

Get Ready for the Gauge O Guild ‘An Evening With’

Be Prepared for the Live Sessions

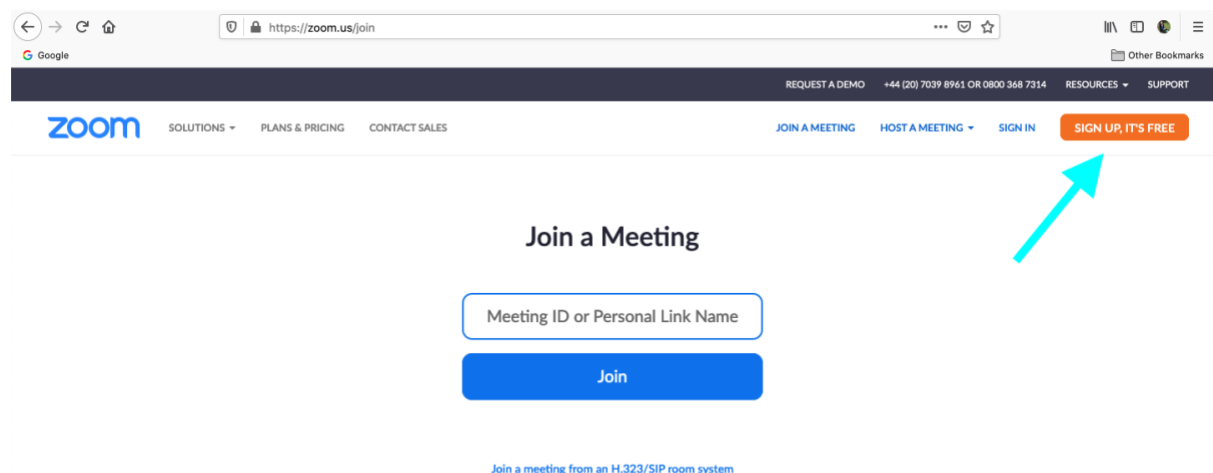
To join by Zoom you don't need to install any software - just click the link in the email you have been sent and then click "download and run Zoom" if prompted to do so.

There is further information about joining a zoom session without downloading here:

<https://support.zoom.us/hc/en-us/articles/214629443-Zoom-Web-Client>

Joining a Zoom meeting without installing may give limited features so for more information about the free Zoom download, which can be done ahead of the evening,

visit: <https://zoom.us/join>



These ‘An Evening With’ Zoom sessions will be recorded and converted to video so that they can be watched by Gauge O Guild members who could not attend after the event.

If you do not want to appear in the video, you can turn your video camera off once you are in the session or change your name in Zoom

We will also be asking people to mute on entry and ask questions by chat.

Please read the following important information.

IMPORTANT INFORMATION

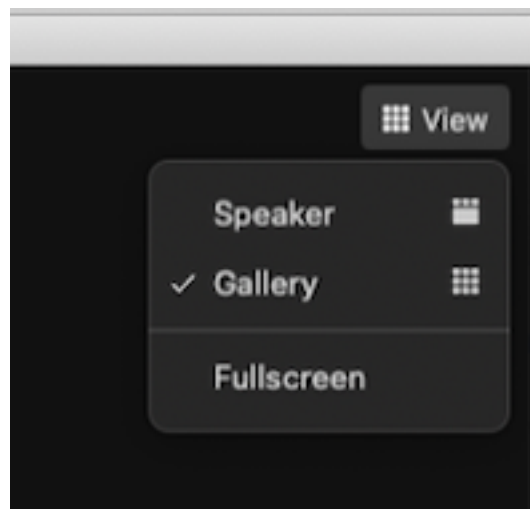
In view of the fact that we may get a large audience joining the Live sessions we have automatically muted all participants on entry to remove background noise and to ensure that we do not talk over each other

We can admit up to 500 participants for each session

You will not be able to see all the visitors on one screen so we have to manage each session very carefully so you can see the Chairman and speaker(s) and so that you can ask questions even if they cannot see you

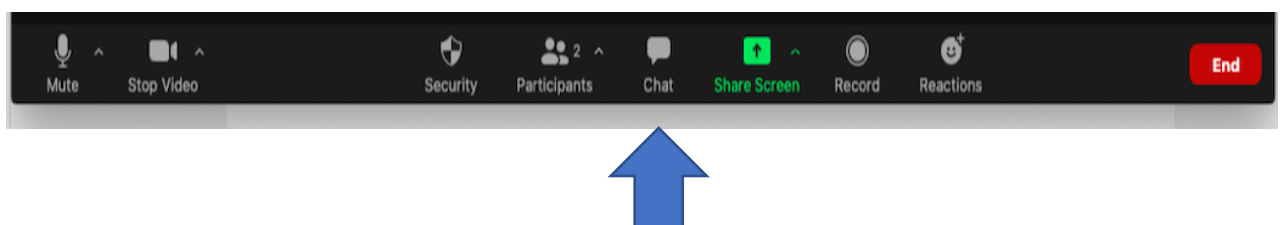
When you enter the Zoom session make sure you are on speaker view which means whoever is speaking will be the largest picture on the screen

To do this, move your cursor around the Zoom screen, to find a little icon of either nine very small squares (Gallery view) or one large square with three little squares above it. (Speaker view). This 'view' icon is often in the top righthand corner of the screen



You can choose one or the other.
Please select speaker view.

