

## EEH CME Video Conference Instructions – FOR PARTICIPANTS

### Best Practice for Participants

- Prior to the activity date, test your computer/device to ensure that you have the appropriate hardware/software functionality: <https://www.webex.com/test-meeting.html> or <https://zoom.us/test>
- A headset is better than built-in speakers/microphones, depending on your computer/device.
- Choose a quiet place to help remove background noise from your location. Test for sound.
- Use the best connection possible - wired is better than wireless, but both work if your connection is solid.
- During the session, mute your microphone so that others are not distracted by any background noise.
- Remember to turn on your video so that we can confirm your attendance via printable documentation. If video is not an option, make sure your name is associated with your device or type your name in the chat so there is printable documentation of your attendance.
- If your video is on, remember that you are visible – anything you do is likely being seen by others. Remove things from the background that you don't want shared. Don't do anything or wear anything you wouldn't if you were attending live.
- Log-in to the conference about 5 minutes before the conference to ensure everything is working.
- Stay focused – having the primary speaker view at the top middle of the screen will help you look forward. If you are looking elsewhere or getting up and leaving the room, the speaker will likely see this as well. We like to be respectful to our speakers who donate their time as well as others. If you need to leave the room or do something else, turn off your video temporarily.
- Turn off competing applications and alerts.

### Information Provided

1. You will need a computer, tablet, or smartphone with speaker or headphones and video capabilities. You have the option of checking your video and audio prior to joining a meeting. Computer with audio and webcam is the best option for a video conference.
2. Once you have registered for a video conference, the registration confirmation will include instruction on how to “**Join via computer**” as well as phone numbers for “**Audio Only**” options. Audio only options will NOT allow you to see the presentation material. However, this may provide better sound quality if your computer speaker quality is subpar. You can dial-in and use the computer to see the presentation without computer audio.
3. The instructions will also include an alpha-numeric or numeric Meeting ID that need to be entered to join the meeting.

### Joining a Video Conference

1. Check in at least 5 minutes before the start of the meeting to ensure your computer, tablet, or smartphone has the necessary tools to join the video conference.
2. At the start of the video conference, click on the link provided in your confirmation email (or meeting invitation). If you do not already have the Zoom or WebEx platform on your device, you may be instructed to download it.
3. Before joining the video conference, you have an opportunity to test your audio and video by clicking on “Test Computer Audio”. Once you are satisfied that your audio works, click on “Join Audio by Computer”. If the sound quality is not appropriate, use a phone to dial in and click on the dial-in option on your device.

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## Participant Controls

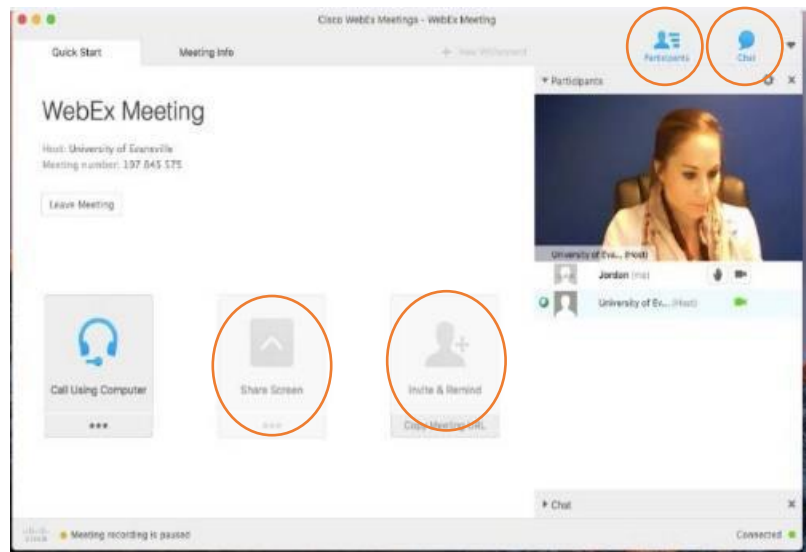
We ask that participants **use their video** so that attendance can be taken for credit purposes. If video is not an option, then we ask that **participants identify themselves in the chat** area to ensure that we can confirm via printable documentation who is in attendance during the video conference.

If Zoom is the platform being used for the video conference, you can do any of the following using the participant controls below:



- Mute/Unmute your microphone
- Turn on/off the webcam (to show yourself)
- Invite other participants
- View other participants and raise your hand
- Change screen name
- Share your screen
- Chat
- Speaker view/gallery view

If WebEx is the platform being used for the video conference, participants can do any of the following using the participant controls below:



- Mute/Unmute your microphone
- Turn on/off the webcam (to show yourself)
- Invite other participants
- View other participants and raise your hand
- Change screen name
- Share your screen
- Chat
- Speaker view/gallery view

Thank you for attending these wonderful educational opportunities!