) can be found [here](#).
- **Breaks:** There will be several 20-min breaks between session. You may get a snack, stretch, and come back refreshed. Alternatively, we recommend you stay on line for networking and informal meet-ups.