Zoom events

User manual for
Speakers and participants
ZOOM Events

User manual for speakers and participants
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ZOOM Events

Event Registration
How to register with Zoom Events

1 - Click on the event link

2 - Click on register:

3 - Login to your Zoom account

4 - Fill in the requested data and confirm your registration
ZOOM Events

How to access an event
How to access an event

- All registrations create a unique link that is connected to your Zoom account
- Other users will not be able to access the event using your link
- Audio cannot be accessed by Zoom Phone or dial-up
- If the event you are attending is being recorded you will need to give consent for recording before entering the event room
- When participants log into the Zoom Desktop Client with credentials different from those of the Zoom Event registration, they will see a 'View event' option. Only users logged into the Zoom Desktop Client with the same credentials used for Zoom Events registration will see the 'Join' button.

Access an event by email

Once you have completed the registration for a free or paid event, you will receive an email to confirm your registration.

- Open the Zoom Events confirmation email.
- Click on 'View ticket'.
- Find the ticket for the event you wish to access.
- Click on 'Join'.
How to access an event

Access via Zoom Events

To access an event via Zoom Events, users must log into the Zoom Desktop Client with the same email account used when registering/purchasing tickets from Zoom Events.

*Access Zoom Events using the Zoom Desktop Client*

To access an event using the Zoom Desktop Client:

1. Log in to the Zoom Desktop Client.
2. Click on the 'Meetings' tab.
3. On the left-hand side, click on the 'Next' tab.
4. Find the Zoom Events you are registered for and click on the next event.
5. Click on 'Join'.
   
   It is also possible to click on 'View event' to open the event details page.
How to access an event

Access Zoom Events using the Zoom Mobile App

Remarks:

● Once a participant joins the session, it will open in the Zoom Mobile App.
● Participants must be logged into the Zoom Mobile App and their mobile device's browser.

To access an event via the Zoom Mobile App:

1. Sign in to the Zoom mobile application
2. Click on the 'Meetings' tab; then find and click on the 'Next Zoom Events' that you wish to join.
3. On the browser login page, log in to your Zoom account.
4. Click on 'Join'.
   You will be directed to a new page where all started sessions are listed.
5. Select a session to join.
How to access an event

*Access Zoom Events using the event details page*

To enter via the event details page:

1. Log in to Zoom Events.
2. In the top right corner, click on 'Tickets'.
3. Click on the 'Next' tab. Find the event you want to access, then click on 'View requests'.
4. Click on 'Join lobby'.
ZOOM Events

Event Lobby
How to use the lobby

The lobby is the starting point of a conference event. In the lobby, participants can:

● Chat with other participants in the lobby. Note: to obtain this feature, participants must have the Zoom Chat feature active and must choose to view and participate in the conference chat at the time of registration.

● If enabled by the event hosts, watch live-streaming videos.

● Explore information about the sessions and speakers and access the various rooms.

● Explore information about the sponsors.

● Go to EXPO

● Report impertinent behaviour
How to use the lobby

To access the event lobby:

1. Click on the event link (see how to access an event in Zoom events)
2. Click on join Lobby
3. After entering the Lobby you can see the various options:
   
   Home: Countdown to the event, presentation of the event and chat to talk to the organisers, speakers and participants of the event.

   Sessions - event rooms and their sessions

   Itinerary - user defined sessions (favourite sessions)

   Expo - Networking rooms; technical support rooms; sponsors rooms

   Speakers - Bibliography of the speakers who will be attending the event
ZOOM Events

How to access the rooms of an event
How to access the rooms of an event

1 - Login to your Zoom account via the application. You can download it at: https://zoom.us/download

2 - Access the event through the ticket you received on your email

3 - Click on 'Join Lobby'

4 - To access all rooms click on 'Sessions' and choose the room you want to join
How to access the Helpdesk

1 - Login to your Zoom account via the application. You can download it at: https://zoom.us/download

2 - Access the event through the ticket you received on your email

3 - Click on 'Join Lobby'
How to access the Helpdesk

4 - To access the Helpdesk, which will be available during the event, click on EXPO on the left sidebar.

5 - After entering EXPO, select the Helpdesk room and click to enter the room.
Any fool can know. The point is to understand

Albert Einstein
### Diretório de contactos

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<tr>
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Seg. - Sex.: 9h-13h | 14h-18h (GMT / WET)
Obrigado!