

How to access the SNSBI conference on Zoom

Required equipment:

- **Computer** or other **internet-equipped device** (iPad, tablet, smart-phone). Naturally, if you have a choice, a larger screen and a good connection via a broadband router or wifi are preferable.
- **Speakers** (usually integral to your device) or **headphones** to listen to the lecture.
- Optional: **camera** and **microphone**, either integral to your device or separate ones plugged in. You will need these to show your face and speak to others present. NB it is also possible to communicate by typing (using Zoom's **Chat** window) if you do not have a microphone, and there is no obligation to use a camera.

Installing Zoom (do this in good time before your first meeting)

- On a **computer**: visit <https://zoom.us/download> and then click on the **Download** button under **Zoom Client for Meetings**. Then run the installer that downloads.
- On an **iPhone or iPad**: go to the App Store and find the Zoom app, or use the link at the bottom of the [Zoom downloads](#) page.
- On an **Android phone or tablet**, go to Google Play and find the **Zoom Cloud meetings** app, or use the link at the bottom of the [Zoom downloads](#) page. Click **install**.

Before the conference

Once you have booked through Eventbrite you will receive an email invitation. It will look something like this:

Join Zoom Meeting <https://york-ac-uk.zoom.us/j/97932439589?pwd=NoF4TTh4bFhYoxNTG9WUGFaenlZZz09>
Meeting ID: 979 3243 9589 Passcode: 585977

Joining the conference

The meeting will be open from **30 minutes** before the start time to allow time for everyone to login. Please try to sign in **at least 5 minutes** before as it can take time to admit everyone. If it's your first time using Zoom, we recommend joining 30 minutes before the start time to allow time to sort out technical difficulties.

Joining instructions:

1. There are two options:

- i. **Either** click on the **link sent to you by email**. If this doesn't work, you will need to highlight then copy and paste the 'https ...' string into your browser
 - ii. **Or** use the **join a meeting** option in the programme or app and then enter the Meeting ID and Passcode (which you will find in the invitation email). You can change the name that will be displayed at this point.
2. At this stage, you may be asked to **join with computer audio**. Click this box to make sure you can hear everyone and be heard. If you enter the conference without joining the audio, don't worry -- you can join the audio by clicking on the **join audio** button at the bottom left of the screen.
3. Check that the sound/volume on your device are turned up to a comfortable level.

Practice!

If you are not experienced or confident with Zoom, you may find it useful to practise with a friend before the event, or you are very welcome to attend a practice session on Wednesday 14th October, 7 – 7.45 pm and/or to join the meeting 30 minutes before the start time.

Technical help

If you have difficulties on the day, you can email the following SNSBI committee members, giving your phone number if you wish, and they will help:

- James Butler (promotions@snsbi.org.uk)
- Ellie Rye (eleanor.rye@york.ac.uk)

During the session

1. You will have the choice of setting your screen to **speaker view** (recommended when one person is the main speaker) or **gallery view** (whereby everyone is visible – or as many as will fit on your screen). The buttons are usually in the top right of your screen. You can pin someone (e.g. the speaker) so that you always see their image by hovering over their image and clicking on **pin video** from the menu.
2. You can **Mute** or **Unmute** yourself using the microphone icon as appropriate. During talks the host will normally mute everyone except the speaker.
3. You can turn your video on or off as you wish by clicking on the **start video** and **stop video** buttons.
4. The **Chat** button (usually at the bottom of the screen) can be used to ask questions or make comments during the live event. One of the hosts will ask questions entered in the chat after the talk. To 'chat', type in your brief comment or question, direct it to 'Everyone' and press ENTER on your keyboard.

This is a new venture for many of us, and we may all need to be patient with technical glitches, but we hope these will be minimal and that you will enjoy the event online.