

## Instructions for participants

### HOW TO PARTICIPATE IN A WEBINAR

1. Before entry to the webinars, we need to verify that participants are actually registered, so, please join the meeting **10 minutes** before the scheduled start. All joining participant will automatically be placed in the waiting room before being allowed to enter the webinar session by the webinar organizer.
2. Since we will validate the registered participant through the **ZOOM display name** so, please add your ZOOM display name as indicated in the registration form (title & full name). Please note that the host will not admit participants into the meeting if the name cannot be identified. For more information on how to rename your ZOOM display, please visit <https://support.zoom.us/hc/en-us/articles/201363203-Customizing-your-profile>
3. For participants who have complete validation, we will add your account number in front of your name. In case of the duplicated name of participants in the meeting room, you are not allowed to attend the meeting.

### IMPORTANT NOTE

All participant will be automatically muted during the webinar; show your hand or send your question through "chat" and you will be unmuted.

- Please **do not transfer or broadcast the Zoom meeting link, ID, and password** to others who have not registered.
- In case you are not available to join in any webinar, please inform us through [webinars@pseforspeed.com](mailto:webinars@pseforspeed.com) at least 1 day before the scheduled webinar so we can assign your place to another participant. Failure to inform us may result in cancellation of registration in other PSEforSPEED webinars.
- If you have any questions, please wait until the Q&A session in each part. The participant who has a question, please give us the "raising hand". When your turn comes, we will send you the message "The host would like you to speak" and you can select unmute for your question. You are supposed to only ask and share topic-related information. Avoid advertising any personal product or service during the webinar.
- As a participant, you will have very restricted rights. You can only see and listen to the presenters and see how many other participants join the meeting. Communication is possible only via the chat window.
- If you have lost internet connection with the webinar or your video and audio are frozen, please re-enter the webinar room once again. To do so, update your browser tab and enter your credentials once again.

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### JOIN THE MEETING

Join a meeting by clicking on a Zoom link provided by the meeting host

- Follow the prompts to download and run Zoom
- Enter the meeting ID if prompted
- Click to join the audio conference.

### MUTE/UNMUTE & AUDIO SETTINGS

All participant will be automatically muted during the webinar. The webinar organizer will allow you to unmute if you have any question during Q&A session. If you click on the arrow next to the mute button, you will have additional options for audio settings. You can change your microphone, leave the compute



### LEAVE THE MEETING

You can leave the meeting at any time by clicking on the Leave Meeting option at the lower right corner of the Zoom window.

### CHAT

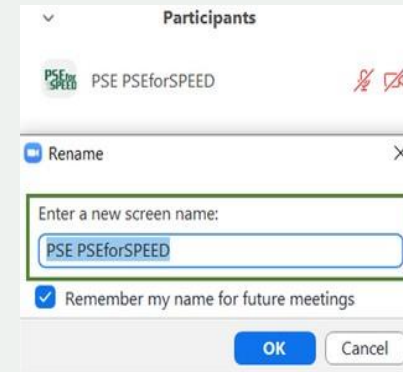
Chat with individuals or everyone in the meeting. Click Chat to open up the chat window and chat with other participants or view chat messages. Select the drop down next to To: to change who you are chatting with

### PARTICIPANTS



If you click on Participants, you can see who is currently in the meeting. The participants list also gives you the option to rename yourself.

**Rename** - please change your ZOOM display name as indicated in the registration form (title & full name)



PSE for SPEED Webinar Series 2021: Registration Form	
Title & Full Name:	PSE PSEforSPEED
E-mail address:	webinars@pseforspeed.com

### REACTION

Raise Hand - notifies host and shows a prompt to simulate hand raise

