



4TH AFRICA ANIMAL WELFARE CONFERENCE WEBINAR REGISTRATION GUIDE

1. Using The link sent to your email for registration – Click on the link on your email and you will be directed to the registration page.

Webinar Registration



Topic	4TH Africa Animal Welfare Conference 2020
Time	Sep 7, 2020 03:00 PM Sep 8, 2020 03:00 PM Sep 9, 2020 03:00 PM Sep 10, 2020 03:00 PM Time shows in Nairobi


* Required information

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Email Address *	<input type="text"/>	Confirm Email Address *	<input type="text"/>

2. Make sure you insert you names and email address and click on register

Webinar Registration



Topic	4TH Africa Animal Welfare Conference 2020
Time	Sep 7, 2020 03:00 PM Sep 8, 2020 03:00 PM Sep 9, 2020 03:00 PM Sep 10, 2020 03:00 PM Time shows in Nairobi


* Required information

First Name *	<input type="text" value="Brian"/>	Last Name *	<input type="text" value="Eddy"/>
Email Address *	<input type="text" value="brian@anaw.org"/>	Confirm Email Address *	<input type="text" value="brian@anaw.org"/>

(Take note that zoom will require you to use an email address that you have registered a zoom account with. It will provide you an opportunity to register for zoom so that you can continue with the process) Otherwise if your email is registered with zoom you will automatically move to the approved webinar registration page as shown below.



3.

Webinar Registration Approved

Topic 4TH Africa Animal Welfare Conference 2020

Time Sep 7, 2020 03:00 PM
Sep 8, 2020 03:00 PM
Sep 9, 2020 03:00 PM
Sep 10, 2020 03:00 PM
Time shows in Nairobi

Add to calendar



Webinar ID [Redacted]

To Join the Webinar

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. [Redacted]

[Redacted]

To Cancel This Registration

You can [cancel](#) your registration at any time.

You will receive the link for joining the webinars and a confirmation email too.

4. The Confirmation sent to your email looks like this:

4TH Africa Animal Welfare Conference 2020 Confirmation



Josiah Ojwang <no-reply@zoom.us>
To brian@anaw.org

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hi Brian Eddy,

Thank you for registering for "4TH Africa Animal Welfare Conference 2020".

Please submit any questions to: info@aawconference.org

Date Time: Sep 7, 2020 03:00 PM Nairobi

Every day, until Sep 10, 2020, 4 occurrence(s)

Sep 7, 2020 03:00 PM

Sep 8, 2020 03:00 PM

Sep 9, 2020 03:00 PM

Sep 10, 2020 03:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Daily: [Redacted]

Daily joining link

Join from a PC, Mac, iPad, iPhone or Android device:

[Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.

Passcode: [Redacted]

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)



5. Joining a Zoom Session:

1. Click the URL provided via email.
2. If you do not already have it, please download it.

Additionally, you can find video instructions here: [Join a Zoom Session](#)

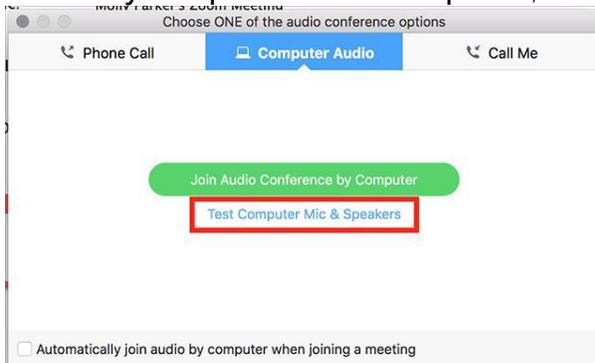
Testing your Audio and Video before Joining:

Zoom has a test session that you can join to check audio and video settings before joining your session; you can use this test on your device to make sure everything is set up for Zoom.

Testing Audio and Video when Joining a Session:

When joining the zoom, if you haven't selected to always join audio by computer a prompt will appear.

