



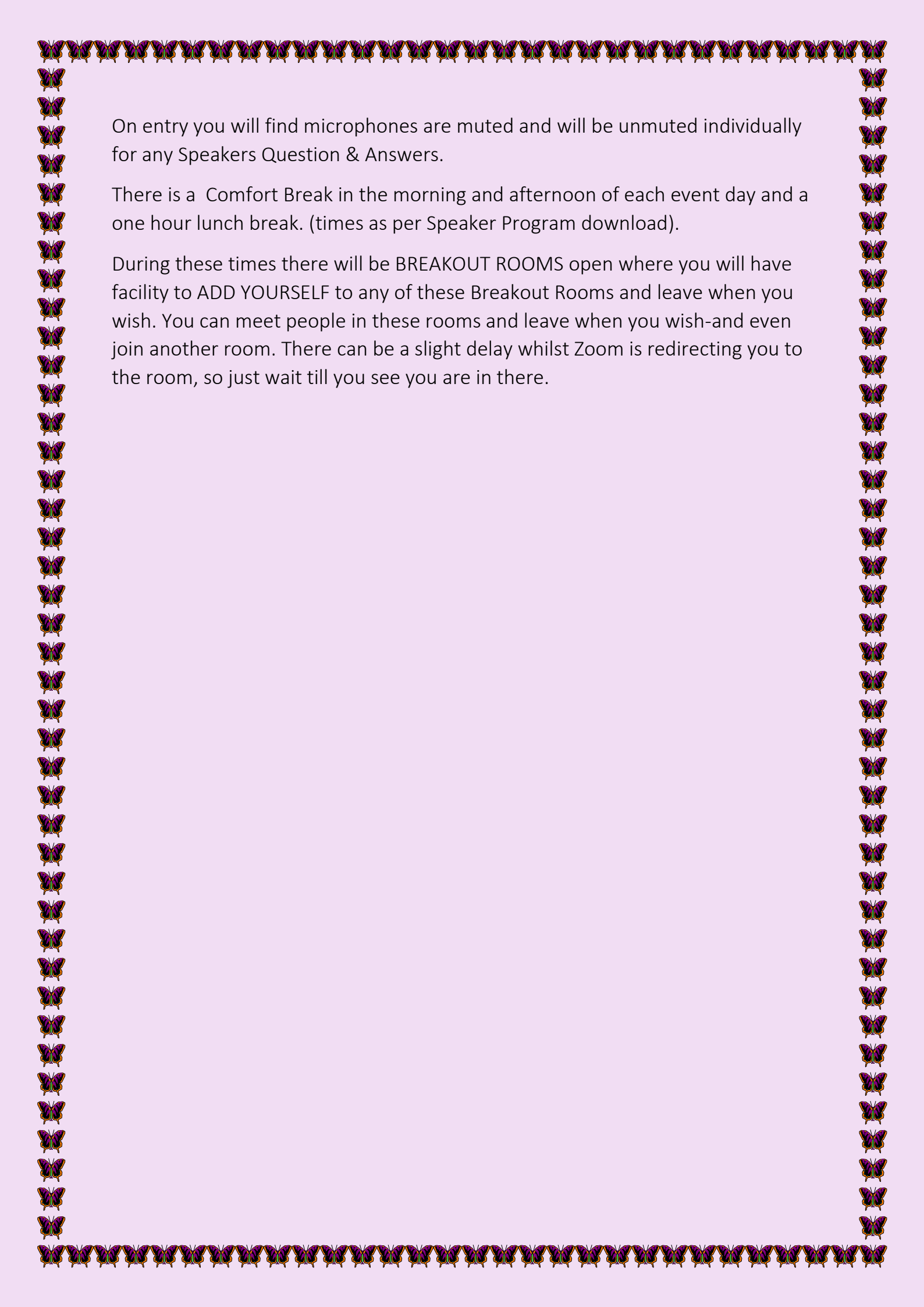
Zoom Online Event Guidelines

It's important we have the best connections possible for your 'live' online event and here are some guidelines that will help.

- If you are unsure how to Join a Zoom Event then there is a helpful link [here](#).
- Quiet and private place without any disturbances is one of the most important.
- Good internet connection where lap top (or tablet) is definitely preferred.
- Have another computer, tablet or phone as a back-up if possible.
- Mobile is not the best medium for the event and only really suitable if problems arise on other equipment.
- Be ready a good 15 minutes before the start of the event to ensure if you have any problems there is time to resolve them.
- Ensure your speakers, audio and video are set correctly and do checks for both where possible.
- Use headphones, ear buds or in-ear headphones to avoid feedback and for good sound quality.
- Often connecting your computer directly to the router with network cables for the best experience. (Speed is slower with wireless connection)
- A 5Mhz Wi-fi connection should be used if available with computer as close to hub as possible due to limited range.
- Normally at least 5 Mbps is required for internet connection upload & download speed.
- You can use free www.speedtest.net to determine your internet speed/connection.
- Attendees are not allowed to record any sessions; only the hosts can do this.

Some TIPS to help you have a better experience:

Before the event starts, you will enter the Waiting Room which will be open 40 minutes before the event. Your name and registration will be completed by an event helper, so ensure you have your ticket to hand as you may be asked for ID. Please ensure you access this area in good time from where you will be admitted to the event which starts promptly at 9.00 am GMT.



On entry you will find microphones are muted and will be unmuted individually for any Speakers Question & Answers.

There is a Comfort Break in the morning and afternoon of each event day and a one hour lunch break. (times as per Speaker Program download).

During these times there will be BREAKOUT ROOMS open where you will have facility to ADD YOURSELF to any of these Breakout Rooms and leave when you wish. You can meet people in these rooms and leave when you wish-and even join another room. There can be a slight delay whilst Zoom is redirecting you to the room, so just wait till you see you are in there.