



Academic excellence for
business and the professions

Zoom Workshop Participation Guide

For participation in workshops and the day two welcome & SU keynote session.

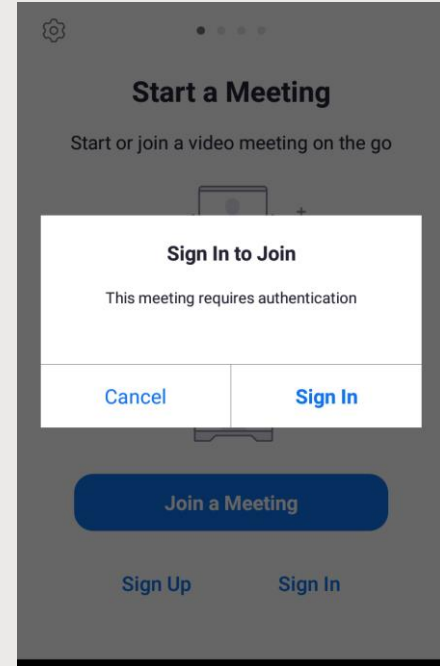
Learning at City Conference 2021

Before the event

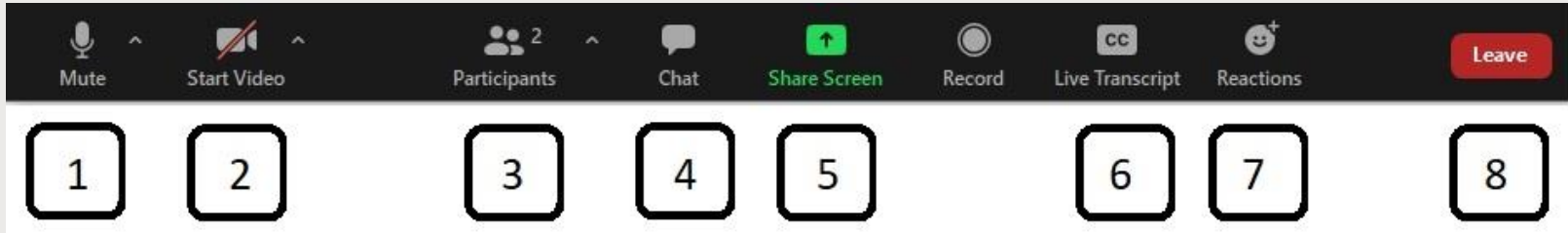
1. Sign-up for individual sessions via the [Conference Calendar](#). You will then be sent an email with the Zoom room link for each session. The email will also contain an iCal file that you can add to your calendar.
2. Use twitter [#LearningatCity21](#) to tweet about the conference before and during the event.
3. On the day of the event – all zoom links will also be available via the session adverts on the [Conference calendar](#).
4. For City staff & students : Make sure you have the latest version of Zoom downloaded to your desktop client or mobile app: [Download zoom update](#)
5. For external participants – please follow the zoom guidance on the next page:

Using Zoom – external participants

- In order to participate in a City Zoom Meeting, external users must have a [Zoom account](#). It is free and easy to sign up for one and you will need to provide a valid email address.
- You will also need to download the Zoom Client. Go to <https://zoom.us/download> and select Zoom Client for Meetings.
- If you sign into your Zoom account before selecting the link to your Zoom meeting, then it should be a smooth joining process.
- If you forget to sign in before clicking on the Zoom meeting link you will receive a notification **Sign In to Join. This meeting requires authentication.** (see screenshot)
- Select **Sign In**
- You can then sign in with your personal Zoom account details (email address used to sign up for Zoom account and password). Select **Sign In**. You will then join the meeting or be placed in the waiting room – depending on the meeting settings applied.
- Please ensure the name on your Zoom profile corresponds to the name you used to sign-up for the conference (otherwise you may not be admitted to the zoom room)



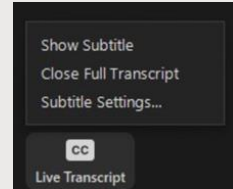
Desktop Users



1. Mute/unmute yourself. Select an input by pressing the arrow.
2. Start/stop video. Select an input by pressing the arrow.
3. View a list of participants. (Raise hand and non-verbal feedback for users on older version of desktop client)
4. Chat with everyone or one person.
5. Share your screen. You will be prompted to choose your desktop or a particular application if enabled by host.

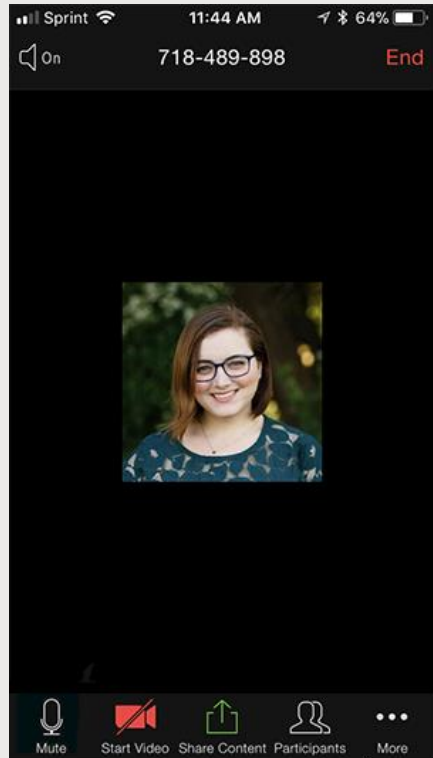
6. Show/hide the captions and live transcript.

You can also adjust the size of the subtitles in the Subtitle settings section



7. Raise hand, provide non-verbal feedback (yes, no). Provide a reaction alongside your profile picture/video for a few seconds.
8. Leave the meeting.

Mobile Users



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Please note: We do not recommend the use of the mobile Zoom app as it limits interaction and functionality

1. Mute/unmute yourself.
2. Ability to start/stop video.
3. Share your screen. You will be prompted to choose your phone.
4. View a list of participants and options such as Yes/No.
5. Press **More** for more actions such as raise hand, disabling captions and Chat.
6. Leave the meeting.

1 2 3 4 5

Further Support and General Guidance

- Links to further support:
 - Contact leadevents@city.ac.uk if you cannot access a zoom session
 - Zoom Guidance on [In-Meeting Chat](#)
 - Zoom Guidance on [Audio](#)
 - Zoom [Help Centre](#)
 - Please note, some settings may differ by meeting and be limited by your role in the meeting.

Conference workshop



To help make this online space beneficial and collegial for all participants:

Please follow this etiquette:

- **Mute** your microphone unless speaking
- Use the **Raise your hand** button and wait for the presenters to ask you to speak
- Use **Meeting chat** to ask questions or add comments.

Names are displayed to help keep the session secure, run smoothly and encourage engagement.

Your video does not have to be turned on, but it helps in getting to know each other if you do so when speaking especially in any breakout sessions.



Sessions will be recorded.

The presenters will tell you when recording starts and stops.

The recordings will be available publicly on the Learning at City Blog after the event

If you do not want to be recorded, ask the presenter to pause recording while you speak.

Meeting chat is usually recorded.

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