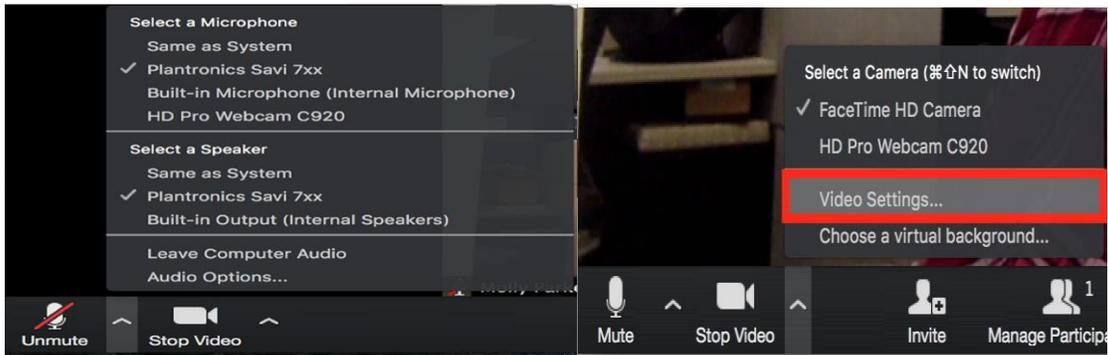
1. To test your speaker and microphone, click **Test Computer Mic & Speakers**.



2. This will walk through testing the microphone and speakers on your computer

Testing and adjusting Audio and Video Settings after Joining:

1. Join the session
2. You can find additional audio/video settings once you have joined by clicking the arrow to the right of the **Microphone** and **Video** icons at the bottom left of the Zoom window. This will allow you to set your Audio input and Output devices (**Computer Audio Only**) or the video device (**If multiple webcams**).

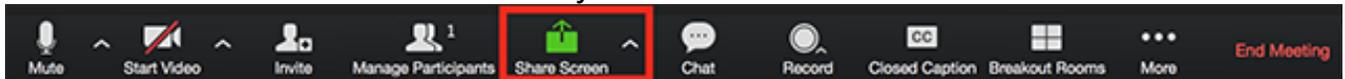


Use the “Audio Options” selection on this menu to find additional settings and tests for your audio configuration; and the “Video Settings” selection to find additional video

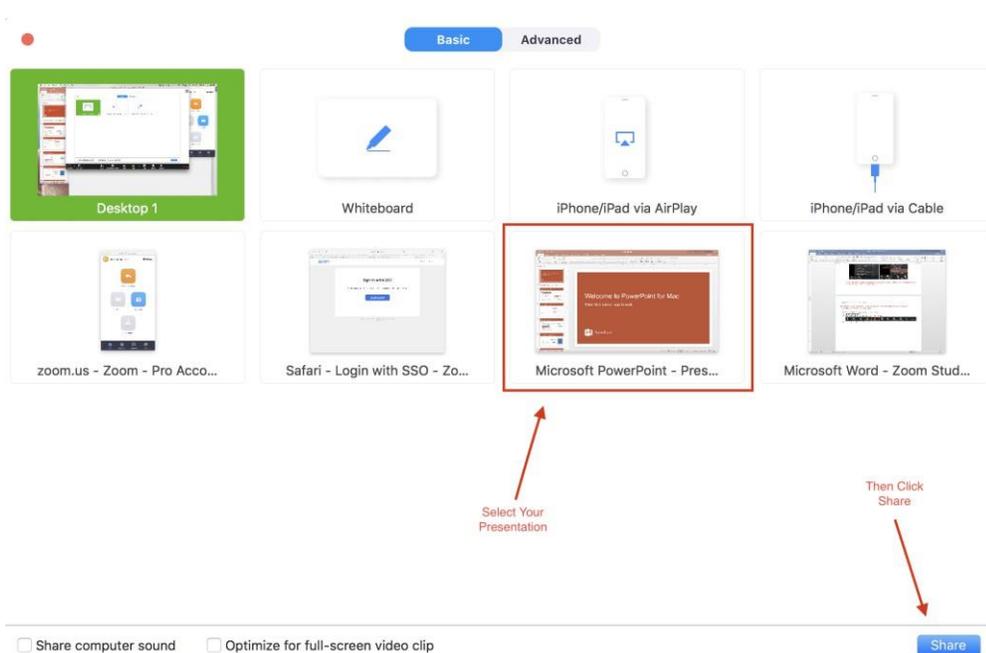
Sharing Your Presentation in Zoom:

Note: If you have a presentation please share in advance the PowerPoint before the start of your presentation. This will help to reduce delays.

1. Open your PowerPoint presentation on your computer
2. Join the zoom Session
3. Click the **Share Screen** button located in your tool bar.



