BEFORE THE WEBINAR

If you are joining an ARMS PD Session @ Zoom, please ensure you have registered to attend. Once you register, you will be sent an event ticket that contains the Zoom Webinar link. The sessions will be held at **12pm AEDT/AEST** (AEST sessions: April – September). Make sure you double check what time this converts to in your region.

You can join the webinar online or by using your phone. We suggest you join using a computer (recommended) or smart phone so you can view the presentation and participate in the Q&A portion of the session. If you dial in to the session you will only be able to listen to the presentation.

If you're not familiar with Zoom, we strongly recommend you try accessing Zoom on your chosen device prior to the session. Test your connection to Zoom here. If you run into technological issues, contact your organisation's IT Support to determine the solution.

DURING THE WEBINAR

The presenter may display slides or show a video feed during the session. If you have any questions or comments for the presenter, please share them using the Q&A feature (details below). Other attendees will be able to read, like and comment on your question. The presenter will address questions (time permitting) and may also choose to follow up questions after the session by email.

We ask that all questions be respectful, relevant and as succinct as possible.

AFTER THE WEBINAR

ARMS will email all attendees with a link to a recording of the session, the presentation slides (if made available for distribution) and any other relevant links or material. This email will be sent within 3 business days of the session. The presenter may also contact attendees following the session with responses to questions and follow-up information.

WINDOWS AND MAC

To join the webinar, click the link in the event ticket that was sent to you after you registered. If you can't find this email, log-in to the ARMS portal and search for "Zoom" under the Events tab and then click "View" on the upcoming session (make sure you select the right date!).

If clicking the link does not open the webinar, you can download Zoom Client for Meetings and follow these steps:

1. Install the application.
2. Open the Zoom Client and click Join a Meeting.
3. In the Meeting ID/Personal ID/Personal Link field, enter the 9-digit webinar ID (listed on the event page), and click Join.

ANDROID AND IOS

Download the free Zoom app from the Google Play (Android) or the Apple Store (iOS). Once you have the app installed, click the webinar link in the event email and the app should open automatically. If clicking the link does not take you to the webinar, open the app and enter the 9-digit webinar ID (listed on the event page).

As an attendee, you will be able to view the presentation slides if the presenter is sharing their screen, watch/listen to the presenter and ask questions via the Q&A feature.

Note: Some attendee controls won't be available to you. **Your audio will automatically be muted and will remain muted throughout the session** (you will hear the presenter, but the presenter and other attendees will not be able to hear you). You will not be able to chat with other attendees.

Audio Settings

To adjust your audio settings in the webinar, click on Audio Options. This will open the audio settings section of your Zoom application settings. The controls under "Speaker" will affect how you hear the session presenter. Adjust the slider to change the volume.

Question & Answer

The Q&A window allows you to ask questions to the presenter. They may answer your question live in the Q&A portion of the session (time permitting) or address it afterwards via email. The presenter might not have the chance to respond to every question.

1. Click Q&A at any time during the session to open the Q&A window.
2. Type your question into the Q&A box. Click Send.
3. The presenter will answer your question live (out loud) in the Q&A section of the session.

Like and comment on questions

As an attendee you can also like or comment on other attendee's questions. This helps the presenter to identify popular questions, especially in a webinar with many attendees.

Click the thumbs up icon to like a comment. Click Comment to write a reply to an existing question. Type your comment and click Send. Your comment will appear beneath the question.

Chat

Chat will not be enabled for PD Sessions @ Zoom.

Leave meeting

Click Leave meeting to leave the webinar at any time. If you leave, you can join again by clicking the webinar link (if the webinar is still in progress).

ANY QUESTIONS?

If you have a question about using Zoom, please check the comprehensive Zoom FAQs. Questions can also be sent to ARMS at admin_officer@researchmanagement.org.au. If you need assistance with accessing Zoom at your office, please contact your organisation's IT Support.

ARMS
Australasian Research Management Society