

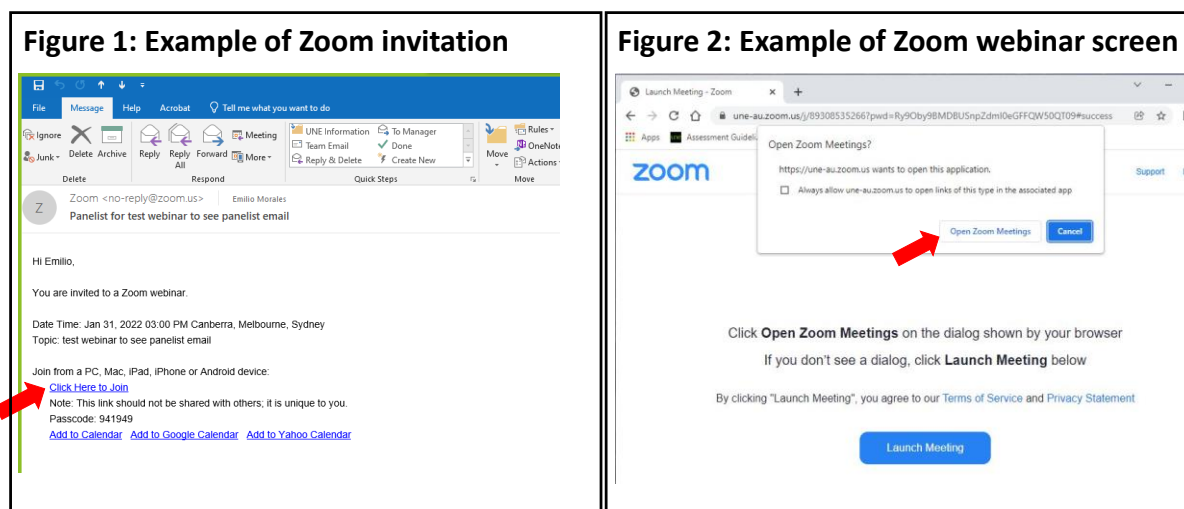
## Instructions for speakers presenting at AARES 2022

1. **Speakers will join their session via a Zoom webinar as a Panelist.**
2. You will receive an invitation from Zoom to attend your Zoom webinar. The sender will be Zoom. Check both your inbox and your Junk Folder in case the message is diverted there.
3. You must join this Zoom webinar 15 minutes before the start of your session for IT testing and to meet your Chair (i.e., 15 minutes before the first presentation in your session).
4. You must remain in the Zoom webinar until your presentation and question time are over.
5. During the session, your audio and video will be controlled by the Chair. They will be disabled until question time following your presentation when they will be enabled.
6. At the time of your presentation, the Chair will introduce you and then ask IT support to play your pre-recorded presentation. You will see your presentation being played from the Zoom webinar.
7. After your pre-recorded presentation has been played, the Chair will enable your audio and video in the Zoom webinar.
8. The Chair will read out selected questions received from the audience, and you will be able to answer them live.
9. The Chair will thank you for your presentation, and disable your audio and video, and you may choose to leave the Zoom webinar.
10. If you would like to then join another session, follow the [Guide for Attendees](#).

## How to Join your Zoom Session

Please follow these instructions exactly in order to ensure the smooth running of your session.

1. In your Zoom invitation, click on “Click Here to Join”. See **Figure 1** for an example. This will launch your internet browser and open a zoom.us page.
2. Click on the “Open Zoom Meetings” dialog box shown by your browser. See **Figure 2** for an example.
3. If you have any issues, ring the Conference IT Hotline on 1800 413 838.



4. If you do not have the Zoom app installed, click on the “Download Now” link under the Launch Meeting button and follow the installation instructions.

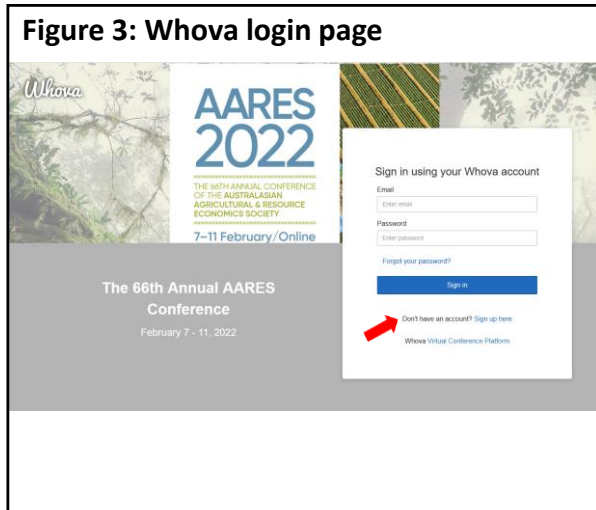
If you would like to Tweet about the session ahead of time, use hashtag #AARES2022. The AARES Twitter account is @AARES\_Inc.

