

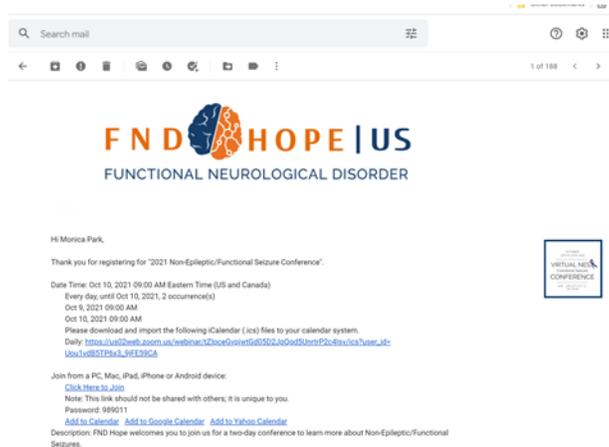
# 2021 VIRTUAL NES/FUNCTIONAL Seizure Conference



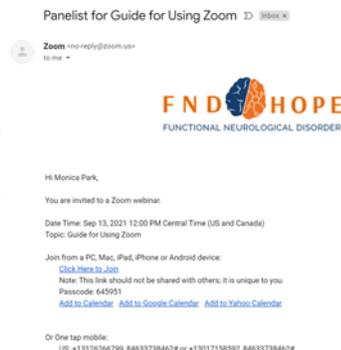
## TIPS FOR USING ZOOM

### JOINING THE CONFERENCE

Make sure to register for the conference at [www.fndhope.org/usa/seizureconference2021](http://www.fndhope.org/usa/seizureconference2021)  
Once registered, you will receive an email with the registration link.



\*\*\*IF you are a speaker and your presentation is NOT in a Breakout Room, you will receive a SEPARATE email with an invitation to join as a PANELIST. You will need this link to be able to turn on your camera and to share your screen when presenting.\*\*\*



If you are a **SPEAKER** and are scheduled for October 10th (Sunday), we recommend joining with your normal registration link to view the October 9th (Saturday) presentations.

You will not receive a Panelist Link if you are **ONLY** scheduled to speak in a Breakout Room.

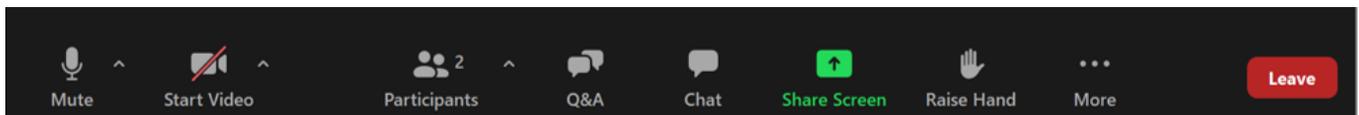
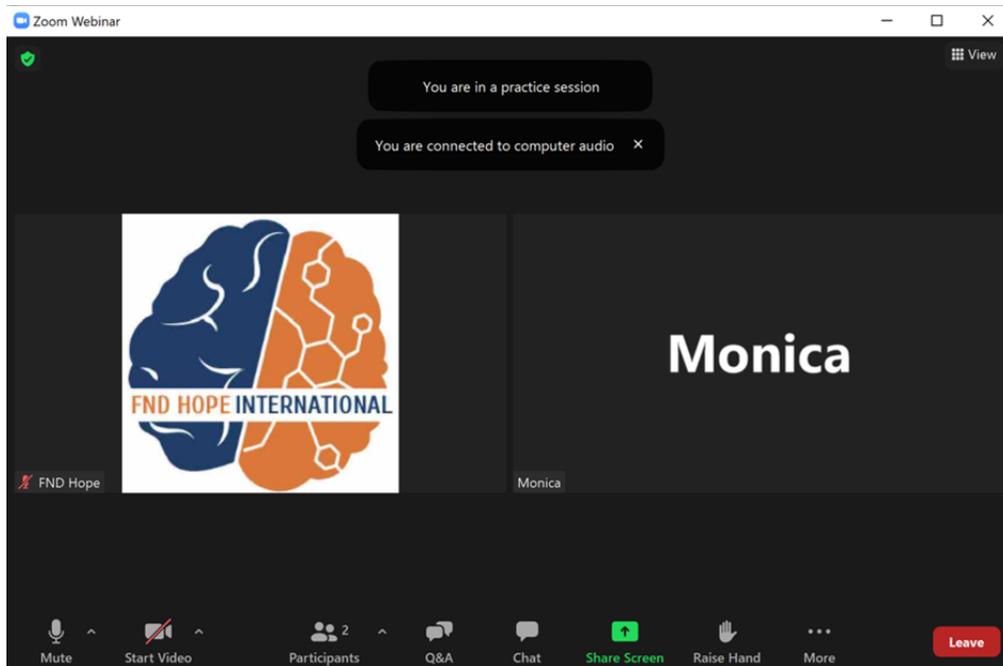
**ALL PARTICIPANTS will use the blue link that says "Click Here to Join" to join the conference.**

