ATTENDEE GUIDELINES
ZOOM MEETINGS

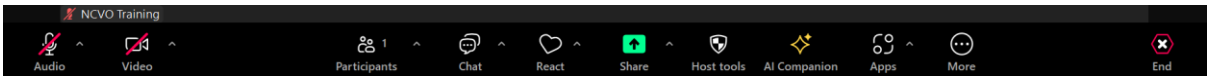
Before the event

You will be sent the Zoom joining details to join a online event by confirmation email when registering for the event. We will also email all registered attendees 30 minutes before the event starts.

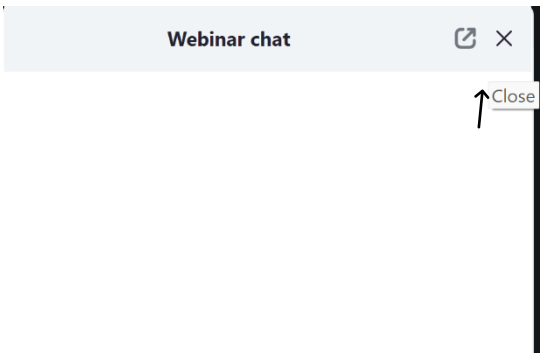
Please check your spam inox if this does not come through or email us at events@societyofauthors.org.

Event Chat

- As an attendee, you have the option to have the live chat open during a meeting or not.
- The chat is where we post any relevant links that we mention during each event.
- The chat is also used as a way for attendees to have general chat amongst themselves or flag any technical issues with the SoA team during the event.
- You can open the chat (which can be done by going to the bottom of the screen and clicking the chat icon).

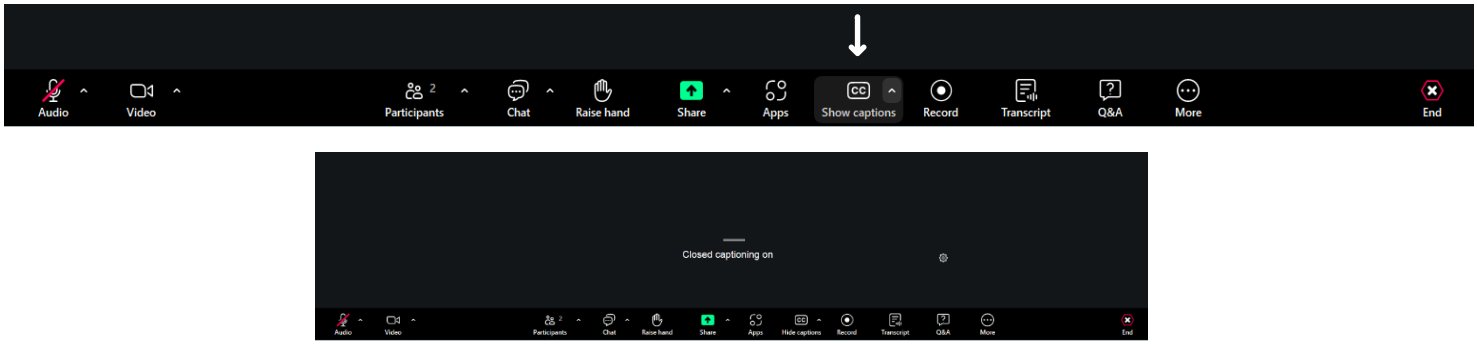


- To close the chat, you can do so by clicking the 'x' in the top right corner.

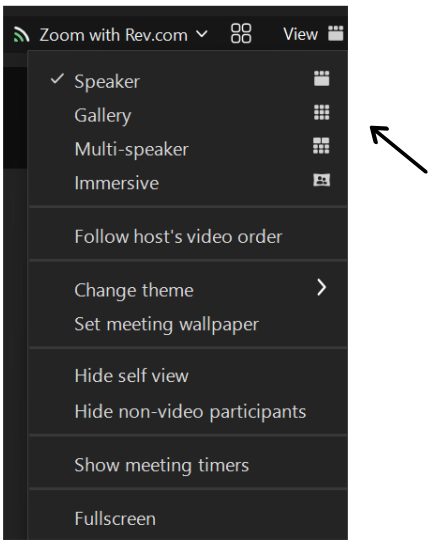


Live Captions & View

- All our online events come with live captioning. To enabled these, you can just select 'Show captions' at the bottom of your screen.



- All online events that are hosted on Zoom Webinar will automatically be set to Gallery View with the speakers being spotlight for all attendees to see.
- At the upper right of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share.



Video & Audio settings

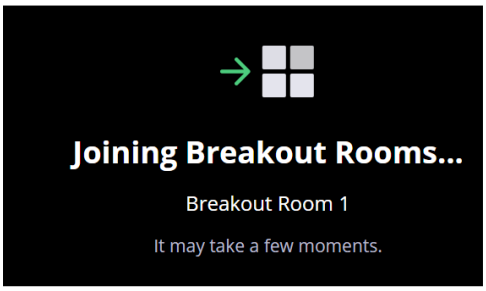
- You can mute and unmute your microphone. The host also has the ability to mute you. If you click on the arrow next to the mute button, you will have

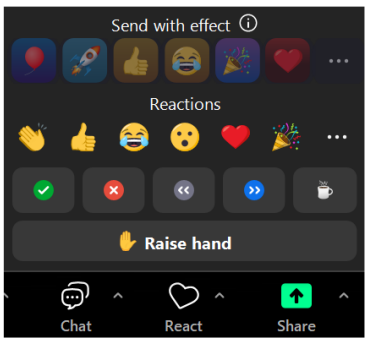
additional options for audio settings. You can change your microphone, leave the computer audio or access the audio options.

- You can turn your camera on or off by clicking on the Video button.
- By clicking on the arrow next to the video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled). We recommend that you use the camera as will make the training more interactive.

Breakout Rooms

- For our events such as AGM's and online socials, we usually have breakout rooms taking place during the event.
- The event moderator will invite you to join a room, which should pop up on screen for you where you can click join to do so.
- You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room. When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.



Renaming yourself & Reactions

- To rename yourself in the event, hover over your name, then click on the three dots and on 'rename' to change it as it is seen in the participants list and video window.
- You can access all available reactions by clicking on the 'reactions' button at the bottom of your screen.
- Raising your hand notifies the event host that you would like to speak.