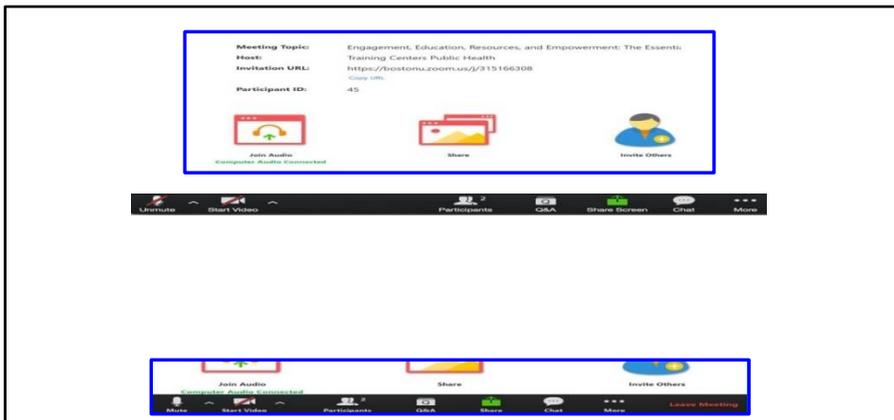
4. Select your PowerPoint presentation in the prompt, and click the Share button to start sharing:





5. Use the Slide Show button in PowerPoint to begin presenting

1. Before you connect to the Zoom webinar, have the PowerPoint presentation open on your desktop, NOT in presenter mode.
2. Sit in a position where you are facing the light.
3. Make sure you are in a space where you can control noise and interruptions. You can connect to the audio by phone or using a headset connected to your computer.
4. Use the link that was sent to you in the meeting invitation – this is a link just for you as a presenter.
5. Close all other windows/apps, especially mail programs
6. If connecting by phone, follow the prompts on screen after joining the webinar.
7. When you first connect to the webinar, you will see a screen similar to this:



The panelist controls will appear at the bottom of your screen if you are not currently screen sharing.

Mute/Unmute: This allows you to mute and unmute your microphone.

Start/Stop Video: This allows you to start and stop your own video.

Participants: This opens up the Participants window so you can see who is on the webinar

Q&A: This opens up the Question and Answer window..

Share Screen: Click on this to start a screen share. You will be able to select the desktop or application you want to share.

Chat: Access the chat window to chat with the host, the other panelists or all attendees.

NOTE: the controls will auto-hide, so you may have to 'mouse-over' the bottom of your screen to get them to show

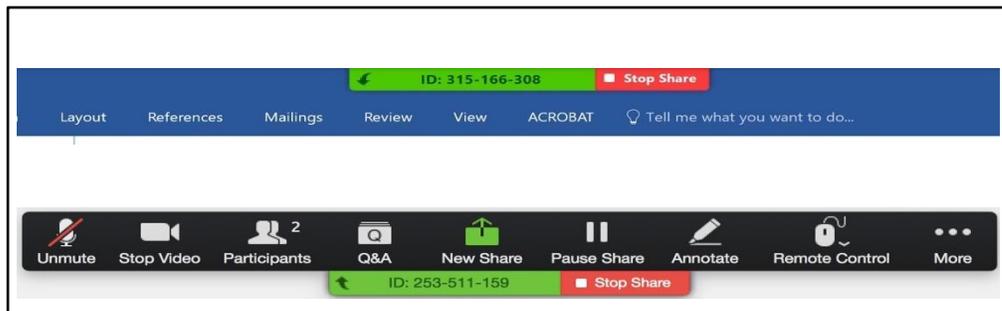
Screen Sharing: Click on the Share icon, either in the main window or in the control panel.



If asked, choose “basic” screen sharing,

Select the PowerPoint presentation you wish to display (NOT the “screen” option), this makes sure participants can only see your presentation, nothing else that may be going on with your computer during the presentation. Your slide deck will then come up as your main screen.

When you are screen sharing, the controls will appear in a moveable bar. It is typically at the top of your screen, but you can drag it around as needed.



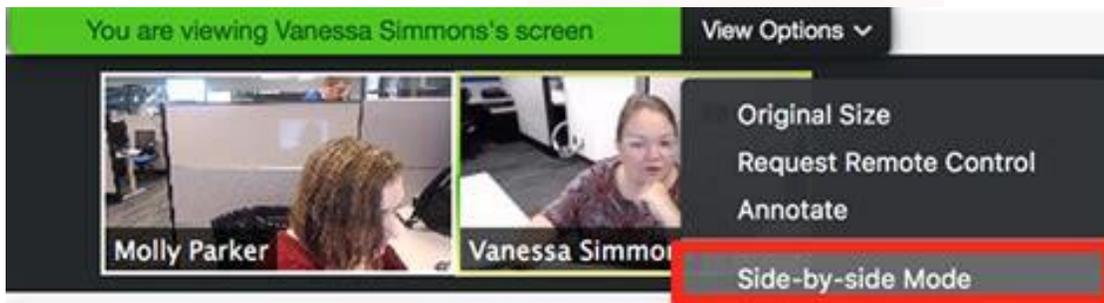
You may have to “mouse over/hover” over the lower green and red section to have the other options show up for you – the controls auto-hide when you are not using them.

