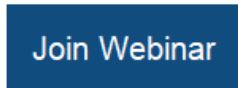# IOP Institute of Physics ❀ GoToWebinar

Panellist

<u>Login details</u>

Please make sure that you log in to the Webinar **30 minutes** before the event is due to start, so that we can test that your webcam and microphone are working correctly.
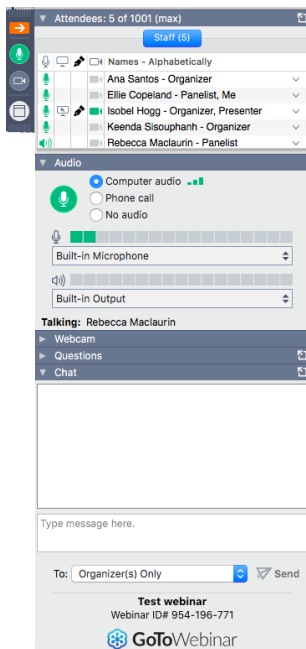
- To login, click the 'Join Webinar' button that was sent to you via email.

- You can open the Webinar in your browser by clicking 'join via web.' Alternatively, a pop up may appear to download the GoToWebinar software. Click 'Open GoToOpener' to launch the programme.
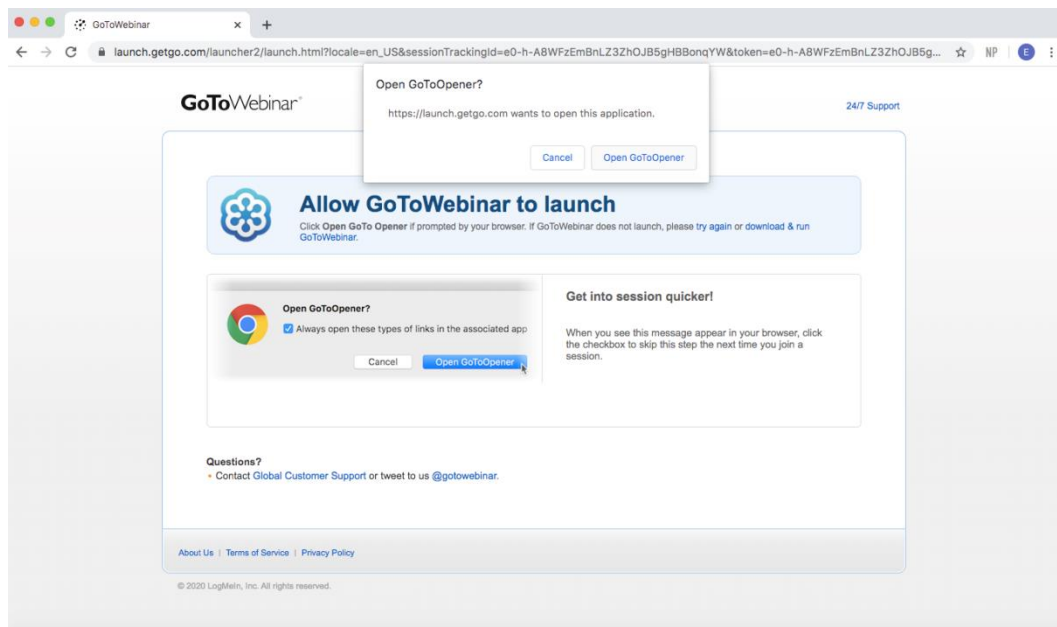
- Once you have joined the Webinar, the following dashboard will appear on your screen:


Please note that 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.**

- To share your camera and audio, click on the icon of the webcam and microphone. These will both appear **green** when they are sharing.

Presentation

- When it is time to deliver your presentation, the session chair will invite you to **share your webcam** and **share your screen**.
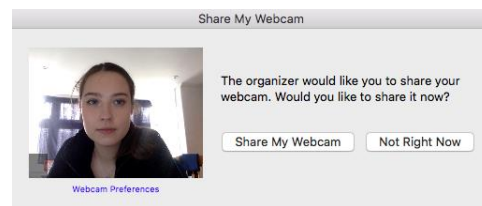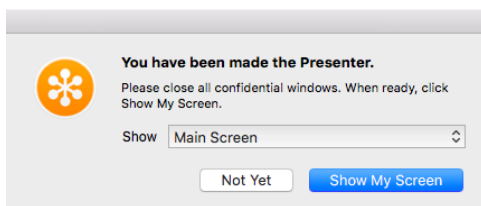

- Please ensure that you have all of the documents for your presentation open on your dashboard and that your microphone and camera are switched on before clicking 'Show My Screen'. We also recommend that you close down any other applications that are running on your computer, as they may slow down the programme.

- In order to share a PowerPoint presentation, please ensure that your screen is not connected to multiple monitors.

- At the end of your presentation the session chair will ask any questions that have been posted in the 'Question' box before inviting the next Panellist to present.

- To stop sharing your screen, click on the screen icon.

- Whilst you are not presenting, please ensure that your microphone is **muted** and your webcam is turned **off**.

- 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.

Questions

- During the Webinar, attendees are invited to ask questions. If you are assigned a question to answer, it will appear in the 'Question' box. You can then opt to send your answer 'Privately' or 'Send to All'.
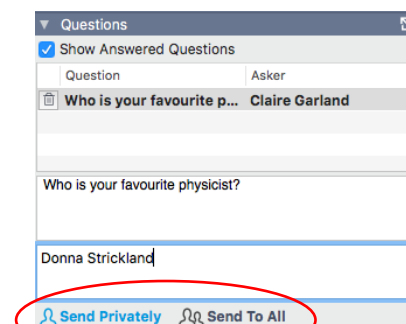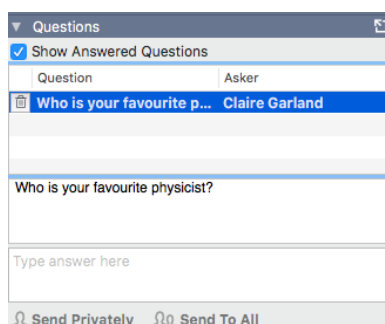
- As a Panellist you also have the ability to write to other Panellists and Organisers in the Webinar 'Chat' room. You can either choose to message an individual or the group as a whole by selecting from the dropdown box.
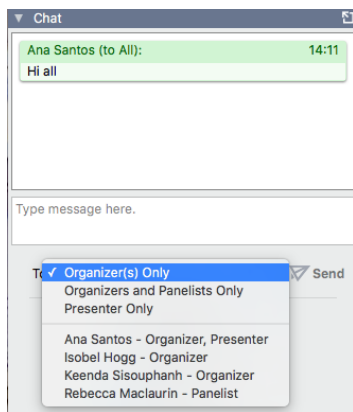
Panel discussions

- If you are involved in a panel discussion the Session Chair will ask you to **unmute** your microphone and **share** your webcam at the beginning of the session, so that you are ready to take questions. You should be able to see the Organiser and the other Panellists on your screen.

Logout

- To exit 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