

ATTENDING A STANFORD CME ZOOM WEBINAR

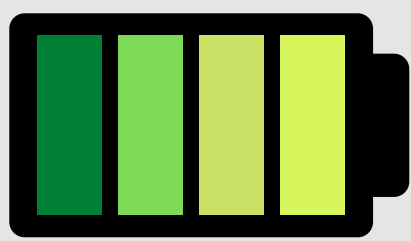
Tips for joining and participating in a video conference



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.