

United for a Cure



Through Research

## Instructions On Connecting to NZBCS-2021 via ZOOM

### NZBCS-2021: the Virtual NZ Breast Cancer Symposium

Friday 19<sup>th</sup> November 2021, 8:00am – 4:30pm

Web: <http://www.nzbc.org.nz>; Email: [nabc@aut.ac.nz](mailto:nabc@aut.ac.nz)

Organised by



In association with



Breast Cancer  
Foundation NZ

Hosted by



[Gold Sponsor](#)



[Silver Sponsor](#)



[Silver Sponsor](#)

abcam

[Bronze Sponsor](#)

This guide is intended to support you on the processes that we have developed to support the successful convening of our virtual conference remotely.

### How to Connect and Actively Participate in the ZOOM Conference

[Sign up for a Zoom account](#) if you have not done so already or if you have not been provided one from your organisation. No special license is required to use ZOOM for Home. Any Basic (free), Pro, Business, or Enterprise user is also eligible.

NZABC<sup>®</sup> will send you an email a week before and the day before the meeting. There are several links that look like the following below:

<https://waikato.zoom.us/j/82205390264>

We ask that you join via your desktop, tablet, or laptop and click on the first link in the red box above. Joining by mobile phone is permissible but please note that active participation is greatly reduced through this format.

When you click on the link and join the meeting, you will be put in the ZOOM waiting room. The team will then let you into the meeting proper. This is to allow us to maintain confidentiality and avoid any accidental entry into the ZOOM room.

## When you join the conference as a participant

Once you have joined the conference, your microphone will be muted. You can use the chat function to ask questions, clarify information or make comments.

The in-meeting ZOOM chat feature allows you to send instant messages to other users within a meeting or a private message to an individual participant. In your controls at the bottom window, click **Chat**. If you are on a mobile device, tap **Participants**, then **Chat**. The chat window will open on the right side of your screen if you are not in full screen mode.

### Main and Breakout Rooms:

There will be two rooms. A main room and a breakout room.

All plenary talks, e-Posters, and Sponsors (Qiagen, AstraZeneca, MediRay, Abcam) sessions will take place in the main room.

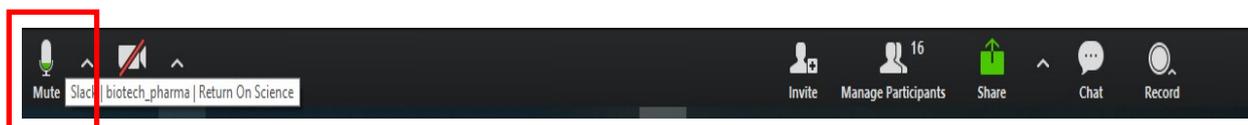
For other sessions, a breakout room will be available to join alternative sessions.

Once you have joined the breakout room, turn your webcam on and microphone off.

## How to put yourself on mute

Click on the Mute button as seen inside the red box. This will be at the bottom of your screen. It may automatically disappear when you move your mouse away and reappear when you hover over it at the bottom.

To switch your video on and off, you can click on the button right next to it.



## Zoom etiquette

- **Join early**– aim for 5 minutes before the meeting start time if possible to leave time for troubleshooting any unforeseen issues that arise.
- If you haven't used ZOOM before click the link to [download ZOOM](#) prior to the **day of the meeting** and familiarise yourself with any features you may need to use on the day – mute/unmute microphone, stop/start video, screenshare etc.

- If you already have ZOOM, [before your meeting](#) to ensure you have access to the latest enhancements. This typically only take a minute but ideally do this at least 5-10mins before the meeting start just in case.
- **Find a quiet space** without interruptions / background noise.
- Put yourself on mute when you are not talking. The chair will select the questions to be answered by the speakers. Participants are encouraged to use the chat function.
- Refrain from multitasking while in the conference.
- Please be patient as things may take longer than they usually do as we juggle things over Zoom.

### Zoom short cuts

For those who like to use shortcuts and hot keys this link has some pre-allocated ones:

<https://support.zoom.us/hc/en-us/articles/205683899-Hot-Keys-and-Keyboard-Shortcuts-for-Zoom>

### When you join the conference as a chair

1. Turn up 10 minutes prior to the session starting.
2. Ensure that you microphone, and video are on. This way we can test that you are fully connected to the other participants online. This can be done by saying hello and waving to those already in the meeting. Once you get feedback saying that they can hear and see you, please mute your microphone and leave your video on.
3. Each chair will introduce the speaker, and monitor the chat function for Q&A afterwards if the guest speaker is available.
4. The committee (**not the chairs**) will be responsible for setting up and running the pre-recorded speaker presentations as the appropriate time.
5. Please confirm that the video is playing with high resolution and sound via the CHAT function to the committee member assigned to your session.

## When you join the conference as a committee member

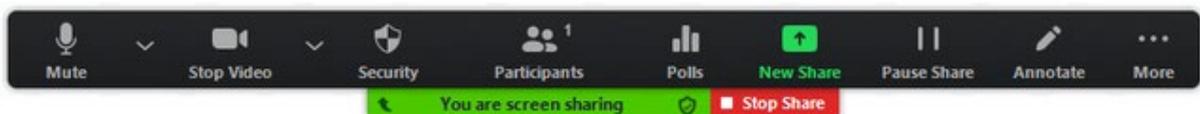
1. Ensure you have all the videos for your session downloaded and are available in a folder, rather than using the webpage.
2. The host of the meeting (Linda Peters) will make each member a co-host on ZOOM. Thus, you will have opportunities to “mute all” if any audience background noise is heard.
3. Make sure that you are not using your headphones so that the audio is available directly from your laptop or computer.
4. If any audio issues, click on the **Mute** button (far left button on bottom of the screen) to activate options to test or select the correct audio. Alternatively, refer to online support:

<https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>



6. Select the screen you want to share and select **Optimize for video clip**.
7. Click **Share** to begin sharing.

When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.



- **Mute/Unmute:** Mute or unmute your microphone.
  - **Participants:** View or manage the participants (if you're the host).
8. Start playing your video **in full-screen** while sharing your screen.
  9. Confirm with the chair if they can hear and see the video being played using the CHAT function.
  10. At the end of the presentation, you will need to **Stop Share** and set up the next video to share.