

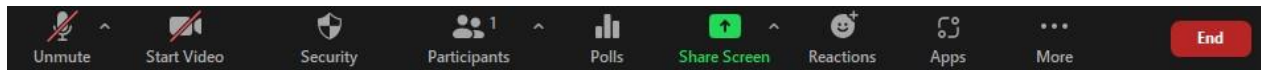
How to Participate in IMAM 2022 Conference Using Zoom

Joining the Conference

Join a meeting by clicking on a Zoom link provided by the meeting host => follow the prompts to download and run Zoom (if it is not already installed on the PC) => enter the meeting ID if prompted => click to join the audio conference.

General Options

When you first join a meeting, The meeting windows will appear and you will come across a menu bar similar to the one below. All of the properties of the meeting can be controlled using the buttons on the menu bar. Depending on the size of the window, some of the properties may be hidden inside the “more” button located at the rightmost part of the menu bar.



Renaming Yourself

Please rename yourself using Latin alphabet when you enter the conference! To rename yourself; click on the participants list, hover over your name on the list, click on the “More” icon and then click “Rename”. A new window will appear, enter your name in Latin alphabet and click “Ok” button.

Participant List

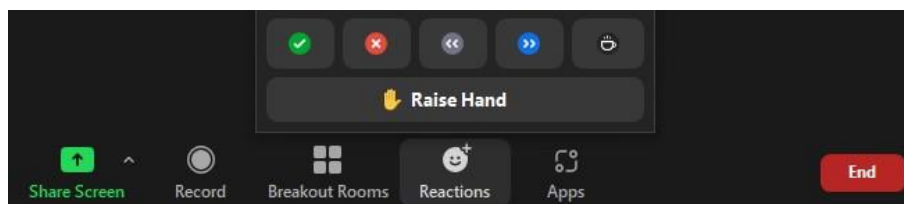
List of participants attending the session can be seen using the “Participants” button.

Asking Question

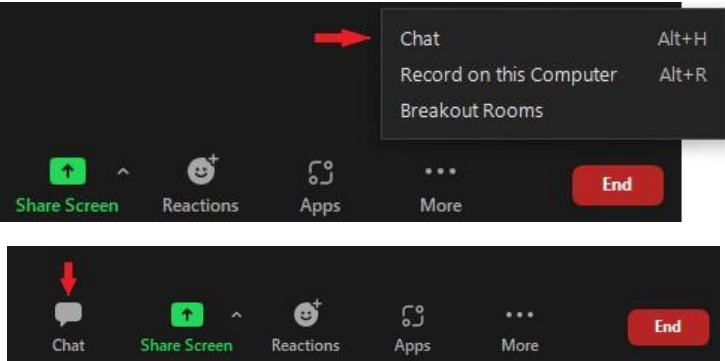
There will be a 5-minute Q&A part after each presentation. To ask question, chat or the microphone options can be used.

Microphone (Mute/Unmute & Audio Settings): Using mute/unmute button you can open or close your microphone. You can reach audio settings using the small up arrow on the button. To ask a question after a presentation, participants need to use “Raise Hand” button. After that, session host will unmute the participants who have raised their hands one by one to let them ask their questions. After asking their question participants can mute themselves.

Raising Hand: “Raise Hand” button (located under the “Reactions” button) can be used to let the session host know that you have a question regarding the active presentation. A hand icon will appear next to the name of the participant in the participants list. The same button can also be used to lower your hand after the question is answered or if the participant decided not to ask anything.

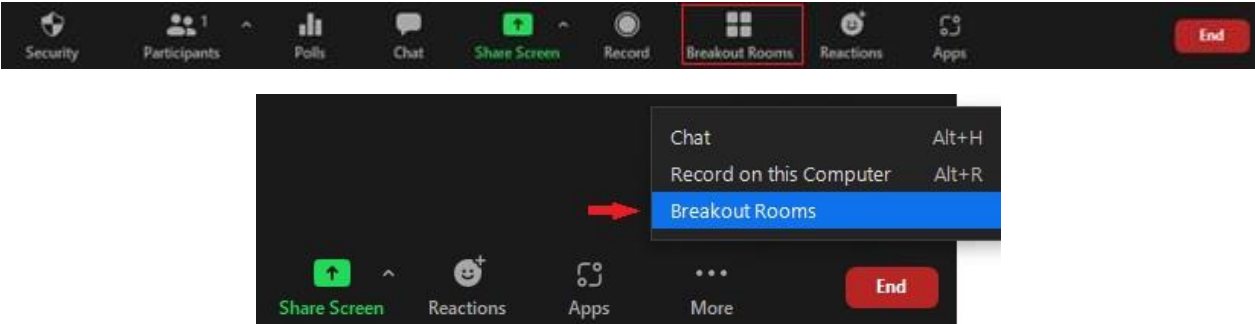


Chat: Participants can also use chat option to ask their questions. Using chat button, you can reach chat window. Using the chat window questions regarding the active presentation can be asked.

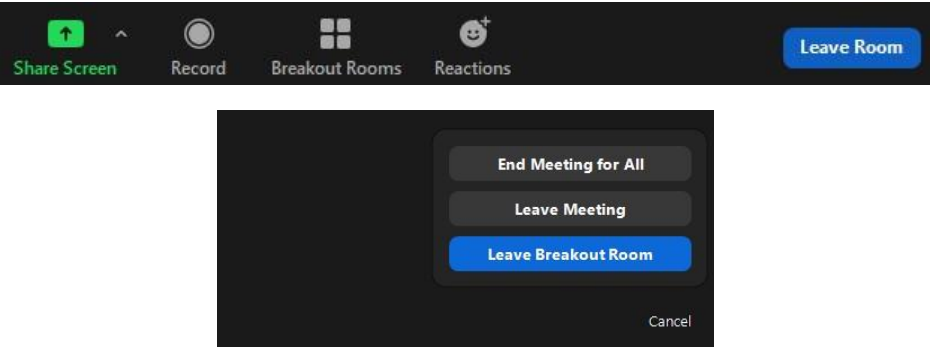


Breakout Rooms

Parallel sessions of the conference will be held at different breakout rooms similarly to a physical conference with different conference halls. By pressing the “Breakout Rooms” button, participant can view and join the room of their interest.



Participants can use “Breakout Rooms” button to change to another room or go back to the main hall using Leave Room ⌚ Leave Breakout Room buttons located at the bottom right corner of the application window.



Leaving the Meeting

To leave the meeting, click on the “End” button positioned at the down right corner of the menu bar and then choose “Leave Meeting”.