

ZOOM WEBINAR PARTICIPATION GUIDE

Thank you for participating in the 13th Annual nPOD Scientific Meeting. This year's meeting will be held as a virtual scientific session on the Zoom Webinar platform. This quick start guide gives you an introduction to the essentials of joining and participating in a Zoom webinar.

Zoom Webinar vs. Meeting

What sort of Zoom event should you be using? Here's a breakdown of the difference between a Zoom webinar and a meeting.

- **Zoom Meetings:** All participants can talk and share their webcam video. Meetings are great for smaller groups and higher interactivity, such as when you're holding a team catch-up or getting in touch with a customer or prospect.
- **Zoom Webinars:** Webinars grant hosts more control over how participants engage. Webinars also enable several other features that aren't included in Zoom meetings. (We'll cover those features in more detail shortly.)

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Enhance you Annual Meeting Experience

In a Zoom webinar, you can interact with the host, co-hosts, and panelists by raising your hand, typing in chat, or typing in Q&A if the host has enabled those features in the webinar. The Zoom meeting “breakout rooms” will provide a lively and engaging session for poster presentation.

Participating in the Scientific Sessions

You will receive a link that will provide you access to the Zoom webinar. As part of the webinar format, attendees will NOT have the option to share videos or screen. All attendees will be muted on upon entry into the main sessions. However, as a participant you can adjust your audio settings for the best quality during the presentations.

1. Attendees will not be able use the “chat” function during presentations
2. The Q&A function will be available to interact with the panelist
3. The “raise hand” function will also be available during panel discussion

Participating in the Poster Sessions

You will receive a link that will provide you access to the main Zoom meeting room. From the main room, the host will direct attendees to select their “poster session” of interest. Posters will be allocated to unique breakout rooms where the presentation will occur. Once in the breakout rooms, attendees can chat and communicate with presenters as they would in a LIVE session.

Learn more about how to

- [join the 2021 annual meeting and make](#)
- [make the most of your webinar experience](#)
- [enjoy your breakout rooms sessions](#)

Adjust Audio Settings

Only the host and panelists can talk in a webinar. However, as a participant you can adjust your speaker settings.

1. Click the **Audio Settings** button in the lower left to check your speaker settings.

NOTE: A host can choose to promote you to a panelist during a webinar, which will allow you access to a variety of tools via the menu bar such as enabling your audio and video and sharing your screen.

Raise Your Hand

1. Click the **Raise Hand** button at any time to indicate to the host and panelists that you have a question.
2. To lower your hand, click the **Lower Hand** button.

Ask Questions with Q&A

If enabled by the host, you can pose questions to the host and panelists using the Q&A feature. The host or panelist can choose to respond to you privately or send your question and the answer to everyone in the webinar.

1. Click the **Q&A** button to open the window.
2. Type your **response** to the question in the text field.

3. If you want your question to be anonymous, check the **Send Anonymously** checkbox.
4. Click **Send**.

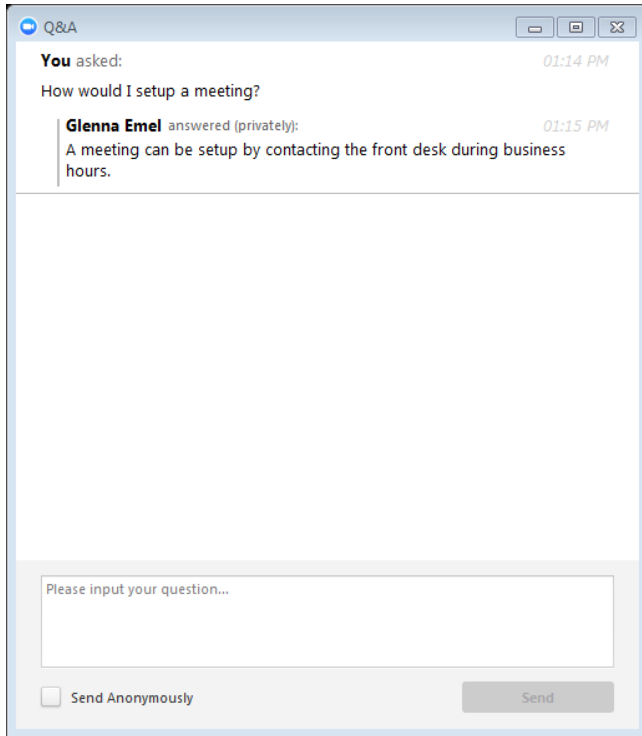


Figure 2: Q&A question displayed with private answer

Leave Annual Meeting Webinar

1. Click the **Leave Meeting** link in the lower right corner of the window.
2. In the confirmation pop-up, click **Leave Meeting** to exit.