

Zoom instructions for conference participants:

- Start by registering for a free Zoom account (<https://zoom.us/>) and download the Zoom application on your device.
- When you click on the Zoom link you receive by email or in the Gather space, you will be prompted to open the application. Click “allow” or “yes” and you will be automatically taken to the panel session.
- If you are using Zoom for the first time, you will be presented with two options for joining the panel:
 - If you haven’t done so already, Zoom will prompt you to download and install the app. After installation you’ll need to click the Zoom link again to access the panel.
 - The second option is to join from your browser, for which you need to create a free Zoom account first. This option will allow you to use Zoom without downloading any software on your device.
- Zoom might also prompt you to enter your name for the meeting. Please indicate your name (and preferred pronouns, if you want).
- If the meeting has not yet started, please wait a moment and take this time to turn off your microphone if it is not muted already.
- When you are ready to leave the event, click “Leave Meeting” at the bottom-right corner of the screen.
- If you joined the Zoom panel through the Gather space, you will return (“respawn”) there.
- If you have any issues accessing the Zoom panels, please contact cpdservices@abdn.ac.uk or approach the help desk in the Gather main lounge.

Zoom instructions for SLAS2021 panel chairs:

- See participant Zoom instructions above for basic information.
- The SLAS2021 Zoom links are set up so there is no waiting room, which means that your audience can enter at any time.
- Bear in mind that this means that participants will be able to hear you talk if you want to discuss the panel before you start. Our advice is to have a pre-panel discussion in the Gather space instead (e.g. in one of the private conversation areas)
- All participants are muted automatically on entry, but do not hesitate to ask people to mute their microphone if necessary.
- The panel rooms are set up so that every participant can share their screen, but our recommendation is to limit this feature to the panellists.

- The purpose of the pre-recorded presentations is to allow as much time as possible for the discussion. We ask panel chairs to ensure that presentation summaries are kept short (5-7mins). While we have set aside 1.5 hours per panel, we're aware that virtual events can be taxing so please feel free to end your sessions earlier.
- A few panels have opted to deliver live presentations. These are marked on the programme and include some time for discussion after the 15-20 minute presentation.
- To facilitate the discussion, you can ask people to share their questions in the chat or to unmute themselves to speak.
- The Zoom links are only accessible to registered conference participants, but if you have any concerns, please contact cpdservices@abdn.ac.uk or approach the help desk in the Gather main lounge.
- After your time slot you can continue the panel discussion in the Gather space. If you entered the Zoom link through Gather, you'll return there automatically after leaving the Zoom meeting.