

Conference 2021: Boosting Your Indexing Business

Notes on Zoom etiquette for conference participants

- Join using the **email address** that you used when booking the conference. If you use a different address, we may not be able to admit you.
- Make sure that your **correct name** is showing on the Zoom screen (not a family name, nickname or 'so-and-so's iPad' etc.). To change the name, right click over the name (bottom left-hand corner) and a dialogue box will appear giving you the option to rename.
- Log on in good time so that you can click 'settings' to **check your audio and video set-up**. If you already have a Zoom account, log into Zoom beforehand to check your set-up. (If you haven't got a Zoom account, it's easy to set up a free one.) Experiment with the best place to position your screen, chair, etc. in relation to light sources and background. Ideally, you don't want a window behind you. If your background could be distracting, you can 'blur' it or use a virtual background (though both these use more bandwidth so are not advisable if you don't have a very good connection). Sound quality will usually be better if you use a headset or earbuds. There is lots of useful **online Zoom help** at <https://support.zoom.us/hc/en-us>
- You will be **muted** when you join and during presentations; you are advised to remain muted except when you are invited to 'unmute' in order to ask a question or in a break-out room/chat session.
- If you have to **leave a session temporarily**, you can remain logged in, but remember to switch off your camera (video) and ensure that you are muted. If you have set a profile pictures (via settings) this is what will be seen if you switch video off.
- Use the **'chat' function** to ask a question or make a comment (unless you are invited to unmute to ask your question yourself). The default setting is for messages to be seen by all participants, but you can also message particular individuals if necessary. You can also save the 'chat', which is useful if it includes useful information or links.
- We don't recommend using the 'raised hand' icon (bottom right) if you want to ask a question as this may not be visible to the organisers as they cannot see all participants at once.
- During a presentation you will see the presenter (and their screen, if relevant). When the presenter is **screen-sharing**, you should select 'side by side mode' in **View** options (at the top of the screen adjacent to the statement 'You are viewing so-and-so's screen'). In the top-right, click the View button to select 'Side-by-side: Speaker View'. During more interactive sessions in breakout rooms you will probably want to switch to 'gallery' view (top right).
- You can also toggle **'full screen'** on and off so that Zoom fills your whole screen and the task bar is not visible.
- There will be two sessions with **break-out rooms**. On the Tuesday, each room will include one or two Executive Board members and you will be allocated randomly to introduce yourself and chat informally during the tea/coffee break. On the Wednesday, the room names will indicate the topics for discussion and you will be able to choose which room to join.

*Ann Kingdom
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