## To view the Q&A in Whova (optional)

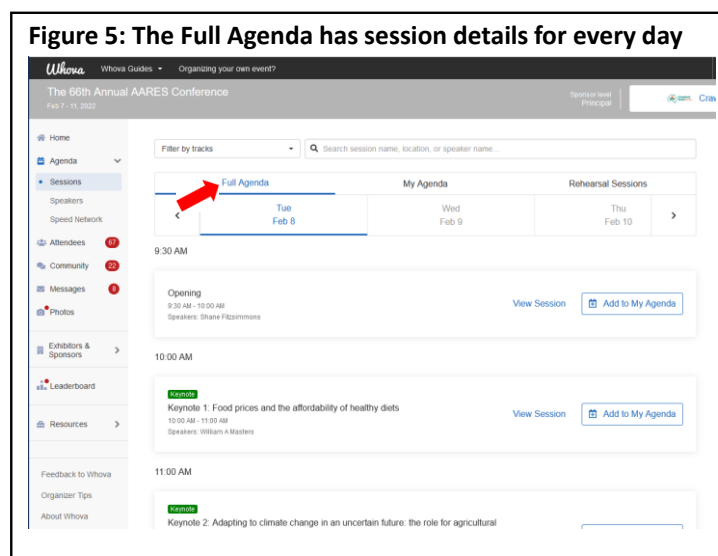
**This step is optional** because the Chair of your session will monitor the Q&A and read the questions from the audience out to you. However, if you want to follow the Q&A yourself, you will need to log into your session in Whova using a second screen or a different device.

Please follow these instructions exactly.

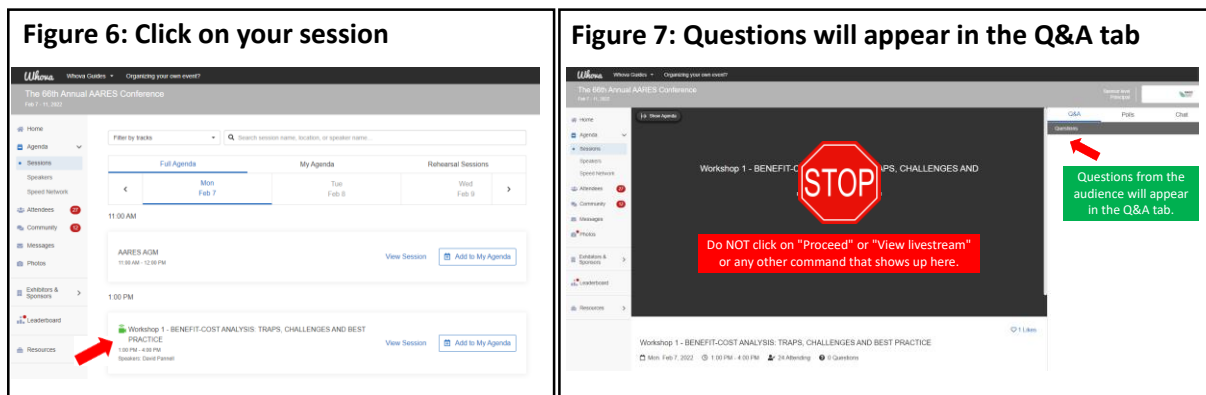
1. Ensure you use Google Chrome.
2. Go to <https://aares2022.events.whova.com> or click on “JOIN THE CONFERENCE” on the Conference website [here](#). You should have already created an account in Whova using the email address that you registered with. See **Figure 3** for the Whova login page.
3. Click on the Agenda tab on the left-hand panel. See **Figure 4**.



4. The Full Agenda will appear for each day of the conference with session details. See **Figure 5**.



5. Click on your session. See **Figure 6**.
6. **Then STOP!** See **Figure 7**. Questions from the audience will appear in the Q&A tab throughout your presentation. The Chair will select questions to read out to you to answer live in question time.



7. Refresh Whova regularly so questions appear in the Q&A tab promptly.
8. Do not click "Join Audio by Computer" if asked, instead click X at the top right of the pop up, to avoid echo.