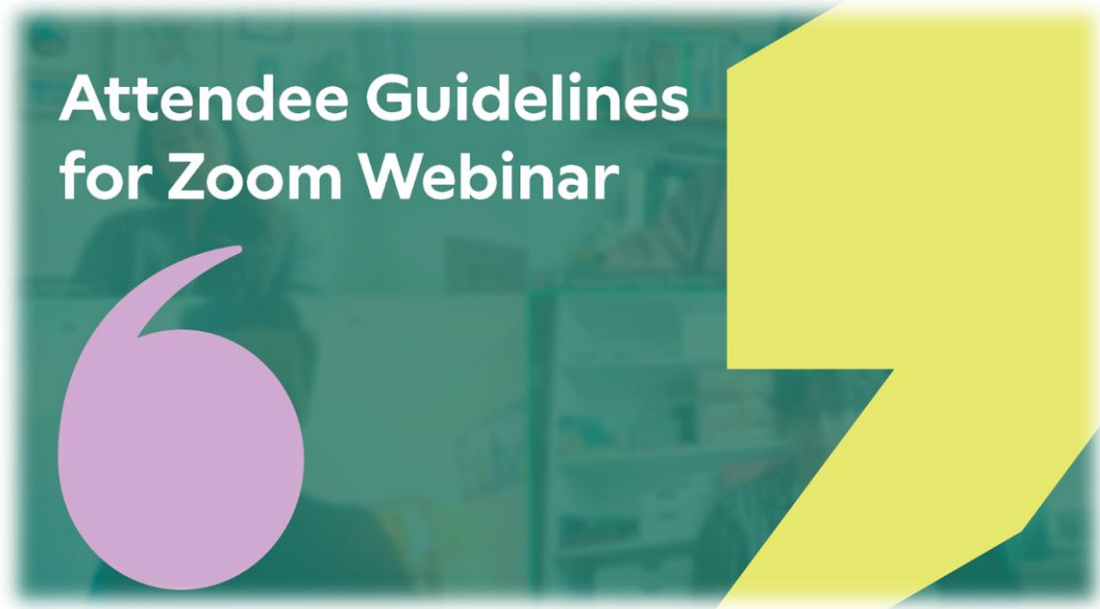




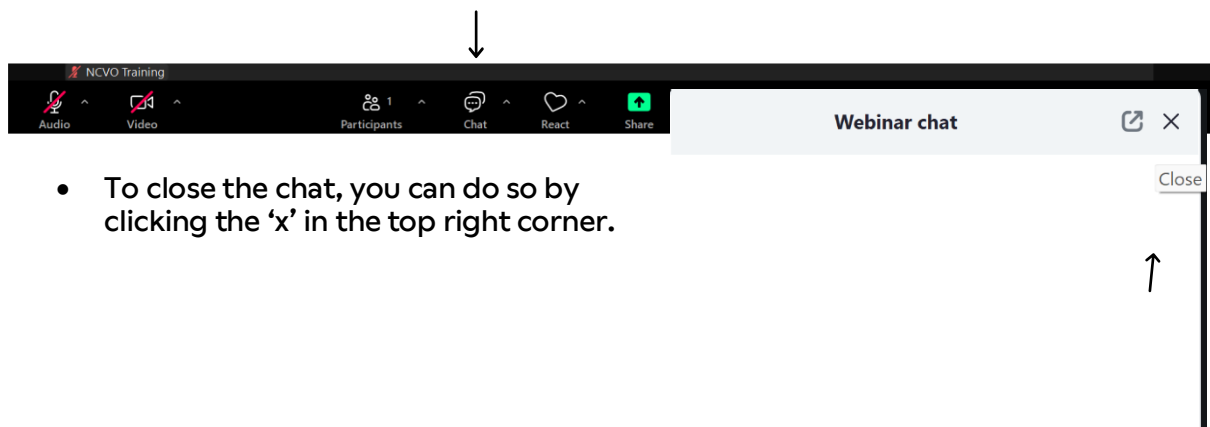
Before the event

You will be sent the Zoom joining details to join an 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 inbox if this does not come through or email us at events@societyofauthors.org.

Event Chat

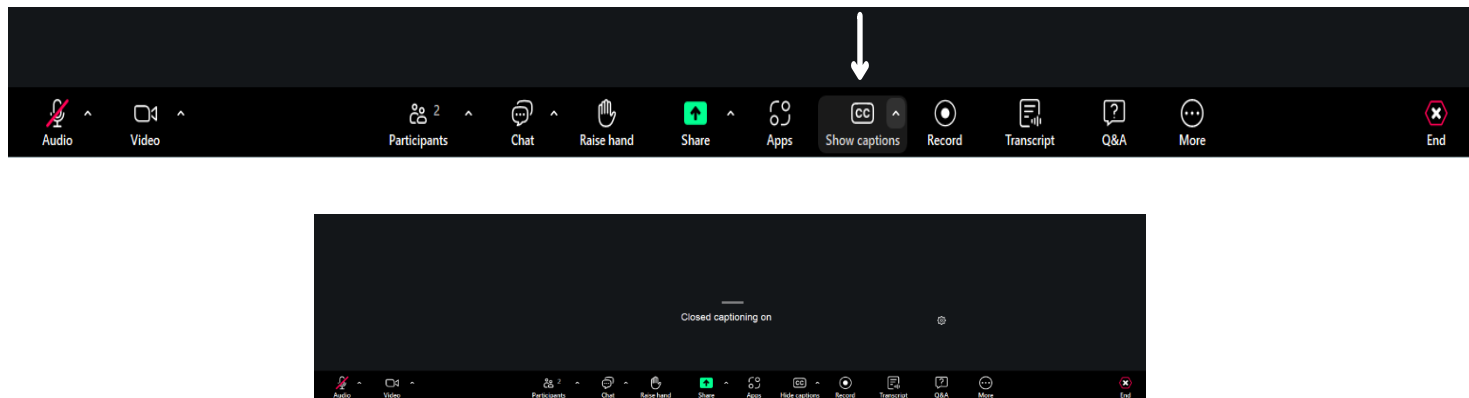
- As an attendee, you have the option to have the live chat open during a webinar or not.
- The chat is where we post any relevant links that we mention during each event.
- The chat is also used as a way for attendees to have general chat amongst themselves or flag any technical issues with the SoA 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).



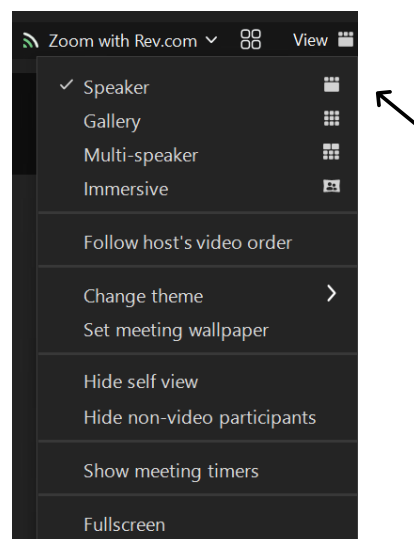
- To close the chat, you can do so by clicking the 'x' in the top right corner.

Live Captions & View

- All our online events come with live captioning. To enable 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.



ATTENDEE GUIDELINES

ZOOM WEBINAR



Q&A

- We ask for all attendees to put their questions into the Q&A function instead of the event chat.
- The Q&A can be accessed at the bottom of your screen, where you can post your questions anonymously if you prefer.

