

### Webinar

Your online event can be run in two formats; through a live webinar or pre-recorded sessions.

#### 1) Live Webinar

- Speakers will deliver their talks live and share their presentation through the 'share screen' function on GoToWebinar.
- Attendees will remain muted throughout but will be able to ask questions through a live Q&A chatroom.

#### 2) Pre-recorded

- Speakers will pre-record their talks to be posted on the event website.
- Attendees can pre-send in questions to be asked in a live Q&A session after the videos have been posted.

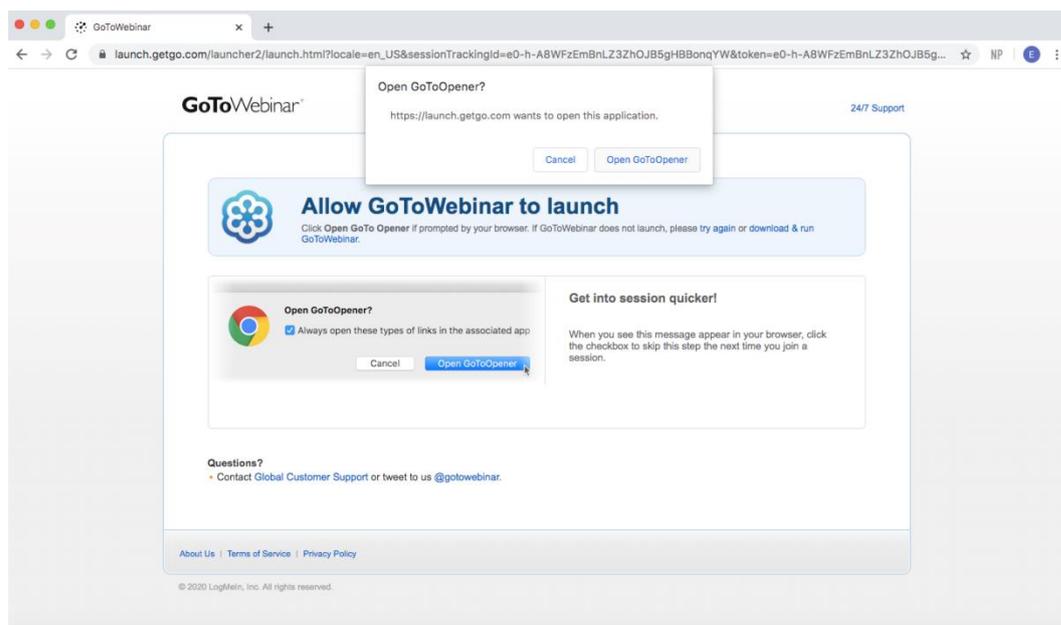
### Login details

On the day of the Webinar, please ensure that you log in **45 minutes** before the event is due to begin.

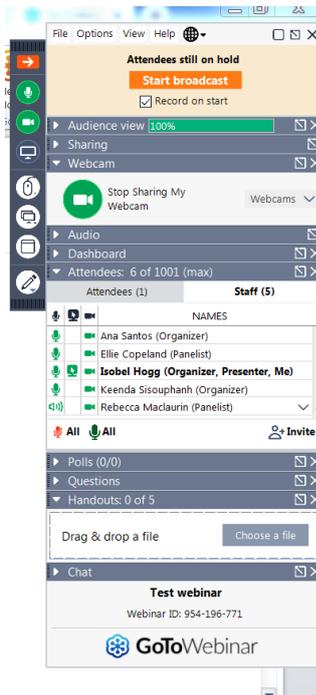
- To login, click the 'Join Webinar' button that was sent to you via email.



- A pop up may appear to download the GoToWebinar software. Click 'Open GoToOpener' to launch the programme.



- Once you have joined the Webinar, the following dashboard will appear:



You can expand any of the items on the dashboard by clicking on them and use the  symbol to open them in a different window.

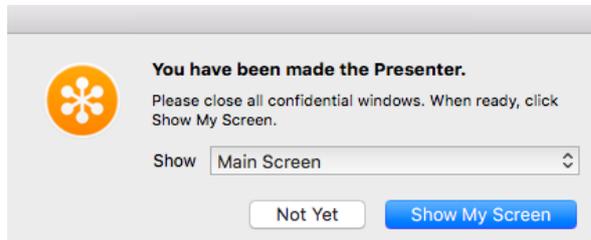
- Please ensure that you do not click 'Start broadcast' until you are ready to begin the event.
- To share your camera and audio, click on the icon of the webcam  and microphone.  These will both appear **green** when they are sharing.



- In order to protect the anonymity of the attendees, please click 'Options' on the dashboard de-select 'Attendees Can View Attendee List'.



- A member of the IOP Conferences Team will then invite you to become the **main presenter** and ask you to **share your screen**.