Join from a PC, Mac, iPad, iPhone or Android device:  
[Click Here to Join](#)  
Note: This link should not be shared with others; it is unique to you.  
Password: 989011  
[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)  
Description: FND Hope welcomes you to join us for a two-day conference to Seizures.

Use this link to join and re-join the conference at any time within the scheduled hours of the event.

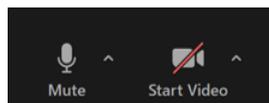
## USING CONTROLS IN THE WEBINAR/MEETING

Your screen will look similar to this photo when you have joined the conference. Please note the controls you have on the bottom row.



Mute/Unmute: Click on the Microphone icon on the bottom left to **MUTE/UNMUTE** your microphone. You will need to MUTE your microphone during when other presentations are taking place.

A **red line** will indicate if you are muted. Click the microphone again to unmute your microphone when it is your turn to speak.

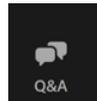
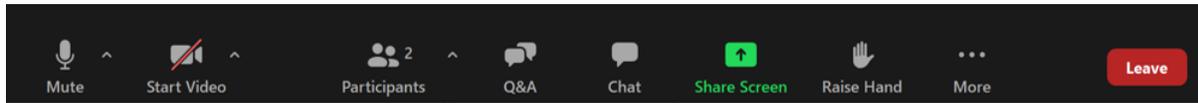


Camera/Video: Click on the Camera icon on the bottom left to **TURN ON/TURN OFF** your camera. You will TURN ON your camera when it is your turn to speak or present.

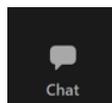
If you are an audience member, you are not required to turn on your camera to engage at the conference.

## TIPS FOR ENGAGING/ASKING QUESTIONS

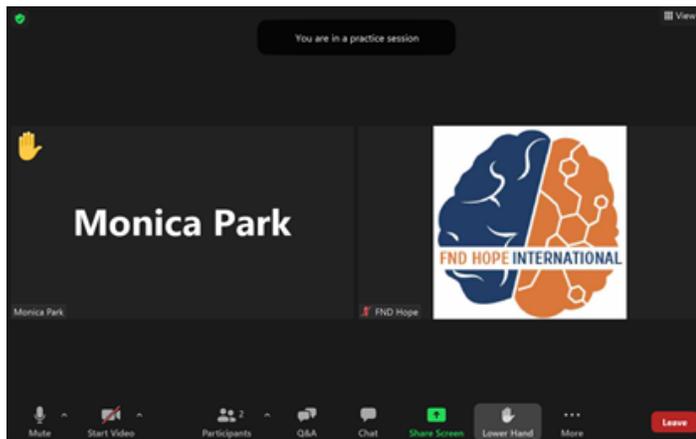
You will be asked to submit questions to the presenters via the Q&A option at the bottom middle of your screen. The icon has two speech bubbles.



A Q&A window will open. Type your questions here for the Host and Panelists to view your question and answer. Please keep questions appropriate and relevant to the presentation or discussion topic.



You can also take advantage of the Chat option, which has a single text bubble icon at the bottom middle of your screen. Anything typed into this box will be visible to all conference attendees.



You may also be given the option to "Raise Your Hand" to ask a question. Click on the hand icon at the bottom of your screen to Raise/Lower your hand to indicate you have a question. The host might limit the number of questions asked through this option due to time constraints.

