



Guidance for attendees of WIAS on-line ZOOM meetings

You will be sent an invitation by email that will include an invitation link and the allocated meeting number and password.

You can request to join the meeting by clicking on the 'invitation' link in the email. This will prompt you to access the process that gives you access to the meeting: please follow the on-screen instructions.

The meetings are scheduled to begin at 7.30 pm, but to enable all those wishing to join to do so, we shall open the meeting at 7.00 pm. We recommend that you ask to join the meeting as soon as possible after 7.00 pm.

You can use a Laptop, PC, Mac, iPad or smartphone to participate. Smaller screens limit the number of people that you can see. For example, if you are using an iPad, you may be able to only see nine people at a time, on gallery view. If you have the choice it would seem to be better to use a device with a larger screen (computer, lap-top). Many devices can be connected to your TV set with a cable, (known as a HDMI lead) or even via your home wifi.

Zoom's security system places invitees wishing to join the meeting in a 'virtual waiting room', from which the host admits them to the meeting.

In order to improve sound and video quality for the group, the host will mute all attendees upon admittance.

You are recommended to:

1. turn off your video camera so that the focus stays on the presentation and the speaker.
2. set your viewing mode to 'Speaker View'.

Attendees are invited to submit questions using the Zoom 'Chat' facility; the host will monitor and relay these to the speaker.

Alternative method of joining Zoom

As an alternative, you could pre-install and activate a free Zoom account on your PC, tablet, smartphone, iPad etc. Activation is by an email they will automatically send you, and once installed you will have your own personal "meeting room" number. You can then join the WIAS meeting by entering the allocated meeting number and password.