

Here are some simple points to ensure you have a good experience at your online event.

Joining the meeting

1. CFCFE conferences are generally held on the Zoom platform. If you are not familiar with Zoom, here is the FAQ area: <https://support.zoom.us/hc/en-us/articles/206175806>.
2. You should have received a link to join the meeting in an email following your registration. If you have not, please contact Nick Money, nick.money@cfcfe.eu +44(0)7540 259053.
3. Click on the link to join the meeting. If the hyperlink does not launch Zoom from your email, copy and paste the entire link address into your browser address bar. You can only join the meeting using this link.
4. If you have connection problems and need to phone into the event, you can call Zoom telephone numbers that will be included in the event details sent to you.
5. You will be muted when you enter the meeting. Please stay muted throughout, except for any breakout sessions or unless chosen to ask a question (see below).
6. You will be visible on-screen unless you Stop Video yourself.
7. CFCFE conferences are usually being recorded, but not breakout sessions. By joining the meeting you give your consent to your intervention being recorded. The Chat will also be recorded and may be provided to attendees after the event.
8. Check your connectivity ahead of the conference. It is recommended that you turn off other applications that may be taking capacity from your Internet connection.

Timekeeping

9. We will be strict on timings to ensure we complete the agenda. Therefore we suggest you log in at least five minutes before the event starts.
10. We will provide timing warnings in the run-up to the start of each session.

Breakout sessions

11. For small group discussions, we use the Zoom breakout room facility, so that you can directly interact with other participants by video.
12. Groups will receive a notice shortly before the breakout session is to close.
13. You can leave a breakout group at any time. You will return to the main conference room.
14. If you have any question or problems, you can send a chat message from the breakout group to one of the organisers, usually Nick Money or Paul Jones.

Chat and Q&A

15. You can use the Zoom chat function to communicate publicly with everyone or directly with other individuals attending or one of the organisers.
16. Also use chat, addressed to Everyone, to submit questions to speakers. Facilitators and speakers will select from those submitted on chat, and if your question is chosen, we may give you the opportunity to ask it verbally by unmuting you.

General queries and support

17. If you have any queries before the meeting, please get in touch with Nick Money nick.money@cfcfe.eu +44(0)7540 259053. During the meeting, use these channels or the chat function to contact Nick.