**North Atlantic Roseate Tern Webinar**

**General points on webinars**

1. Zoom.com is a special platform for running webinars and online meetings.
2. Webinars are different from large meetings where every participant have the same privileges like for example in Skype meetings. It is more like a show for attendees where they can see a shared screen with the presentation and hear the panellist speaking. They have a possibility to ask questions though – see below.
3. Attendees need to register for the seminar on <http://roseatetern.org/north-atlantic-webinar.html> and join through a link provided or local telephone numbers.
4. After joining a webinar, attendees are muted by default, cannot switch on video and can see only limited options. This means that webinars can be watched by hundreds of people. Attendees can:
	1. Raise hand to ask questions. The host needs to unmute them to speak
	2. Send a message to all attendees and/ or panellists through a chat box
	3. Ask questions through Q&A box, where it can be answered by respective presenters (panellist).

**Instructions for joining**

1. You will receive a link to join the webinar as a panellist. This is a separate link to the advertised link for attendees, which gives you more options, most importantly the ability to share your screen.
2. Enter your name and email when prompted.
3. You will be prompted to **download Zoom app**. Although you can access the webinar via a browser, the app provides a much faster connection. If you cannot download new software on your work computer, please arrange access for another computer.
4. Select “Join with Computer Audio”. You can also test the speaker and microphone at this stage. After joining the webinar, you will see the control panel.
5. From here you can (from the left to the right):
	1. **Mute** microphone. Additional options for choosing your microphone and speakers are available if you click ^ symbol next to Mute button
	2. **Start/ Stop Video**. Additional options for choosing you camera are available if you click ^ symbol next to Start/ Stop Video button. This option is not available to attendees.
	3. **Participants**. A panel will appear on the right-hand side with two tabs for panellists and attendees.
	4. **Q&A**. The panel opens in a new window. Here you can answer any questions from the attendees.
	5. **Share Screen**. This option is not available to attendees. This is where you can share a window screen with your presentation. You have to select the window with your presentation open. Once you share the screen, all attendees can see it and hear you speaking as you go through slides. You will see the control panel on top of the shared screen.
	6. **Chat**. Additional panel opens on the right-hand side. You can message all the panellists, all attendees or everyone.
	7. **More**. This are additional options for the host mostly, but you can invite people to the webinar from here.

**Giving a presentation**

1. There are three ways you can handle your presentation:
	1. You can share your screen with the presentation running, which gives you an ability to use the pointer during your presentation
	2. You can send me the presentation and I can run it from my screen while you “just” do the talking. This will require asking to move to the next slide
	3. You can prerecord your presentation and run it either from your or mine computer. This is a good option if you cannot be there during the presentation.
2. Once you finish presenting, stop sharing the screen. The next presenter can then take over and you might want to look through Q&A panel for any questions.

**Prerecording your presentation**

1. In PowerPoint, please select SLIDE SHOW >> RECORD SLIDE SHOW

**Please send me your presentation by 21 February so I can run it from my screen in case any issues with the connection.**

Any questions or if you would like to test the platform before the meeting, please let me know.

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