



Zoom Guide

How to hold and participate in a secure virtual event

Last updated: 26 October 2020

This preparation and security guide is for speakers participating in virtual events and webinars held over Zoom by the Campaign to Stop Killer Robots.

Setting Yourself Up (For Success!)

- Check your physical set-up is ready. Is the video camera clean? Is it at a comfortable eye-height and not too low or high? Is there adequate lighting on your face (ensure light in front and not behind you)? Is your audio working as it should? Consider investing in an external camera, microphone, and light. Check your Internet connection and avoid slow or intermittent connections, as explained below;
- While it is not a requirement for participants, all speakers should turn and leave their camera on for the duration of the event. Speakers should make sure they are seated comfortably in a quiet area with minimal distractions in the background.
- If speakers require screen-sharing capabilities for a presentation, they should inform the host and provide their presentation to the host via email **at least 24 hours before the event**.

Using Zoom

We recommend downloading Zoom and using it on a desktop computer. If you have not used Zoom before or have limited experience, we would recommend you to try a couple of test meetings so you can get comfortable with the platform. It is possible to participate as a speaker through your internet browser, tablet, or mobile phone, but there may be a difference in the quality and thus impact your participation in the event.

For the best experience of Zoom, please ensure you have met the system requirements as outlined [here](#). Please make sure you are using the [latest version](#) of Zoom, as each version comes with more enhanced features and better functionality. If you are unsure of whether you are on the latest version, [click here](#).

For instructions on how to use Zoom through the desktop client, [click here](#) (*recommended*).

For instructions on how to use Zoom through the browser, [click here](#).

For instructions on how to use Zoom on a mobile phone, see [IOS](#) or [Android](#) guides.

Rules of the Room

Zoom etiquette is a vital part of the virtual event experience. We encourage panellists and attendees to follow some simple rules to ensure that everyone can get the most from the experience.



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1. Speakers **should not share** the Zoom panellist invite links and passcodes provided with anyone else, including other speakers. These links enable speakers to join as panellists of the event, rather than as an attendee.
2. Speakers should join **20 minutes before** the start of the event. This is to run through any technical difficulties and troubleshoot any problems with audio, video, internet connection, etc.
3. When entering the room for the test, speakers will first join a **practice session** which will allow them to get familiar with Zoom webinar controls and functions. [Find out more about the practice session.](#) If attendees join before the webinar begins, they will be placed in a waiting room. The host will start the webinar and let in attendees once it is time for the event to begin.
4. Speakers should keep themselves muted throughout the session unless called upon to speak, at which point they can unmute. This is to minimize any feedback noises, loops, or other distractions to fellow speakers and attendees.
5. Only those who have registered will have access to the webinar link to join as an attendee. If the webinar is livestreamed to social media (such as Youtube or Facebook) and/or recorded, speakers will be informed.
6. Due to the nature of the webinar, attendees have limited options for interacting with panellists, which will prevent issues such as Zoom-bombing. Attendees will be able to use the general chat function to speak to panellists and attendees, and will also be able to use the Q&A function to ask questions directly.
7. In extreme cases, the host will remove attendees that are engaging in unacceptable behaviour; in this case, removed attendees will not be allowed to rejoin the session.

Internet Connectivity

To reduce problems with internet connectivity, please follow the required checklist:

- Ensure operating system has been fully updated (Windows, macOS, Linux, etc.)
- Restart browser by shutting down all windows, not just minimising them. For connections through browser, clear cache, cookies and other electronic data stored from previous sessions
- Rebooting the computer allows the computer to refresh programmes or install pending updates
- [Update](#) the Zoom desktop client (or latest version of your browser/app depending on what you are using to connect)
- Quit all non-essential programmes (internet browsers that you aren't using, Microsoft programmes, desktop apps) during the event. This means completely closing them, not just minimising the windows
- Limit the use of the internet by other members of your household for the duration of the event. Watching videos, streaming movies, playing video games, downloading files, hosting video/audio calls, etc. can cause a strain on your bandwidth, which will affect the strength of your internet connection



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- Limit non-essential devices using Wi-Fi, including Bluetooth or smart home devices
- Run an [internet speed test](#) to determine the strength of your connection. To understand what your results mean, [check out this article](#)
- Turn router on and off; sometimes this can resolve the issue by allowing the router to reboot
- Use an Ethernet cable that you can plug into the internet router to get a stronger connection
- Look into Wi-Fi boosters, repeaters, and extenders which will extend your Wi-Fi coverage by 'rebroadcasting' the Wi-Fi signal to other areas of your household