

ONLINE PRESENTER QUICK GUIDE



1

JOIN YOUR ZOOM MEETING

Join your Zoom meeting at least 15 minutes prior to your scheduled session.

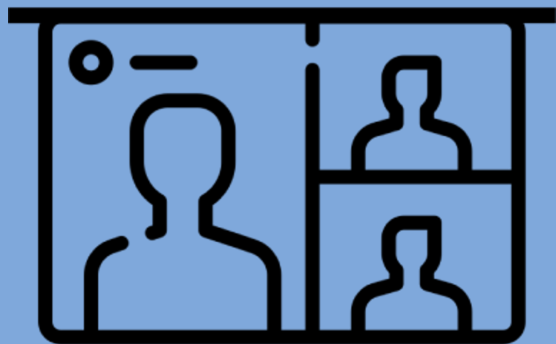
You will be automatically muted on joining.



2

CHECK YOUR CAMERA & MICROPHONE

Once you have joined Zoom, your camera and microphone will be checked. It is strongly recommended that you use a headset with an inbuilt microphone for best audio.



3

PARTICIPATE IN LIVE Q&A

The session chair will be moderating and asking questions sent through the online portal.

You will be asked questions and be able to answer verbally in a “panel like Q&A”



4

HAVE ISSUES ON THE DAY?

Log a ticket with Live Support through the Online Conference Portal OR utilize the zoom chat function.