Click on “more” and choose ‘Chat’, you can also use Ctrl+H. The chat window will show up to the right of your presentation

If you want to see the participants, click on that icon, it will also open to the right. This allows you to see participants and know if any are raising their hand.

After you have shared your screen, you will receive a request through the Zoom app to allow for remote control – This is so the facilitator can advance through the first few slides without having to say ‘next’. – Click on “approve”



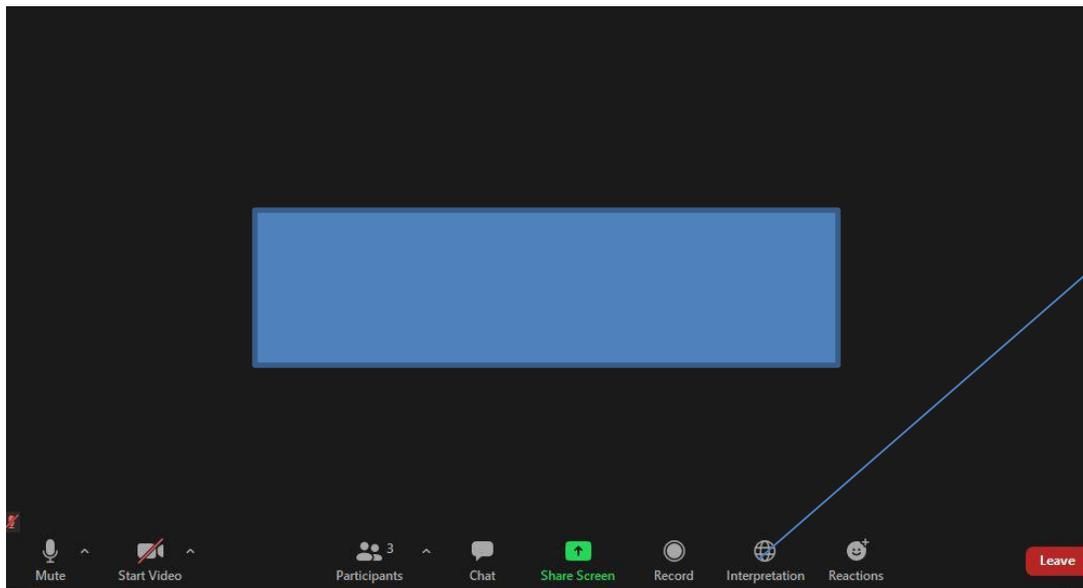


By default, Zoom uses Side-by-side Mode when you view a shared screen. Hide non-video participants When you are in Gallery View, right-click on any participant that either has their video off or joined by telephone, or you can click on the 3 dots at the upper-right corner of their participant box.



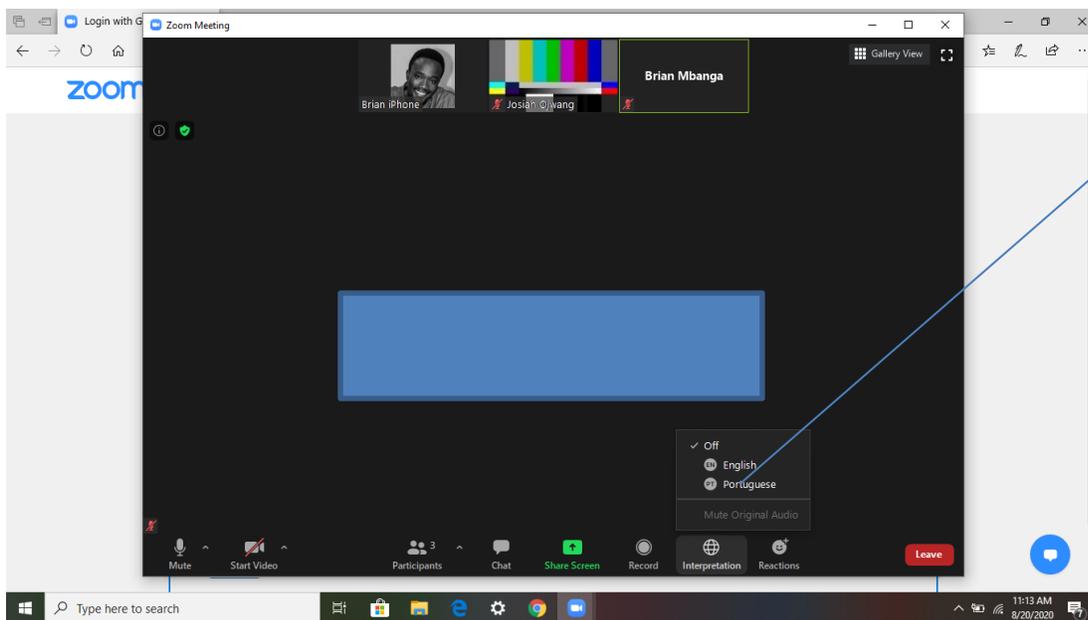
Zoom Interpretation

How to get to Zoom Interpretation Module While using your computer/laptop.



