



How to Join our Congress

General instructions

During the days of the HydroMediT 2021 Congress, there will be 3 Zoom “Webinars” (virtual meeting rooms) running at the same time, one for each Congress Hall.

So, there will be sent **3 different invitation emails** to you **each day** of the Congress, 1 hour before each webinar begins.

That is 3 invitation e-mails for 3 days (total of 9 different emails).

The invitation sent to your e-mail by the host is strictly personal and cannot be shared.

In case you cannot find the invitation e-mail, please check your e-mail spam folder also.

As the Conference requires registration you will only be able to join the Webinar using your e-mail with which you have been registered.

You can join only from one device at the same time.

For any technical assistance, please contact: hydromedit_support@aegean.gr

Download Zoom

It is recommended that you download the latest version of Zoom Client (<https://zoom.us/download>)

Have a pair of headphones or speakers ready.

Join Zoom Webinar

You will receive a Zoom Webinar invitation which will contain a link to join the meeting.

At the time of the live session, please make sure you open the right e-mail for the day and the Congress Hall you would like to attend.

Press the “Click Here to Join” link – shown below.



Hi Eleni,

You are invited to a Zoom webinar as Panelist.

Προσοχή! Για την σύνδεση σας στο webinar ως panelist, θα πρέπει να ακολουθήσετε το σύνδεσμο που αναφέρεται παρακάτω στο email αυτό.
Μην προωθήσετε αυτό το email. Είναι προσωπικό!
Caution! To connect to the webinar as a panelist, you must follow the link below in this email.
Do not forward this email. It's Personal!

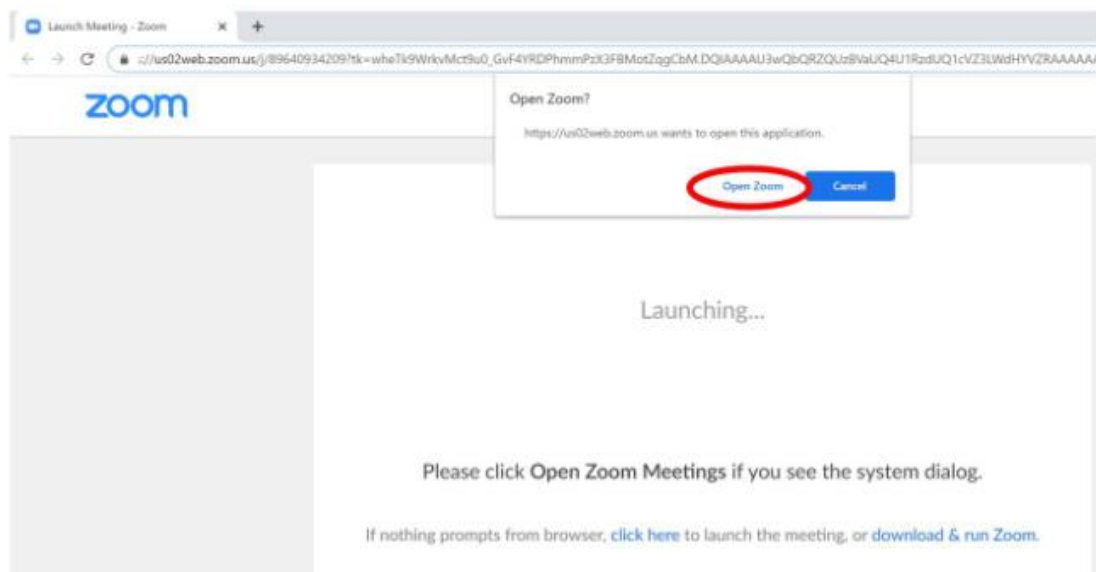
Date Time: Oct 29, 2021 10:00 AM Athens
Topic: My Webinar

Join from a PC, Mac, iPad, iPhone or Android device:

[Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.

- Your browser will open along with a small popup window, as shown below. Click “**Open Zoom**” to launch the Zoom application & your session.





During the Congress webinar if you need any technical support you can send a private message to the technical team by sending a **private chat message** to the Webinar host (HydroMediT 2021 Congress Hall 1-Mytilene, HydroMediT 2021 Congress Hall 2-Volos or HydroMediT 2021 Congress Hall 3-Messolonghi,, depending on the webinar you are attending)

Panelists

If you are a **panelist** (speaker, presenter, moderator), please make sure you have used the corresponding e-mail and link to join the Congress Hall you are presenting in, at least **15 minutes** before the session in which you participate and present your work starts.

Please enable your microphone and webcam to participate verbally, **after** the moderator gives you the 'floor'.

You also have the option to share content according to the Conference schedule., For more instructions visit:

<https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen>

Remember to mute yourself once you turn the Webinar over to the moderator.

Attendees

If you are an **Attendee** (audience registered and attending the event) you don't need a microphone, as **all attendees are muted** but you will need one if expected to participate. In this Congress **attendees can only use Q&A to communicate with speaker**, unless promoted by the Chair to activate their audio.

Raise Hand

1. Click the **Raise Hand** button to indicate to the host and panelists that you would like to participate, if needed.
2. To lower your hand, click the Lower Hand button.

Ask Questions with Q&A (Questions & Answers)

You can pose questions to the host and panelists using the Q&A feature. The host or panelist may choose to respond to you privately or send your question and answer to everyone in the webinar.

1. Click the Q&A button to open the window.
2. Type your question in the text field.
3. Click Send.



Leave a Webinar

1. Click the X in the upper-right corner of the window to exit the Webinar.
2. Click the Leave Meeting button.

Before Webinar Zoom Instructions

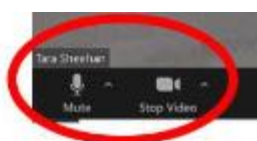
If you are new to Zoom, check out Zoom's video tutorials <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

On a mobile device

Alternatively, you can use the Zoom mobile app on iOS and Android devices. For help with using the mobile app, visit the Mobile section of the [Zoom Help Center](#).

Understanding the Zoom Webinar Features (only for Panelists)

Once in the Zoom webinar, the audio and video controls can be found in the lower left corner of your screen.



Audio – Please mute your audio when you're not presenting or answering a question directed at you from the chair.

Video – Please share your video while presenting or speaking.

Q&A – The audience will not be able to speak during the session so they can ask questions in the "Q&A" feature. The chair will manage audience questions and verbally direct them to the appropriate presenting author in the last 2 minutes of your session. The Q&A box is shown below in the middle of the screen.

Share Screen – This is one of the most important features for presenting authors and will be used to share slides during presentation time.

- Open your presentation

-When you're ready to share your presentation, click the green "Share Screen" option, select your application or desktop.

"Share" button in the bottom right corner.

In case you are sharing sound also select **Share Sound** in the bottom-left corner of the share selection window.



In case you are sharing video select **Optimize for video clip** also.

- Pause Sharing – If you need to do something on your screen that you do not want the audience to see, you can pause your screen share in the upper toolbar. Please remember to resume share, once ready.
- Stop Sharing – Once your presentation is complete, please select “Stop Share” in the upper toolbar of your slide screen.



Help

- [Live training and video tutorials](#) are available
- Zoom [help and support pages](#)