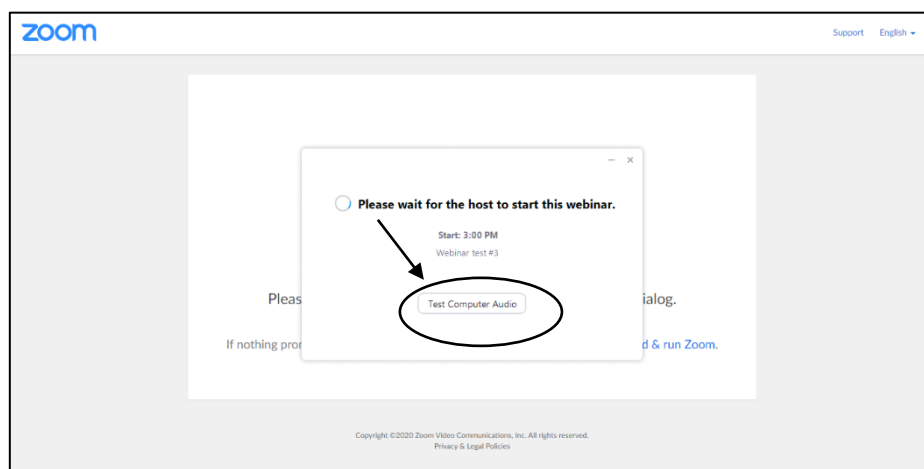
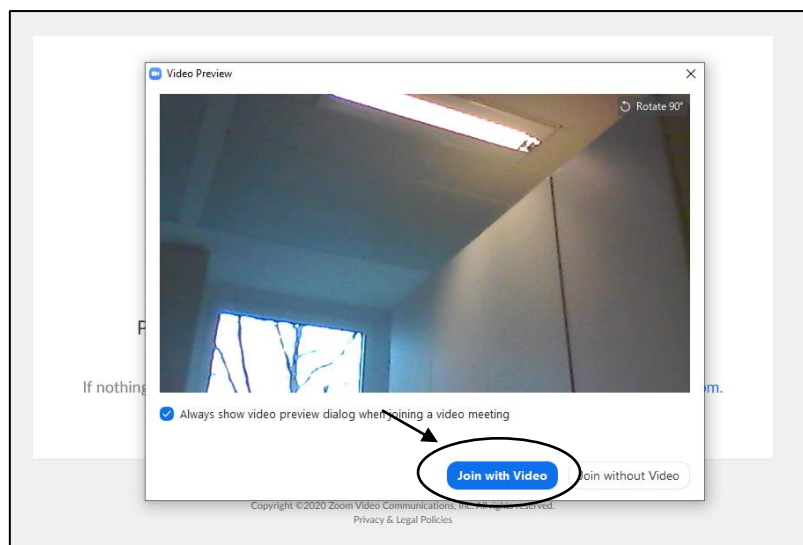


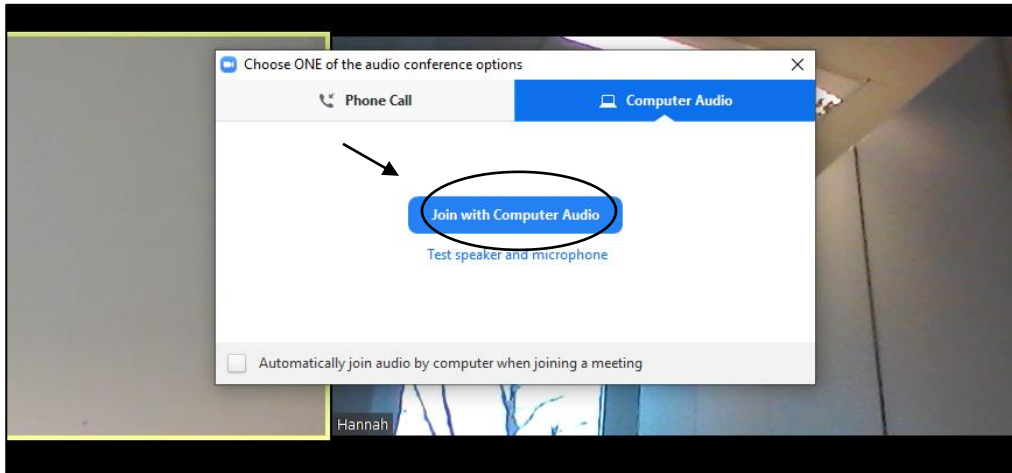
ZOOM WEBINAR- INSTRUCTIONS

1. You will receive a special link to join the Zoom call as a panellist **via email**.
2. Click on the link: "**Click Here toJoin**" to join the Zoom Webinar.
3. Make sure that your PC has enough battery and connected to a charger and plugged in.
4. Make sure that your **sound, microphone and camera** are all **enabled and working properly** (you can test this before joining the call).

