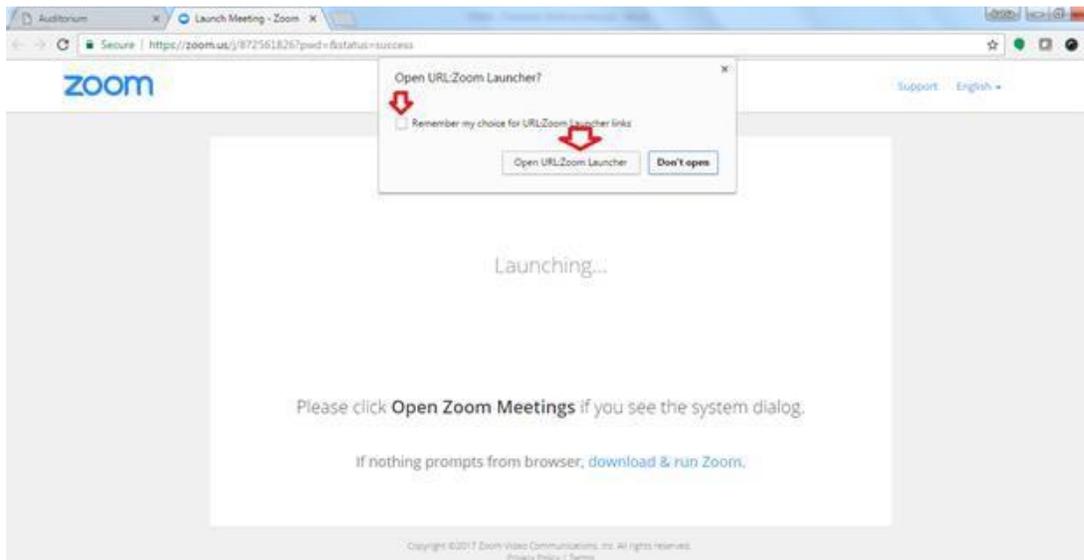


## Zoom Speaker/Presenter Guide

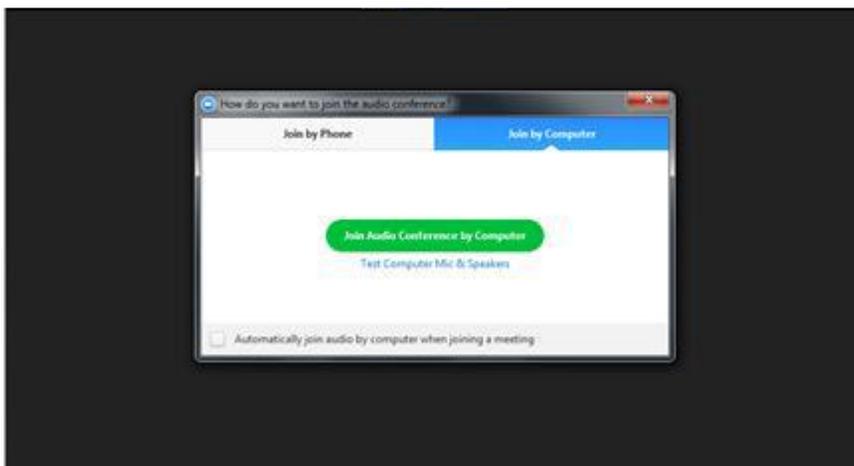
- Use Chrome or Safari to access the webinar. The Zoom application is the preferred method of connecting. If you are prohibited from downloading the Zoom application, enter the webinar through Chrome or Safari.
- Ensure your microphone and video camera work properly.

**Step 1:** You should have received a unique Zoom panelist invitation from the vFairs Team ([no-reply@zoom.us](mailto:reply@zoom.us)) for your session. Click on the URL in this email to access your webinar session. Please join the link **20 minutes** prior to the start of the session.

**Step 2:** A new tab and pop-up will appear. Check the “remember my choice” box and click “Open URL: Zoom Launcher.”



**Step 3:** You will be directed to a pop-up window with two options. Click “Join Audio Conference by Computer” option. This will enable your audio. If you are not automatically directed to this window, you may need to install and run Zoom on your system. This will only take 2-3 minutes.



**Step 4:** You have been successfully added to the webinar as a panelist.

## Zoom Speaker/Presenter Guide

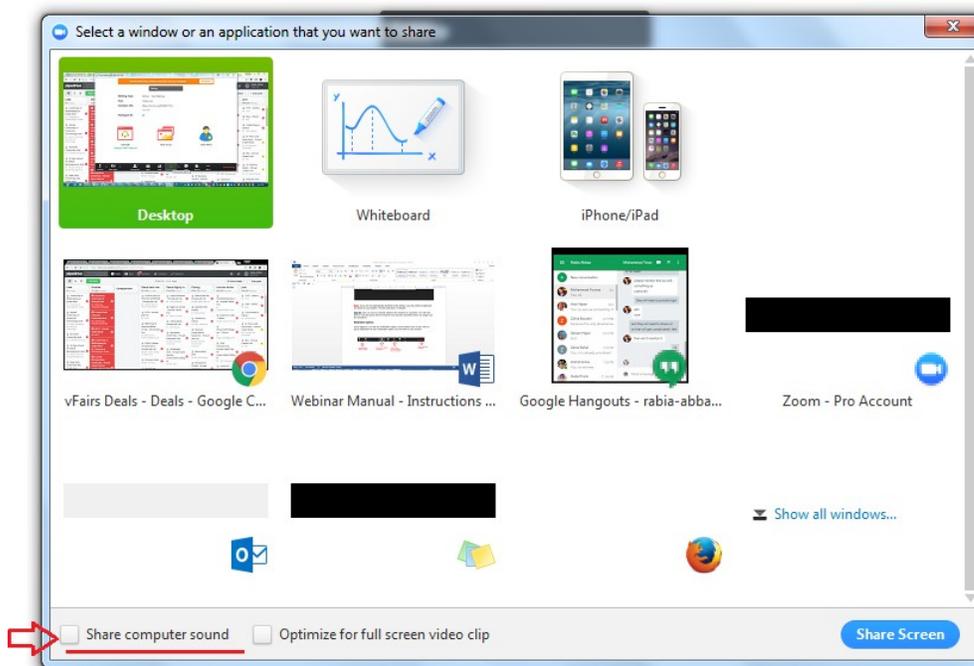
**Step 5:** Once logged in, you will see options on the bottom of your screen.



**Enable/Disable Video:** Click on the video icon to enable or disable your video.

**Screen Share:** Select this option and share your desktop to display any content, including presentations. Tip: Download and save any presentations, videos or documents you will need for your session on your desktop.

If you are planning to broadcast a recorded file/video, then make sure to check the “share computer sound” checkbox before sharing your desktop. This will broadcast sound for the video/file.



**Step 6:** If you need to rename yourself, click on the participants list, hover over your name, and select rename.

**Step 7:** You will be able to freely speak and test your equipment one more time before the session goes live. Prior to the session going live, turn off your webcam and mute your microphone. Only unmute when it is your turn to speak.

**Step 8:** The session will go live, and the session moderator will introduce the session and speakers according to the agenda.