

# ZOOM INSTRUCTIONS FOR CONFERENCE PARTICIPANTS

---

## Before the Conference

1. Please ensure you have a good Internet connection. Wired Ethernet Connection is highly recommended, performance of the session cannot be guaranteed over wireless (Wi-Fi) connections.
2. Make sure your computer can access Zoom. It is recommended you install the Zoom desktop application (<https://zoom.us/download>) rather than using Zoom in your browser. Please ensure that the Zoom desktop application is also updated to the latest version as Zoom updates frequently.
3. Make sure your audio and video are working (this is very important). What you need: 1) An external webcam or built-in camera on your computer; 2) The built-in microphone on your computer will work or for better sound an external microphone or a headset can be used.
4. You should be familiar with how to mute and unmute your microphone. You will be required to unmute your microphone when it is your turn to make presentation or when you wish to ask a question.
5. Please learn how to share a screen to make your presentation. Alternatively, you can send your presentation to the Organizing Committee ([valeria.savchenko288@gmail.com](mailto:valeria.savchenko288@gmail.com)) beforehand. In this case technical support will share your presentation, but you will not be able to change it after that.
6. Please prepare to be in an environment with no background noise when joining the online conference. It is recommended to use earphones/headphones in order to minimize any background noise.

## Upon Joining a Meeting Room

1. The Zoom meeting will be open 60 min before each session. Please join early so you can check your audio / video and presentation sharing.
2. **You must join using your registered first name and last name in English. Please, change your visible name if it's not correct by default.** The moderators will not be able to recognize you as a registrant if you use unrecognized names.
3. You must turn on your video camera. The moderator will mute all participants upon entry to the meeting room; please leave your microphone muted at all times until you are given a floor to make a presentation or ask questions.
4. Please have your presentation file pulled up and ready to share on your computer before you are called to make a presentation. This will prevent others from having to wait for you to search for your presentation when it is your turn.

## During Presentations

1. Keep your microphone muted when another presentation is going on. This is to prevent unwanted noise and disturbance.
2. Adjust your audio volume to a suitable level to be able to hear people speak.
3. A group photo shall be taken at the beginning and end of each session. The moderator will inform the participants immediately before the photo taking.
4. All Sessions of the Conference will be recorded and will be uploaded later (link will be sent after the Conference).
5. If you want to ask a question, you need to "Raise Hand". You can do so by clicking "Raise hand" in the Reaction icon (in newer versions of Zoom) or in the bottom right corner of the Participants panel/window, which opens by clicking the Participants button (in older versions of Zoom). During the Q&A session, the Chairperson will try to give a floor for questions in the same order as hands were raised.
6. You can also write your questions to the meeting chat. Technical support person will answer your technical questions in the Chat section. The Chairperson will read your questions to the speaker during the Q&A session.
7. If you are a speaker, please speak clearly; do not speak too fast; rehearse your presentation before delivery.

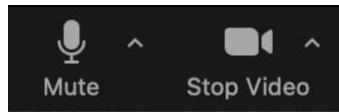
## Contact

- Organizing Committee [valeria.savchenko288@gmail.com](mailto:valeria.savchenko288@gmail.com)
- For technical questions or in the case of technical difficulties before or during the conference, please contact [ukrainian.ac@gmail.com](mailto:ukrainian.ac@gmail.com).
- For questions outside the scope of the conference, please contact [uac@uac.gov.ua](mailto:uac@uac.gov.ua).

