



Instructions for virtual event participants

GENERAL INSTRUCTIONS

1. Join the meeting by clicking the link provided.
2. If you are joining before the host has started the meeting, please wait in the lobby until the host starts the session.
3. Stay muted when not speaking during the session to avoid background noise.
4. Mute your cell phones and switch off notifications on your computer to avoid distracting sounds.
5. Once the meeting is over, please remain silent. The meeting will be ended by the host to log out all participants.

INITIAL SETUP

1. Hardware configuration

You will need:

- a computer. Using a cell phone outside or in a car is not recommended.
- a webcam.
- A headset or headphones with a built-in microphone to improve the quality of the sound and to filter out unwanted background noise.
- a wired connection if possible or a wireless high-speed Internet connection (Wi-Fi), ideally in a private location.

CONTROL PANEL

Using the icons on the screen, you can:

- mute/unmute your microphone;
- turn on/off camera ("Start/Stop Video");
- view the attendee list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand;
- access the chat window;
- leave the meeting.

INTERPRETATION

1. In your meeting controls, click the **interpretation** icon.
2. Click the language you would like to hear.
3. (Optional) To only hear the target language, click **Mute Original Audio**.

Q&A

- You are asked to use the Q&A icon on the control panel to submit your questions during the session.
- The moderator will select and ask the presenter to answer some of the questions in the sequence they were submitted.

TECHNICAL PROBLEMS

- If you have technical difficulties logging in to the meeting, please contact Nika Quintao at nquintao@ctf-fce.ca.