



## Webconference/Webinar Guide and Tips

We have provided a guideline to our live lecture session. Please review the following:

### Attendee Participation

- Upon entering into the webinar, participants will be automatically unmuted. We encourage participation, however, please self-mute when not speaking to minimize any audio feedback.
- We ask that you arrive promptly to the session.
- The facilitator may ask to share your webcam for introductions, however due to bandwidth and possible interference, we'll ask for webcams to be turned off for the duration of the session.
- If you need to step away, please let the facilitator know by sending a message in the chat box.
- Be mindful of the time when sharing your comments.
- Engage in questions proposed to the group, offer your comments and feedback; share your experiences.
- If you require stepping away from the live session for any reason, please do so, as we all understand the current home environments may be a challenge. We ask that you ensure that you are on mute (if not already).

### Zoom Platform – Web Conferencing application

- If you experience any technical issues on the Zoom platform in session, please message one of the moderators through the chat function to assist you.
- If you experience issues logging into the webinar session, please reach out to Nicole Fung at [nfung@simulationcanada.ca](mailto:nfung@simulationcanada.ca) for assistance.
- We encourage you to join the webinar a few minutes earlier to allow for the application to connect and so that you can familiarize yourself with the platform tools and functions.

### Helpful Tips

- Check your internet connection and bandwidth.
- Situate yourself near your internet router.
- Close all other programs on your pc/laptop except the Zoom platform (unless otherwise needed) while in session. This may be causing the lower audio/video quality due to running multiple programs.
- If there are others in your household using WIFI (streaming etc.), this may be contributing to the quality of your connection.