Information for delegates at ICMS seminars hosted on Zoom.

Zoom provides a remote conferencing service that combines video conferencing, online meetings, chat, and mobile collaboration.
More information: https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac

Where to begin

You will be send a link to the meeting, if you have not used Zoom before you will be prompted to download the app. We recommend downloading the app as this seems to provide a more reliable connection. There is an option to connect via your browser if you prefer.

What do I do after I launch the app?

After you launch the app, you can join the scheduled meeting using the invitation link the ICMS Coordinator will have sent you in advance.

Please read the original email to check whether a password is required.

How do I configure the settings?

The main things people seem to have problems with when first connecting are the audio and video connection.

You can find the Settings tab in the main dialog box or in the meeting menu bar. After clicking Settings, you will have the following options:

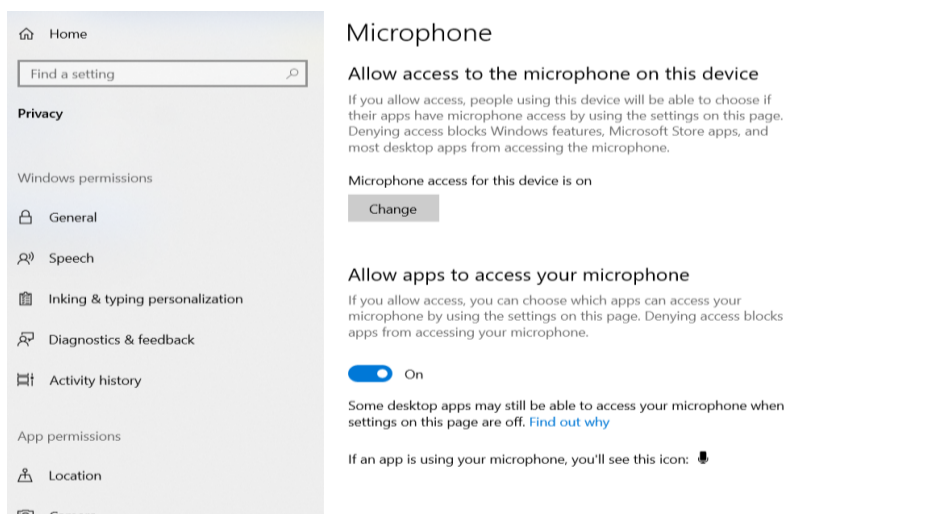Information for delegates at ICMS seminars hosted on Zoom.

Audio:
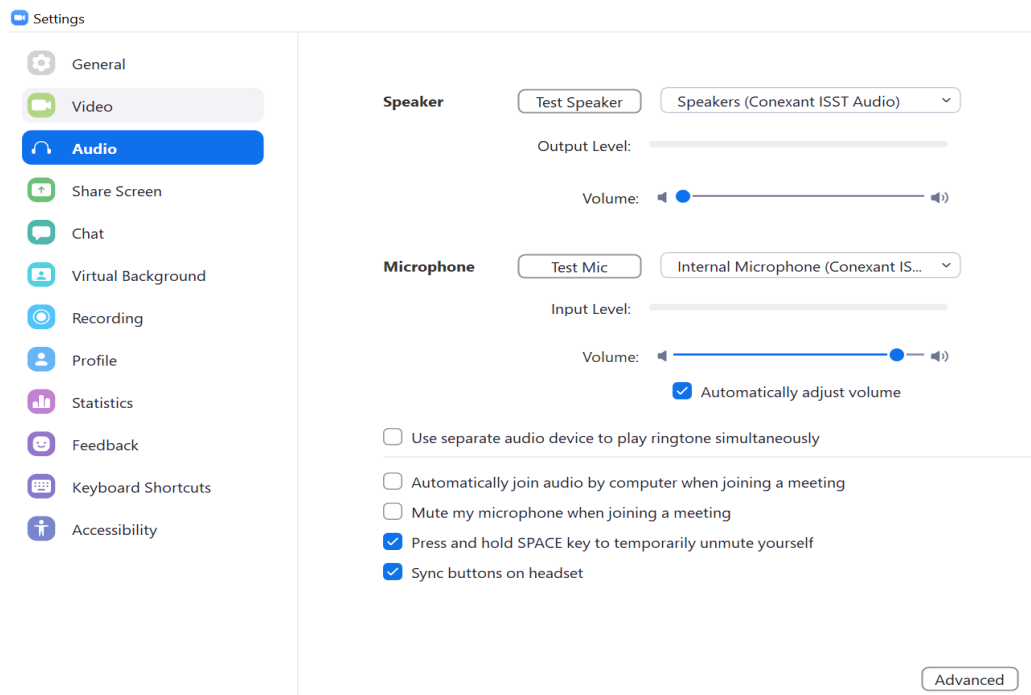
Audio Testing

- Click on "Settings" on your PC or Mac, or during a video meeting, click on "Settings" in the menu bar. Then click on the "Audio" tab to test your audio setting.
- Select the microphone drop down and try a different audio source if the other side can't hear you.
- Select the speaker drop down and try a difference speaker source if you can't hear the other side.

