SACAIR2020 Virtual, 22 – 26 February 2021
Instructions for Attendees

SACAIR2020 will use the Zoom online meeting application and the Slack communication platform to encourage interaction before and between Zoom conference sessions.

I.   GENERAL

- Please join us on Slack **DAILY** at least 20 Minutes prior to the start of the **UNCONFERENCE, TUTORIALS AND CONFERENCE SESSION**.
- The Zoom meeting links (required to attend the conference) are only accessible via the SACAIR2020 Conference workspace on Slack.
- Conference attendees will only be able to view the **daily Zoom link** and obtain the **daily Zoom Password** when logged into the Slack SACAIR2020 Workspace.

II.   SLACK

All slack invitations will be distributed by <u>Monday, 15 February 2021</u>

If you are registered to attend the SACAIR2020 conference, the conference organiser will send you an invitation to join the SACAIR2020 Workspace. Click on **Join Now** and follow the prompts. You can participate in Slack in your browser, but we recommend you download the Slack application and proceed to create a profile for yourself. (Slack can be downloaded and used free of charge on desktop and mobile devices)
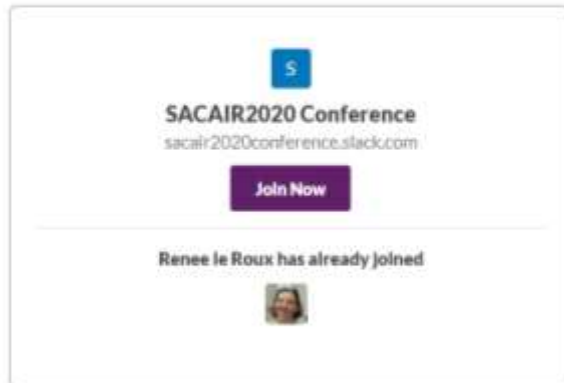
We wish to encourage conference participants to create a Slack profile to ensure other attendees can recognise and locate you in Slack by your name and profile photo.

For more information and to download Slack application you can visit the Slack website here: https://slack.com/intl/en-za/help/categories/360000049043-Getting-started#slack-for-desktop-mobile

Should you not have registered and not have received your Slack invitation – please email Renee le Roux at rleroux@mongoose.co.za.

III.   ZOOM

We will use the Zoom Conference Meeting Platform.

- Please proceed to Download Zoom (Free Edition) — You may download Zoom and test sharing your camera, audio and screen by using Zoom's free edition. Please register at: https://zoom.us (Access to the daily Zoom Session is only provided via the SACAIR2020 Conference Workspace)
- Note: You do not need a Zoom account to participate in Zoom meetings. But if you wish to create a profile for yourself, you will have to download the application.
- When you join a Zoom meeting hosted by another person, you are considered an Attendee, and you'll have access to a range of controls. Hover over the bottom of your active Zoom meeting window for the control bar.

- **To mute and unmute yourself**
  You can Mute and Unmute your microphone by clicking the microphone icon at the bottom left of control bar. If your device has a camera, you can turn it on/off by clicking the Start/Stop icon at the bottom left. **Please only unmute yourself if you are delivering a talk or asking a question.**

- **Participants**
  If you click on Participants (bottom tool bar), you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself. Raise Hand - notifies host and shows a prompt to simulate hand raise
  • Rename - hover over your name to change it as it is seen in the participants list & video window

- **Chat**
  Chat with individuals or everyone in the meeting. Click Chat to open up the chat window and chat with other participants or view chat messages. Select the drop down next to To: to change who you are chatting with.

- **Q&A Sessions using the Chat function**
  The Q&A will begin immediately following the last presentation. The session chair will indicate whether the questions should be posed verbally or typed into the Chat function. Use the Raise your hand Function to indicate that you wish to ask a verbal question. Please wait for the session chair to give you a turn to speak, following which you can unmute your microphone.

  Do not forget to Lower Hand when you have finished by clicking on Lower Hand in the Participants window, and to turn your microphone off when you have finished talking.

  Please use the Reactions feature as a first resort before typing it in the Chat when asking questions. This will allow the session chair to more easily and quickly see that you have a question.

  When a presentation is over, we recommend you unmute yourself and clap for the presenting author.

- **Choose your video layout**
  At the upper right of your screen, you can switch between Speaker View and Gallery View. You can also enter/exit full screen by clicking icon to right of Gallery/Speaker View.

- **Leave the meeting**
  You can leave the conference session at any time by clicking on Leave Meeting at the lower right corner of the Zoom tool bar.

IV.   SACAIR SOCIALS

The SACAIR socials will be held in Zoom breakout rooms. (Zoom breakout room cannot be accessed via Slack). You will have to first enter the Zoom Session, and from there you will be able to access the Zoom Breakout room of your choice.

To join a Breakout Room:

Click the **Breakout Rooms** option in your meeting controls.

This will display the list of open breakout rooms created by the host.

Click **Join** next to the Breakout Room you wish to participant in, then confirm by clicking **Join** again.

Repeat as necessary to join other breakout rooms or click **Leave Room** to return to the main session.

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We are super excited about the conference and are looking forward to meeting all of you and other attendees in just a few day!!

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Emma Ruttkamp-Bloem
Chairperson of the SACAIR2020 Local Organising Committee