GUIDELINES FOR PARTICIPATING IN THE PAL NETWORK CONFERENCE

The PAL Network 2021 conference will be held virtually via Zoom. To register for the conference, use this link. Please note that you must register for the conference to participate.

Steps to joining the conference

1.   To join the conference, click the Zoom meeting link provided after registration. You will also receive the link via email when you have registered. Click the link and enter your name, email and other required information to access the Zoom webinar.
2.   If necessary, follow the prompts to download and install the Zoom desktop application.
3.   Flag the registration email that you will receive as you will need the link to join on the day of the conference.
4.   Please note that the registration link is not transferable. Each participant must register individually.

NB: You will need to download and install the Zoom desktop application to use the chat feature and participate in the polls.

Video and Audio Options

As a participant in the conference, your camera and microphone will be disabled when you join the Zoom meeting. We request all participants to keep their microphones off to reduce all background noise and interruptions during the sessions. Click the Start Video button in the menu bar at the bottom of the window to begin your video stream.

1. Click the Stop Video button to stop sharing your video stream.
2. To choose a different webcam or adjust your video settings, click the up arrow to the right of the Video icon and select Video Settings.
3. To unmute yourself and begin talking, click the Unmute button (microphone) in the bottom-left corner of the meeting window.
4. To mute yourself, click the Mute button (microphone). A red slash will appear over the microphone icon indicating that your audio is now off.
5. To test your computer microphone and speakers, click the up arrow to the right of the microphone icon and select Audio Settings.

Sending messages on the Chat

1. Click the Chat button in the menu bar to open the Chat panel.
2. Type your message in the Text box at the bottom of the panel.
3. Press Enter to send the message.
4. To save the chat transcript, click the More button at the bottom of the chat panel and select Save Chat.

Participating in Polls

The host may ask you to participate in a poll during the session. A poll is typically used for voting gathering information from **the participants.** When the host launches the poll, the poll dialogue box will appear on the meeting screen. You can move the poll dialogue box to any location on your screen.

1. Select the radio button to the left of the desired response.
2. Click Submit.
3. The poll will disappear from the meeting screen.

Contributing or asking questions

All participants are encouraged to contribute to the discussions during the conference. To ensure that this happens seamlessly, we encourage you to use either of the following options:

1. Type your questions or comment in the chat panel as per the instructions above.
2. Click the More button to display additional icons, use the Raise Hand icon if you wish to pose a question or contribute, or use the additional icons such as thumbs up.

Leaving the Meeting

1. Click the Leave Meeting option in the menu bar to exit the meeting.

2. Click the Leave Meeting button in the confirmation dialogue box.