Click on the interpretation module to choose the language you would like to listen in.

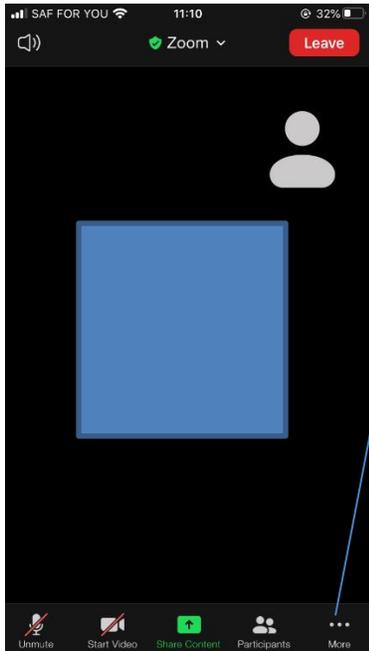
1. Once you have logged into the zoom meeting using your laptop, check the menu on the footer of the screen. You should recognize the option for Interpretation and click on it.



Choose the language you are comfortable with from the language list the is displayed or available for translation.

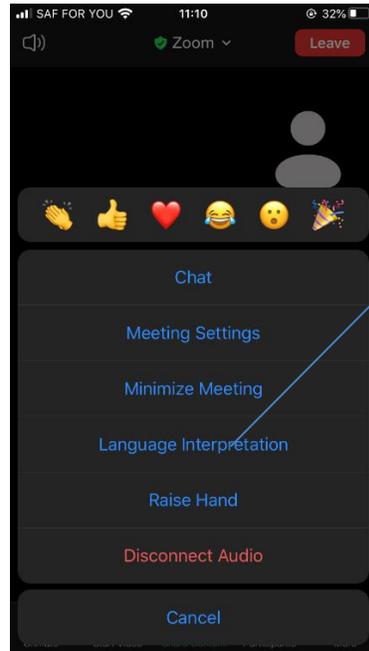
How to get to Zoom Interpretation Module While using your mobile device.

1



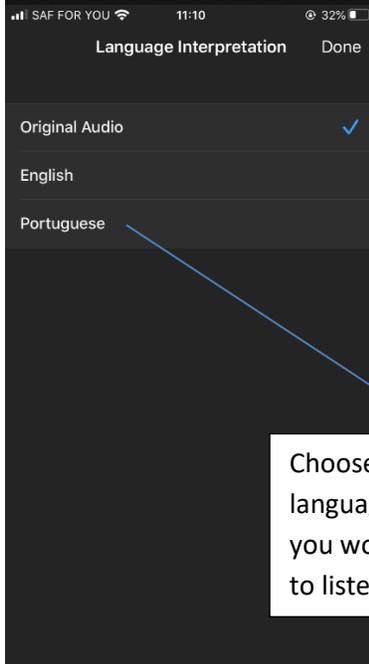
2

Click on the three dots to see more zoom settings options.



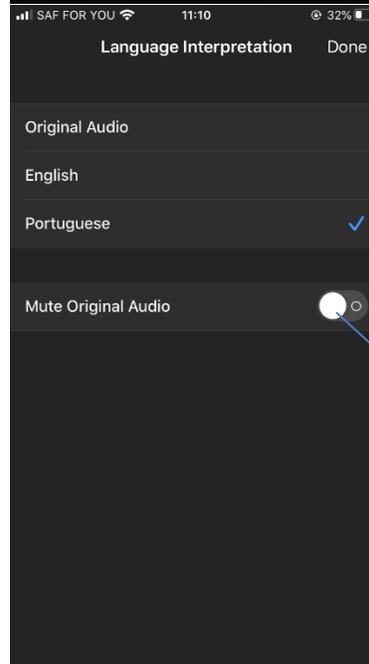
Choose the Language Interpretation Option

3



4

Choose language that you would like to listen in.



You have the option to mute the original audio (of the original language) or you will hear it concurrently with the translated audio.