Basic Guide for ICAR Virtual Zoom Meetings in 2020

After the cancellation of the 2020 Congress there was a decision to hold virtual meetings on Oct 10-11 and 17-18. The Working Group has chosen a Zoom Webinar, and ICAR purchased the necessary licenses to conduct the meetings. The ZOOM Pro account can be used in advance of the Webinar to hold separate Commission meetings to prepare for the main event. Login credentials will be provided.

If you are not familiar with Zoom, you can find the basic tutorials here: https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials

Webinar Basics: During a Zoom Webinar there are just three categories of participants.

The Host is running the meeting with all screen controls, additional co-host can be designated by the host. The host can also act as moderator. The working group decided that hosts and co-hosts will have the content of all presentations on their computer, and they can stand in for each other if an internet connection is lost.

Panelists will be invited by the host; they will appear on screen during the presentation of their material. A sheet was previously provided on how to prepare a prerecorded presentation. They will each receive a unique URL that only they can use during the Webinar.

Attendees will not appear on screen, but they can submit questions to the host. They can be "promoted" by the host to panelist if they should be seen and heard on screen.

Everyone using Zoom should have a wired internet connection plus a microphone, camera, and speaker. Although a Zoom session can be done remotely with a phone, this will not be suitable for hosts and presenters.

You will find a number of helpful pages on running a Zoom Webinar, such as https://support.zoom.us/hc/en-us/articles/200917029-Getting-started-with-webinar

We will use a REGISTRATIONLESS system when the Webinar scheduled. We will be using a "third party" registration system organized by Stephanie Thomas, and Zoom will generate a common link for all attendees. After they get the link they simply log in, providing their name and email address.

This page was prepared by Topograph Media, we will be providing support and answering your questions related to Zoom. We will be prepared to "co-host" the sessions to support and assist the host during the meetings, including rehearsals. We will work with hosts and presenters to make their presentations functional on Zoom. Contact

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