If Audio problems persist, check your privacy settings are configured to give access to microphone

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Video:
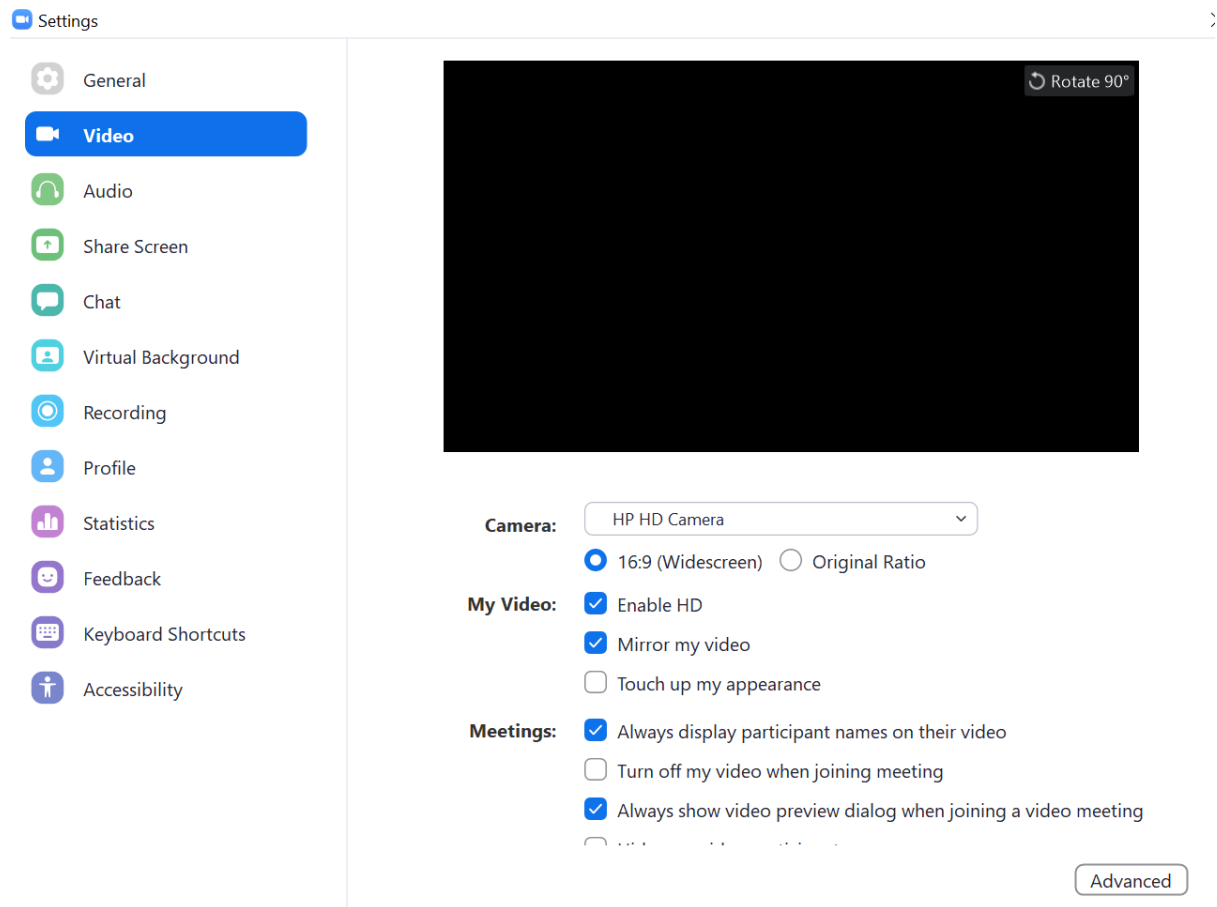
Video Camera Testing

- Before or during a video meeting, click on "Settings" in the client menu, then Click on the "Video" tab to test your video selection.
- Here you can also click on the drop down arrow to switch between Cameras that you have connected to your computer.

Before your meeting

Test Meetings

You will be given the opportunity to take part in a trial meeting with the ICMS Conference Coordinator. This will allow you to familiarise yourself with zoom and ask any questions to ensure you as prepared and confident.

As an attendee your audio and video may be muted by the speaker or host. However it is worthwhile ensuring your audio and video are working as you may be required to speak or be visible at some point during the meeting.

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During the meeting

Mute your microphone when necessary

Zoom has a "Mute Microphone" option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you will turn this off, but you should mute yourself when listening to a presenter.

Use Zoom's chat function

You can send a question or statement to everyone or privately to a participant.

The chat function "to everyone" is often limited to Questions about the talk, the chair will announce at the start of the meeting.