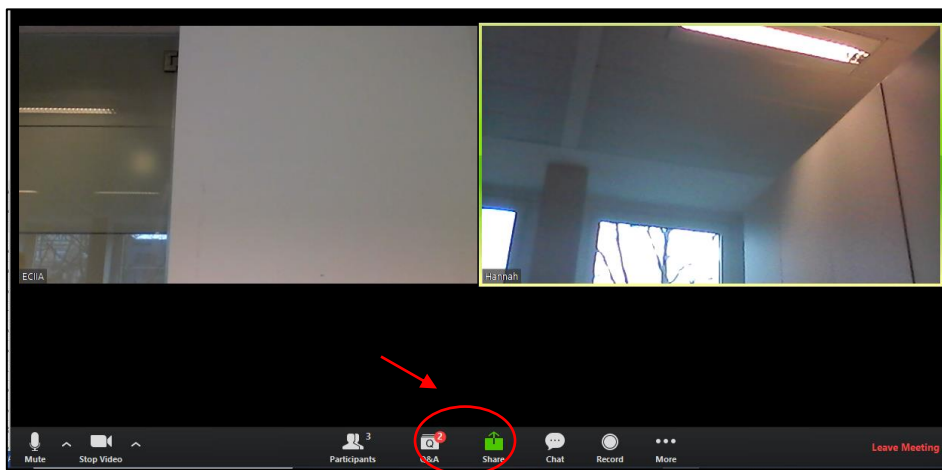


5. Once you have clicked on the link to join the call, you must press **join with video and join with computer audio – Must join with both!!**

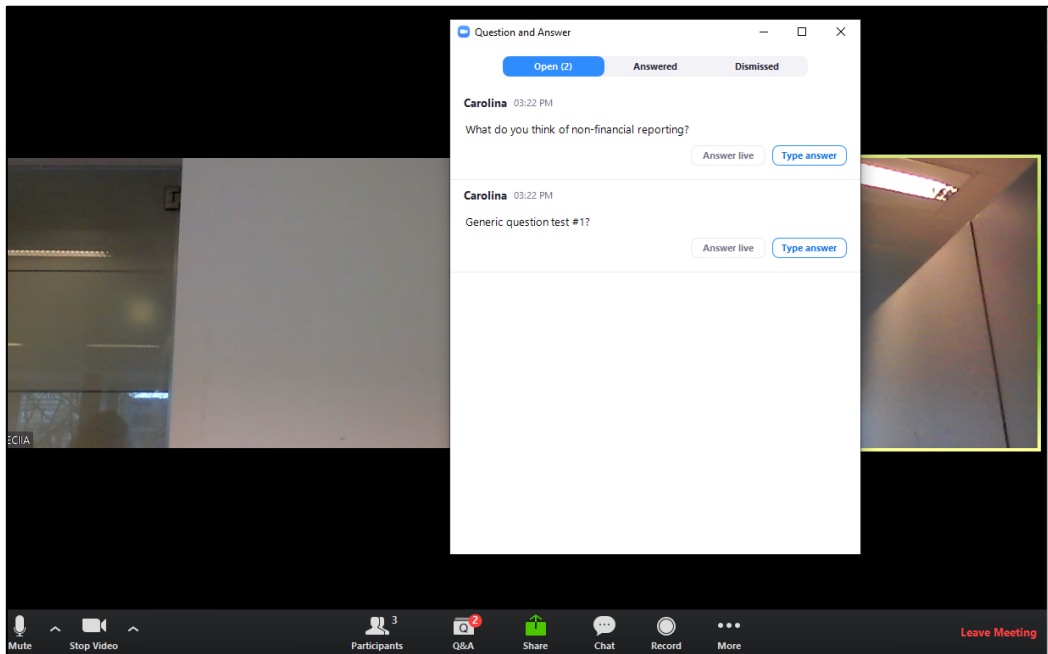




6. When a participant asks a question, you will be able to see it. You should click on the Q&A box at the bottom of the screen when someone asks a question.



7. You can choose to answer the questions that appear by pressing "**Type Answer**", and then typing your answer. Although, we suggest to answer the questions **live**.



8. When there is a poll, it will appear on your screen. You can see the polls but will not be able to answer them. You will be able **to see the results**.
9. You **do not need to share your screen** as the **host will manage the presentations**. You will be able to see all the presentations as part of the webinar.

Please note that:

- Each panelist receives a **unique link only for him/her**
- If a panelist is not in a quiet room, for the best results, it is better to use a **headset to avoid background noise**
- Polls will be **launched by the host**
- Only host can see the results of the poll, end the poll and show the results to the audience

Q&A: only the host selects the questions from Q&A, read them out aloud and select a panelist to answer. This way, it is easier to control the questions and answers for the moderator.