

ATTENDING THE EVENT

To access the IIC-S&ECC: The Faces of Conservation, you must use ZOOM. Please check if you are using the last version.

If you need to download the latest version of Zoom, please access the [download center](#).

To access the online event on Zoom you must do either:

1. Enter through the link below:

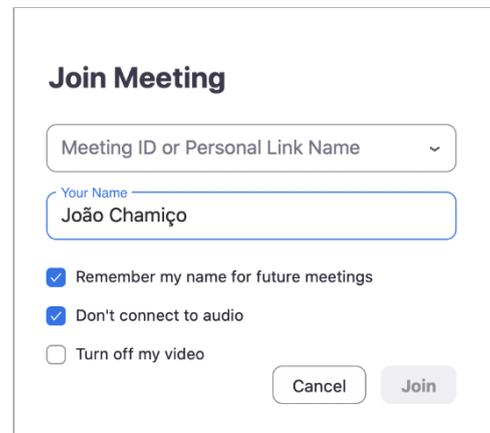
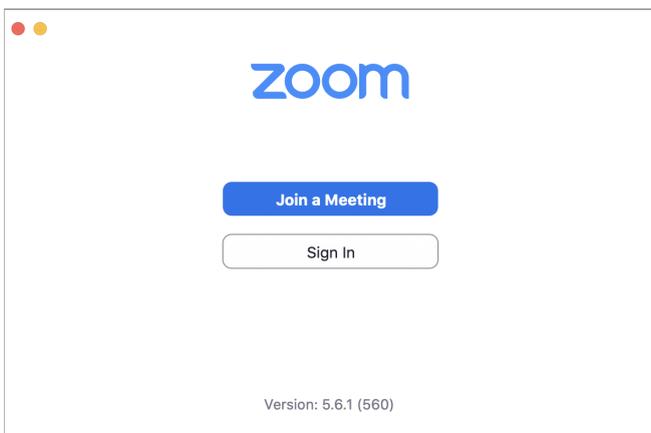
<https://videoconf-colibri.zoom.us/j/89680565301>

2. OR Launch ZOOM on your computer:

a. On the first windows click **Join Meeting**.

Use the link above or the Meeting ID 896 8056 5301 and enter **Your Name** on the second field, which will be visible to all. **Note that all names will be verified before you are admitted in the main room, thus please enter the same name you registered with.**

Click **Join** to enter the meeting room.



b. When entering the session, you must keep your **CAMERA ON** and the **MICROPHONE OFF**. You should only connect the microphone when the organization authorizes it.

These indications/rules apply to both forms of connection.

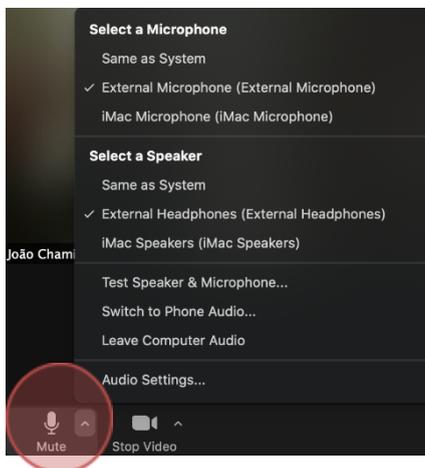
VIDEO AND AUDIO

To enable or disable audio and video click the microphone and camera icons (bottom left):

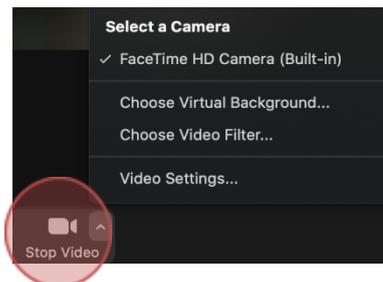


If you have problems with your video or audio you must access the settings and verify if everything is set up correctly.

If the problems persist, please contact learning@fct.unl.pt

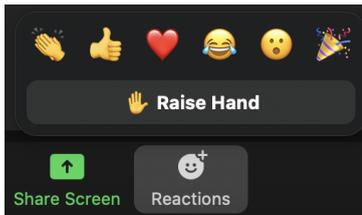


If you click the arrow on the microphone icon's right side in the main menu (*see image*) you can choose the different microphone and speaker options or access the **Audio Settings**. The same applies to the **Video Settings**.



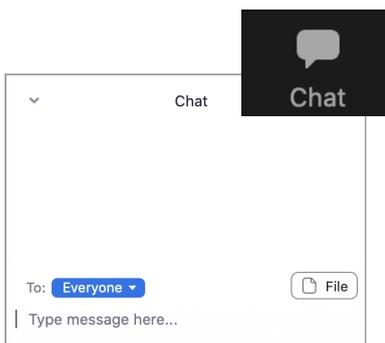
QUESTIONS

- **Ask for permission to turn on the mic and ask an audio question**



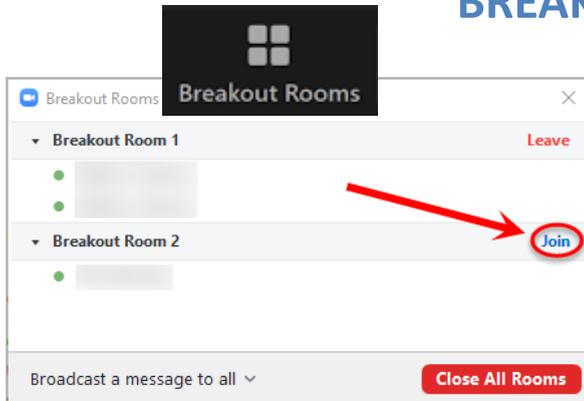
To make audio questions please click on **Reactions** (main menu) and choose **Raise Hand** and the session host will receive an indication that you want to ask a question. The host will give you permission to speak, then turn on your mic and ask the question. Once the participant has finished his/hers intervention, you or the host may lower the hand in the same reactions menu.

- **Questions on chat**



To make questions on chat please click on **Chat** (main menu) and use the chat box (right side column) to send messages to everyone. Through the chat you don't need to wait for any kind of permission and you can type the questions whenever you want

BREAKOUT ROOMS



To join a breakout room, click on the **Breakout Rooms** icon (main menu) to open the breakout rooms window. Then, choose the room of your interest and join in. You can use this procedure to change to other breakout rooms.

CHANGE YOUR BACKGROUND IMAGE

The organisation of IIC-S&ECC: The Faces of Conservation is making available a background image for all participants that wish to use one. You can download it at our website (here).



To use a background image on Zoom click on the **arrow** of the **Start Video** icon and select “Choose Virtual Background...”. A “Settings” window will open. Click on the plus icon (+) and select “Add Image”. Choose an image from your computer.

