

Guidance for Zoom Networking Meetings

Thank you for registering for the above event.

Please take some time to **download the free zoom app** from zoom.us before the meeting, this app will work on both phones and laptops but it takes a few moments to install so we recommend you do this well before the meeting is due to start and check that the app opens after installation. (The app is free to all and allows us to send you invites to our meetings.)

We'd encourage people to use Zoom on their laptops or computers as there is a messaging facility that is easy to use. You can watch the presentation on your phone however you will not be able to contribute to the messaging although this will be available for review afterwards.

We shall distribute the link for the meeting an hour before the session is due to start, from this link you'll be able to click directly into the meeting. Should you not be able to connect please email maria@londonbuildingcontrol.co.uk for assistance.

On 'arrival' to the meeting, we have set the default to mute all participants, this is to help with interference and background noise during the presentation. There will be a question and answer session after the presentation.

Zoom Guidance:

Zoom Trouble Shooting:

On opening, the app will ask you if you wish to use your audio and video, should you not have selected yes or find you can't see anything then simply use the far left hand buttons on the toolbar to 'start video' and 'join audio'. It may ask what method you'd like to select, simply chose default options.

If people can't hear you when you do speak, then please check that your machine is not muted. Below is the link to the zoom help centre – Getting Started.

<https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>

If waiting to speak, please ensure the previous person has finished their sentence. Due to varying internet connection speeds, we may find that there is a slight delay in some of the video and audio, this could lead to missed information or confusion so please wait until it is clear that someone has finished what they were saying before speaking.

Using headphones is advised, even just normal phone earbuds, if you have the chance to use these then it makes your audio better and also helps avoid any background noise.

Don't view the app in full window view, unfortunately this eliminates the messaging facility. We are aiming to record this session so that others can benefit at a later date, this will also help should there be any technical issues.

This is our first online webinar so please bear with us!

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