

## Zoom webinar

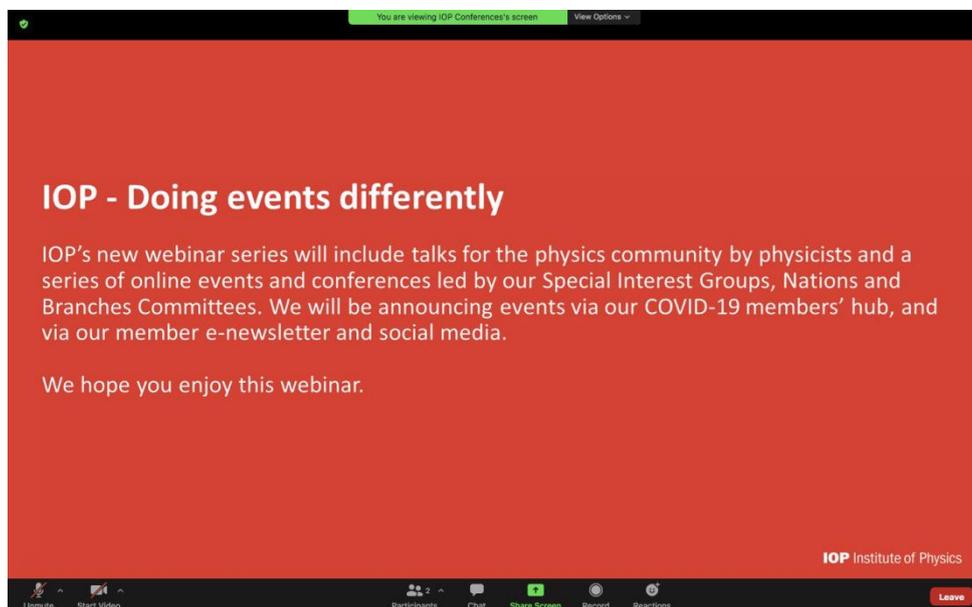
### Login details

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.

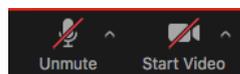
On the day of the webinar, please ensure that you login in **10 minutes** before the event is due to begin.

- To login, click on the URL provided in the zoom invitation sent to you by the IOP Conference Organiser.

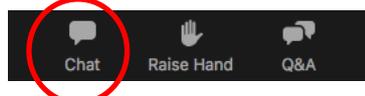
Once you have joined the webinar, the following dashboard will appear on your screen:



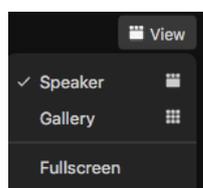
To share your camera and audio, click on the icon of the webcam and microphone.



- Please note that attendees will remain muted and off camera throughout the webinar.
- 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](mailto: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.



## 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.

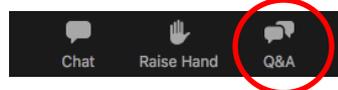


**Pre-recorded talks** – If you have sent in a pre-recorded talk, a member of IOP Conferences will load the video on their machine. After the presentation, please be available on camera to answer any questions that have been sent in.

Once you have finished presenting, please click **stop sharing screen** and **mute your microphone**.

## Questions

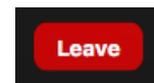
Attendees will have the opportunity to ask questions in the **Q&A box**.



At the end of your talk the Session Chair will either read these questions out to you or invite you to type a written response.

## 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](mailto:conferences@iop.org)