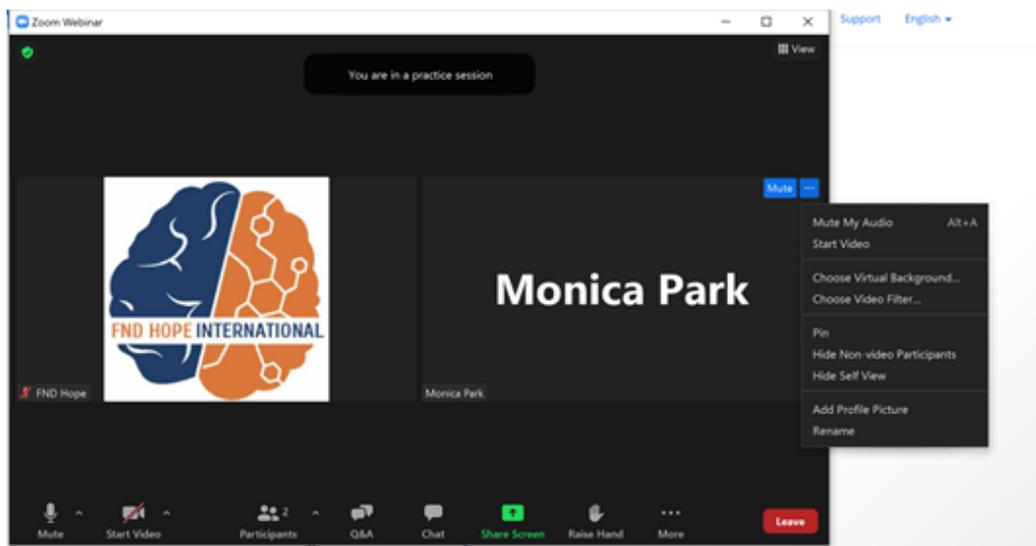
If your question is not answered or you'd like to know more, email us at [conference@fndhope.org](mailto:conference@fndhope.org) and we will do our best to provide more information.

## SETTING UP YOUR VIDEO

You will have some options for setting up your name and video background (optional).

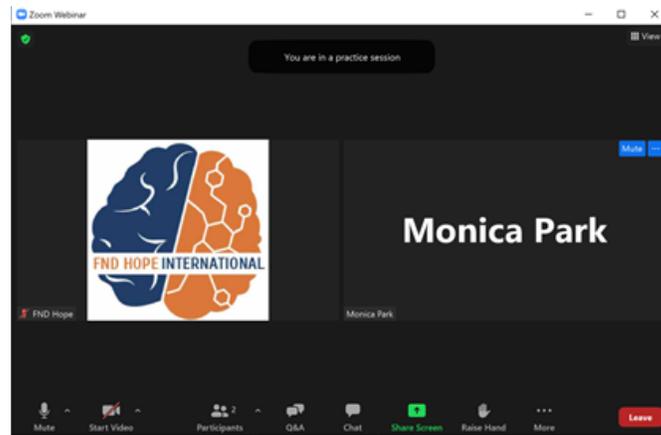
Click on the small blue box with the ... at the top right corner of your personal Zoom window to change your name or to choose a virtual background. Please make sure your name is appropriate and accurate.

You can also mute/unmute or start/stop your video here.

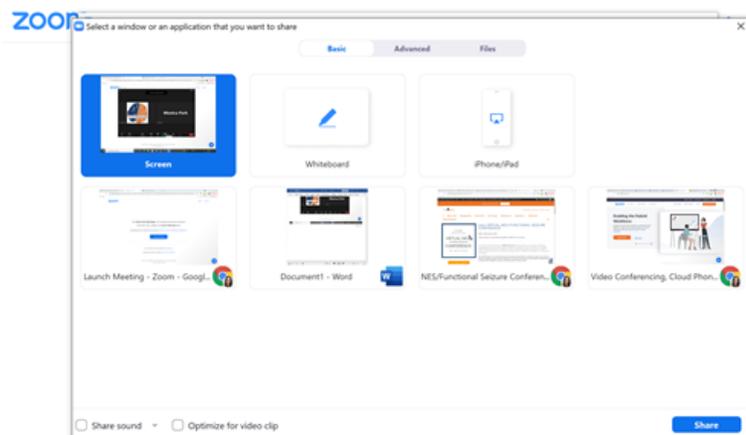


## For PRESENTERS: SHARING YOUR SCREEN

If you are a presenter and want to show slides or other materials during your presentation, you might want to use the Share Screen option. This is the green box on the bottom row of your screen.



A window will open, prompting you to choose what you would like to share from your computer/device. Click on whatever file you would like to share. This will automatically share your screen with the audience.



Click on the green button again to stop sharing your screen.

# Additional Information

## Joining a Meeting:

[https://support.zoom.us/hc/en-us/articles/206175806#h\\_bd83fa44-e32f-47b6-8fd6-0e2d1eb6077b](https://support.zoom.us/hc/en-us/articles/206175806#h_bd83fa44-e32f-47b6-8fd6-0e2d1eb6077b)

## My video/camera isn't working:

<https://support.zoom.us/hc/en-us/articles/202952568-My-Video-Camera-Isn-t-Working>

## Other Questions:

<https://support.zoom.us/hc/en-us>

Or email us at [conference@fndhope.org](mailto:conference@fndhope.org) for more information.