As mentioned, we have muted all visitors on entry to the sessions so that we eliminate background noise and prevent people talking over each other. In order to ask questions, please move your cursor to the bottom of the screen and you will find a tool bar appears and one of the tools is a Chat icon



If you click on this it will give you a new panel at the side of your screen and at the bottom you can type a question to everyone which the Chairman will be able to see.

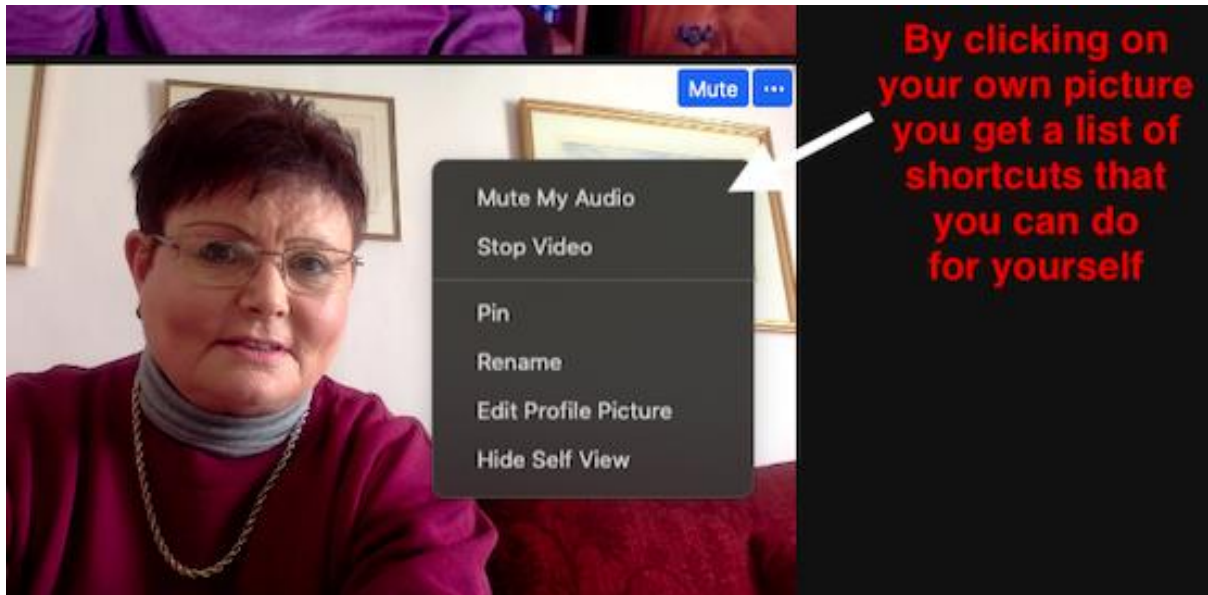
Once you have typed your question, press enter on your keyboard, and the question will appear at the top of the chat panel.



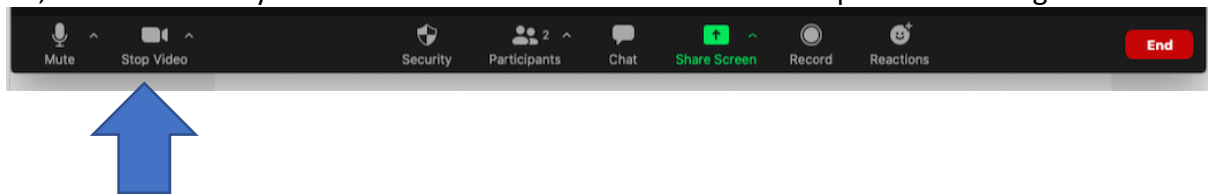
Every session will have a Chairman and Co Chairman. One or other of them will take questions in order of arrival and direct them to the Presenter(s).

If you have a private question for the Chairman or for someone else you have seen on screen, next to Everyone at the bottom of the Chat panel is a down arrow and if you click on that, it will give you a list of people who are present and you can select the Chairman's name or another participant.

Whilst in the Zoom session, it is easy to stop your video or change your name for anonymity as it is being recorded



Or, on the tool bar you can click on the video camera icon to stop and start image



And, you can right click on your name to change it to something else



Don't forget if you have any queries – contact 07810 861362 or email me via jackiegogevents@gmail.com

Thank you

Jackie Kneeshaw

Gauge O Guild Chairman of Events