TC42 TRANSLATING AND THE COMPUTER - ZOOM CONFERENCE GUIDELINES
(Participants)

<u>General</u>
- To join the meeting you will need:
    o An internet connection (broadband wired or wireless)
    o Headset/earbuds with microphone
   o Webcam (built-in or USB plug-in)

*TIP: If you use a headset or earbuds with a mic, be sure to plug those in to your computer before joining the Zoom meeting

<u>Entering the Zoom Meeting</u>
- To open the meeting, click on the URL provided by ASLING or paste it into your browser
- We recommend downloading the Zoom Desktop Client for a better user experience
- Before joining, please ensure you have authorised Zoom to access your microphone and webcam (particularly if you are joining from a tablet or smartphone device)

<u>Audio</u>
- As a participant, your microphone will be muted by default upon entry
- If you are given the floor to speak, the host will activate your microphone for you
- When the host activates your microphone, a pop-up will appear asking you to confirm the activation of your microphone. Please click on "unmute", otherwise you will not be able to intervene:
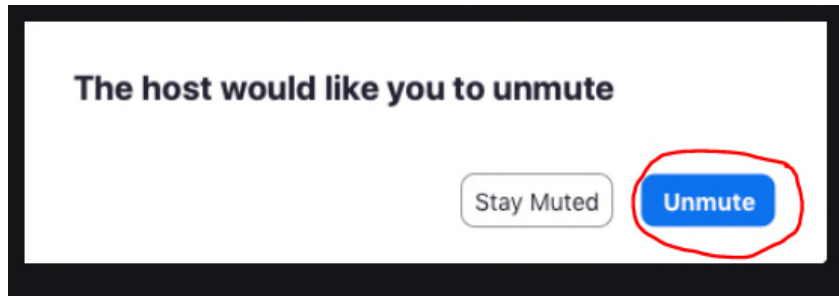
- In order to intervene or ask a question, please follow these steps:
    o Move your mouse over the centre of the screen (without clicking)
    o In the toolbar that appears at the bottom, click on the "Participants" button
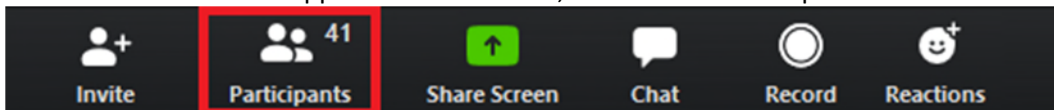
    o In the window that appears on the right, you will see a list of participant's names
   o The "raise hand" icon is **a blue hand at the bottom of the list of names**
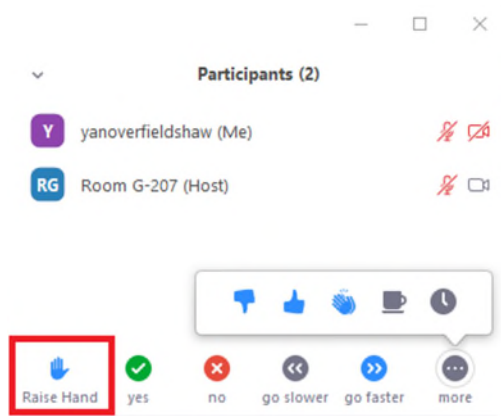
- Once you have finished your intervention, you may mute yourself and lower your hand by clicking again on the blue hand icon

<u>Video</u> **(N.B.: this meeting will be recorded throughout)**
- In order for this meeting to be as "lifelike" as possible, we recommend turning your video on (you may, of course, turn it off as and when you like during the meeting)
- To turn your camera on, click on the camera icon in the toolbar at the bottom of the screen
- If your camera does not turn on right away, click on the small arrow next to the video icon to check your video settings
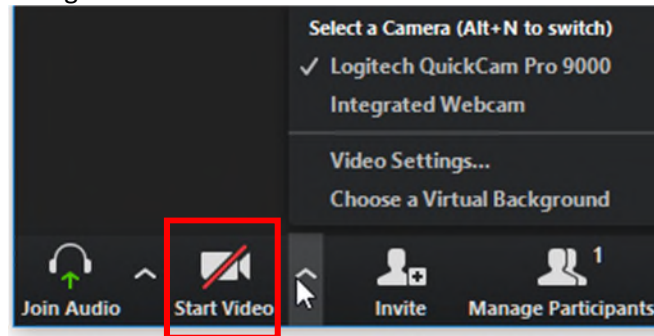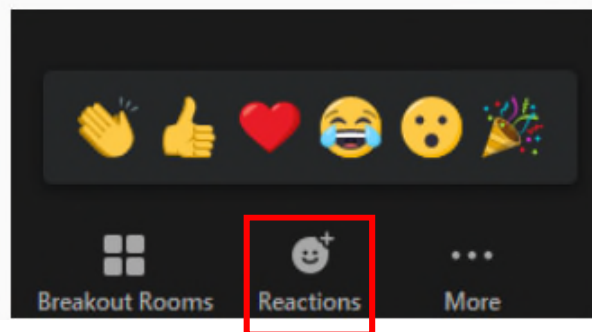

<u>Chat</u>
- You may use the chat box to contact the host (click on the "Chat" icon in the toolbar)
- Please use the chat function **only for technical/administrative issues**
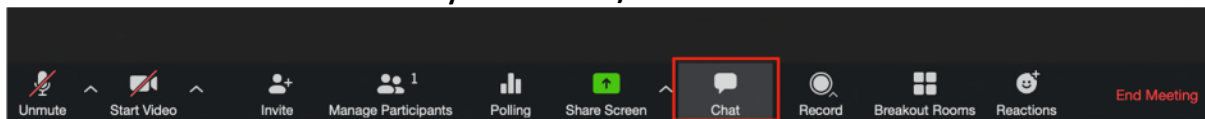
<u>Reactions</u>
- During the meeting, the Chairs of different sessions may ask you to give a "virtual" round of applause at the end of the presentations ☺
- To do so, click on the "Reactions" icon in the toolbar and then select the corresponding emoji

Enjoy the meeting!