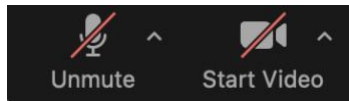
***You can find some instruction with screenshots below!***

---

## Microphone and Video Camera



- **Mute** button
  - If you would like to turn off your microphone, click on the **Mute** button.
- **Stop Video** button
  - If you would like to turn off your video camera, click on the **Stop Video** button.
- Button location: bottom-left

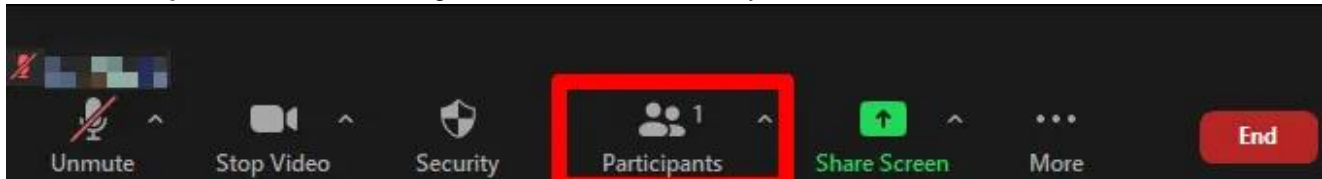


- If your microphone and/or video camera is off, you will see a red diagonal line on the respective buttons. To either **Unmute** or **Start Video**, simply click on the respective button.
  - Please note that during a presentation, except for the presenter, the moderator will mute all participants.
  - If an upcoming presenter's video camera and/or microphone is off, they will be asked by the moderator to turn them on.
- 

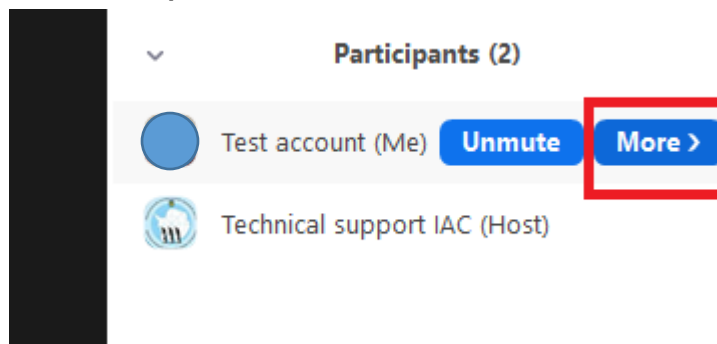
## Change Visible Name

**Please, change your visible name to registered first name and last name in English.**

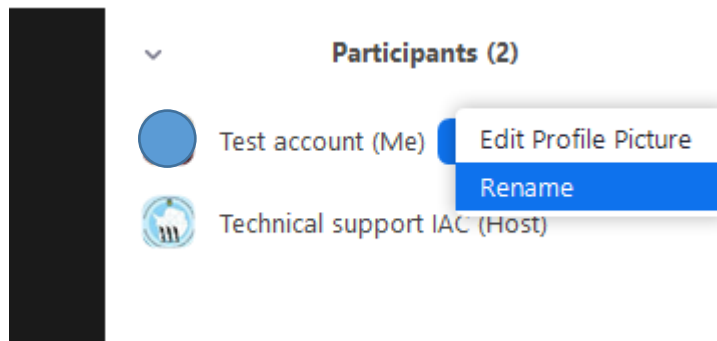
1. Select **Participants** from the meeting controls at the bottom of your screen.



