## Zoom meetings

Login details

Please ensure you have downloaded the Zoom app or have tested Zoom in your web browser if you have never used Zoom on that device before. Where possible, we strongly encourage participants to use the app rather than accessing through a web browser or dialling in since this provides the full Zoom experience.

On the day of the webinar, please ensure that you login in **5 minutes** before the event is due to begin.

- To login, click on the URL provided in the email sent to you by conferences@iop.org and enter the meeting password. You will then be held in a virtual waiting room until the Conference Organiser admits you to the meeting.
- Input your full name and organisation (abbreviated as necessary) to fit within the 64 characters allowed in Zoom (and if you wish, your preferred pronoun) as your profile name.

Once you have joined the webinar, the following dashboard will appear on your screen:
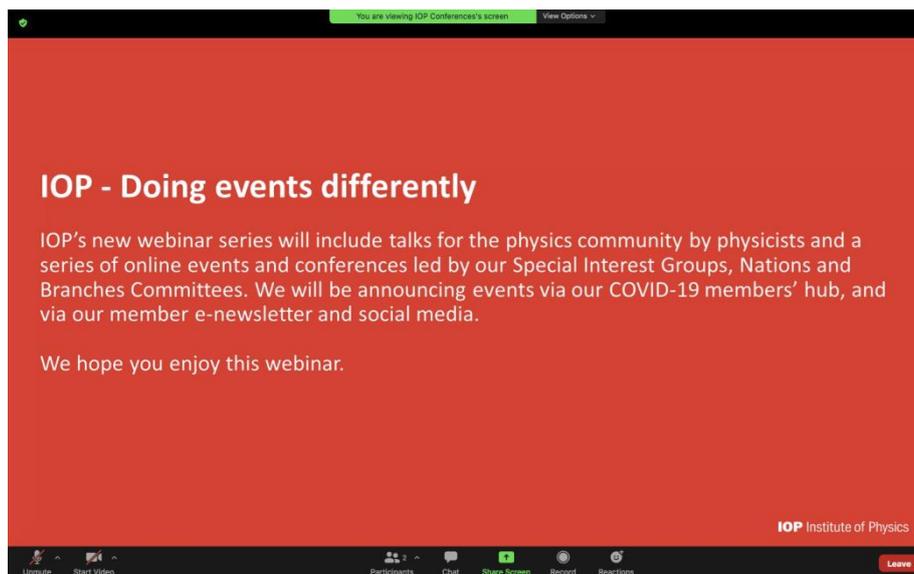
- We welcome you to share your camera throughout the meeting, but please remain muted unless you are presenting or invited to ask a question – if you fail to do so the IOP reserves the right to mute you.
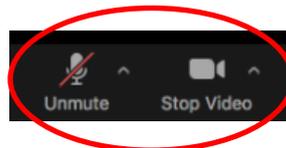
- If you have any technical queries or wish to gain the attention of the IOP Conference organiser, please post a message in the **chat box** or **email** conferences@iop.org. The team can be identified as they will have IOP as their prefix
  .
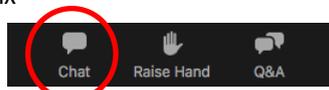
- You can change the layout of your screen by clicking between **speaker view/gallery view** in the top right hand corner, or by dragging the edge of the shared screen.
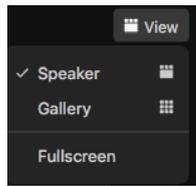

- Optional subtitles will be available by clicking on the **'CC'** button on the control panel.

Questions

To ask a question, please write in the **chat** or wait until the end of the talk and **virtually raise your hand** (time permitting and at the discretion of the session chairs). If selected to ask a live question, please unmute yourself when asked to do so by the conference chair. Once you have finished asking your question, please mute your sound. In addition, if you see questions in the chat which you feel able to respond to/wish to comment, please feel free to go ahead. We want this meeting to be as interactive as possible.

- You can also use the reaction button to applaud the presentation.
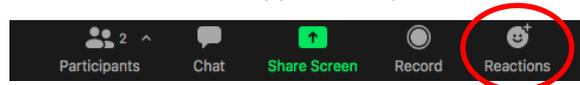
Presentations

Live talks – If you are giving a live presentation, please click on the green arrow in the middle of the control panel and select which application you want to share.

Pre-recorded talks – If you have sent in a pre-recorded talk, a member of IOP Conferences will load the video on their machine. After the presentation, please be available on camera to answer any questions that have been sent in.

Logout

To exit the webinar, click the red button in the bottom right hand corner and **leave meeting.**

- The live talks will be recorded and shared online via our On-Demand service.

Contacts

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