ATTENDING A STANFORD CME ZOOM WEBINAR

Tips for joining and participating in a video conference

1. CHECK YOUR CONNECTION
   It is strongly recommended that you test your connection before the webinar. Please note: Connecting via a wired Ethernet jack prevents WiFi dropouts and speed issues.

2. POWER UP
   If connecting from a laptop, plug in the laptop wall power. Battery use can adversely affect video quality.

3. EQUIPMENT
   Ensure your headphones or speakers are working properly. Earbuds or headphones are preferable to avoid audio feedback and echo.

4. JOINING THE WEBINAR
   To join the webinar, click the link in the e-mail Stanford CME provided you after you registered. You may also join manually by locating the 9-digit meeting ID/webinar ID from your registration e-mail.

5. SPEAKER Q&A
   Once the webinar is opened, you may use the "Chat" or "Q&A" functions. If you want to ask the speaker a question, click the "Q&A" button, click "Ask", type into the text field, and click send.

6. NEED HELP?
   If you are having problems with the webinar, you can talk directly to Stanford CME using the "Chat" button. A member of our staff will help troubleshoot any technical issues with you.

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