2. Click to **More** near your account in **Participants** list



3. Select **Rename** in drop-down list

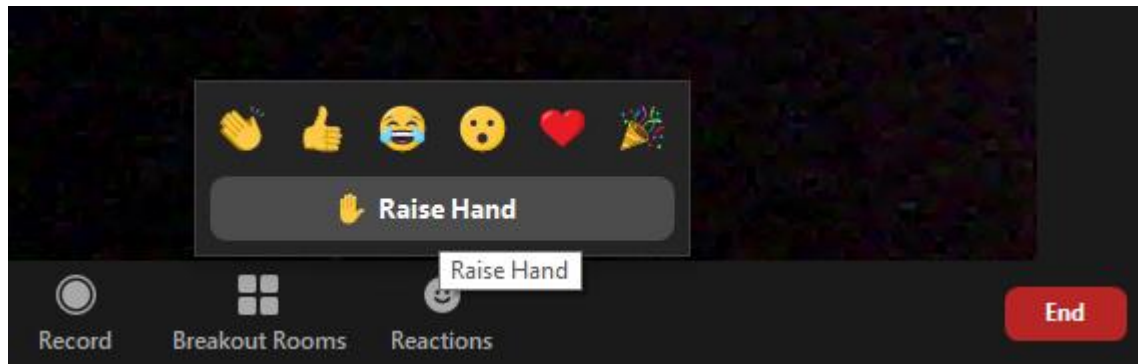


# Raise Hand

You can use the **Raise Hand** feature to get the attention of the moderator to indicate that you have a question (either icon can be clicked on for this purpose).

## Newer versions of Zoom:

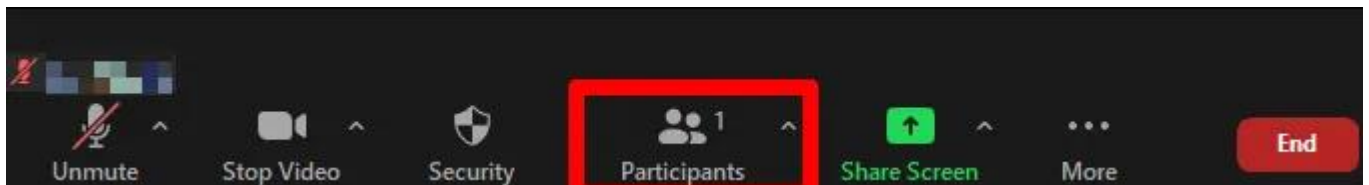
1. Find **Reactions** icon at the button-right corner



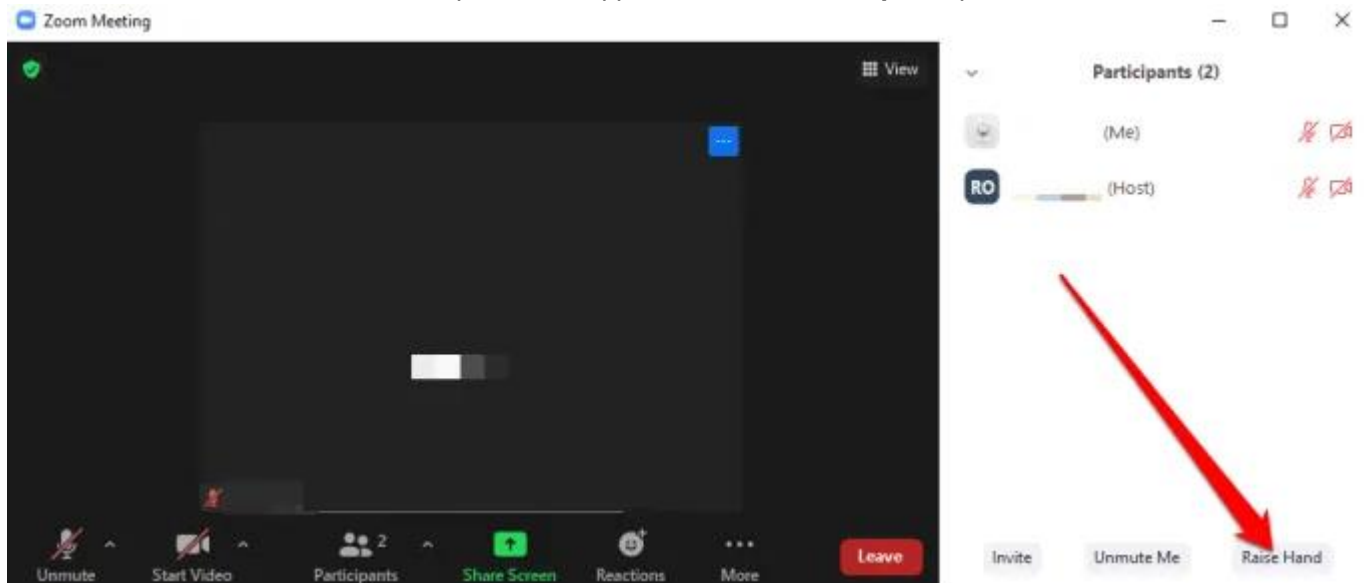
2. Click **Raise Hand**
3. This button will change to **Lower Hand**