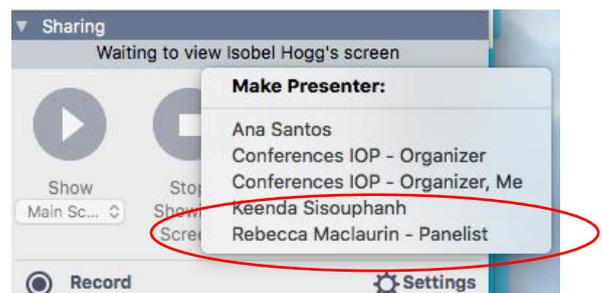
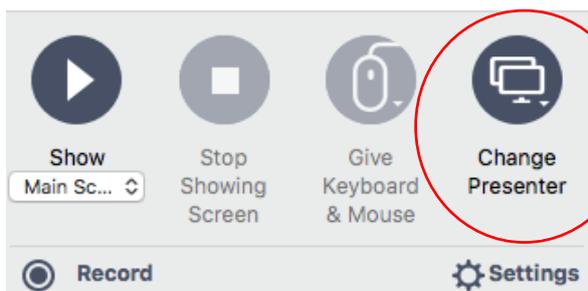


- Please ensure that you do not have any confidential windows open on your dashboard and that your microphone and camera are switched on before clicking 'Show My Screen'. We also recommend that you close down any other applications that are running on your computer, as they may slow down the programme.
- In order to share a PowerPoint presentation, please ensure that your screen is not connected to multiple monitors.
- To stop sharing your screen, click on the screen icon. 

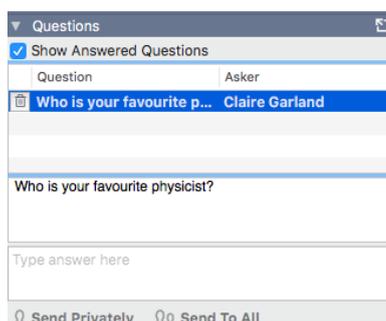
## Presentations

To start the agenda, you will need to invite the first speaker to become the presenter.

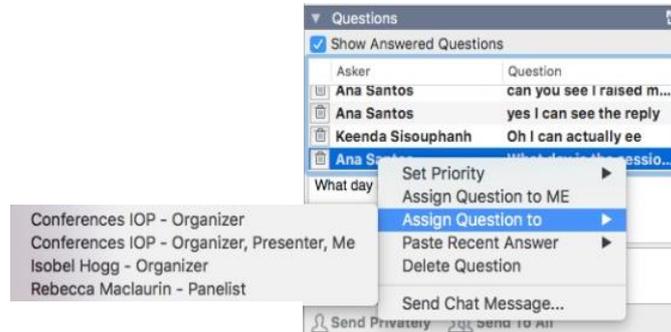
- Click to 'Change Presenter' and then select the first speaker.



- Whilst they are delivering their presentation, please ensure that you are monitoring the 'Question' chat box.



- You can assign a question to a panellist by clicking 'Assign Question to' and selecting the individual. Alternatively you can ask the question to the speaker directly at the end of their talk.



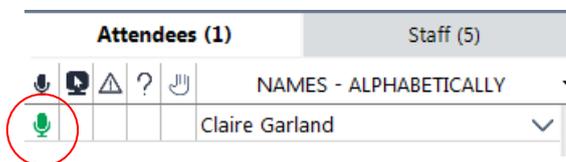
- Once the speaker has finished their talk, click to 'Change Presenter' and select the next Panellist.

### Panel discussion

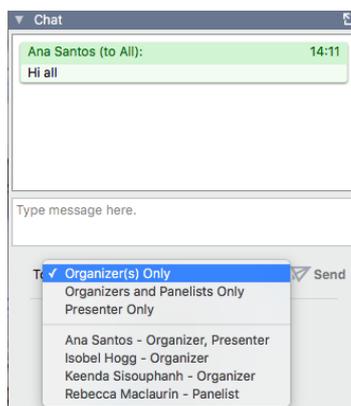
- If you are hosting a panel discussion, please ask all of the plenary speakers to **unmute** their microphones and **share** their webcams before the session begins.

### Extra Features

- If you want to allow an attendee to speak, click on the microphone icon by their name.



- Attendees can also click on the hand icon  to request your attention.
- As an Organiser you also have the ability to write to other Panellists, Organisers or Attendees in the Webinar 'Chat' room. You can either choose to message an individual or the group as a whole by selecting from the dropdown box.



- If you wish to share an attachment with the attendees, please email the document to the Conferences Team at least 5 days before the Webinar.

#### Logout

- To end the Webinar, simply close the programme.

#### Contacts

If you have any queries, please do not hesitate to contact a member of the Conferences Team at [conferences@iop.org](mailto:conferences@iop.org)