Instructions for virtual event presenters

GENERAL INSTRUCTIONS
- Join the meeting by clicking the link provided.
- Once you join, you will be greeted by a technician and they will assist with audio and video setup. You will have time to get oriented before attendees arrive.
- Stay muted when not speaking during the session to avoid background noise.
- Mute your cell phones and switch off notifications on your computer to avoid distracting sounds.
- Once the meeting is over, please remain silent. The meeting will be ended by the technician to log out all attendees.

INITIAL SETUP
Hardware configuration
You will need:
- a computer. Using a cell phone outside or in a car is not acceptable;
- a webcam;
- USB headsets with integrated boom microphones 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. We recommend a cable connection should you feel your Internet connection is unstable.

CONTROL PANEL
Using the icons on the screen, you can:
- mute/unmute your microphone;
- turn on/off camera ("Start/Stop Video");
- share your screen;
- access the chat and/or Q&A window.

TECHNICAL PROBLEMS
- If you have technical difficulties logging in to the meeting, please contact Nika Quintao (nquintao@ctf-fce.ca or 613-606-7809).