## Older versions of Zoom:

1. Select **Participants** from the meeting controls at the bottom of your screen.



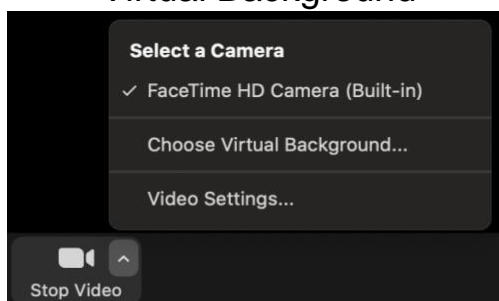
2. Select **Raise Hand** from the several options that appear inside the **Participants** panel.



**If you still can't find Raise Hand option, please update your Zoom app!**

---

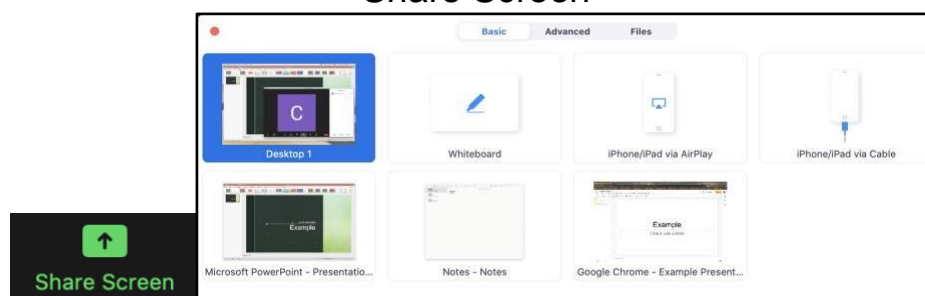
## Virtual Background



- To bring up a virtual background to obscure your surroundings, click on the small caret symbol located within the **Video** button. Then click on **Choose Virtual Background**.
- You can use suggested backgrounds or add your own background by uploading your own image. Please make sure that the “I have a green screen” option is deselected.

---

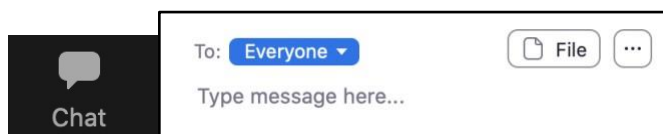
## Share Screen



- This is the button that will allow you to present. After clicking on the button, simply select the application window (for example, Microsoft PowerPoint, Google Chrome, Mozilla Firefox, your Desktop, etc.) that your presentation is open in.
- Use option **Share Sound** or **Optimize for video** clip if needed and then click **Share**.
- It is advised to share a specific window rather than the whole screen for better performance. Please remember that Microsoft PowerPoint, LibreOffice Impress and other similar programs open the slideshow in a different window. If you use such software, start your presentation first and then share the slideshow window.

---

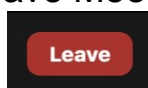
## Chat



- The **Chat** menu will appear upon clicking the **Chat** button. You can send a public message to **Everyone** or just a private message to a specific person by selecting the recipient.
- Button location: bottom-middle,
- Chat location: bottom-right or separate window

---

## Leave Meeting



- If you are currently in a Session Meeting Room and would like to go to another, you must first leave that current Meeting Room by clicking on the **Leave** button. Then in your email, click on the Zoom URL of the Meeting Room that you would like to join.
  - Button location: bottom-right
-