



Event Date	Start Time	Online Arrival Time
Wednesday, 9 th of June 2021	12.00 PM NOON (CEST time)	11.45 AM (CEST time)

Join Zoom Meeting Link	Meeting ID	Password
<u>Click here to join</u>	851 2659 3540	285699

Dear Participant,

Before joining the on-line zoom meeting:

- You will need a computer, laptop, iPad, tablet, or smartphone with speaker or headphones.
- Have a Practice Run Before joining us, we recommend familiarising yourself with Zoom by joining a test meeting, and checking your device's microphone, speakers and camera.
- You can do this on your desktop via: http://zoom.us/test
- If you have not downloaded the "Zoom Client for Meetings" application yet, you can download it as follows:
 - For iOS devices (ie. iPhone, iPad)
 - click here to download from the App Store For Android devices (ie. Samsung, tablets) click here to download from Google Play
 - For PCs, your web browser will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.
- You will receive an email with the event details ie. Zoom Meeting ID, Password, Date and Time. Simply create an event or a calendar reminder on your device with the details provided.

To join the on-line zoom meeting:

- At least 15 minutes prior to the start time, click on the link provided to join using one of your devices.
- Alternatively, you can manually join a meeting by using one of these methods:
 - 1. Launch the Zoom application on your device
 - 2. Tap on Join a Meeting if you want to join without signing in, or
 - 3. **Sign in** to Zoom then tap **Join** (if you already have a Zoom account)
 - 4. Enter the meeting ID number, password and make sure your Fullname is displayed instead of your device name (First Name and Surname)
- To hear others, please join audio by selecting "Call using Internet Audio". . Select connect audio and/or video and tap on Join.
- Upon joining the meeting, you will be placed in a **WAITING ROOM** and the host will admit you . in once the presenter is ready. Once you are admitted into the meeting, your audio will automatically be on mute to eliminate any background noise.
- Start a Meeting Start or join a video meeting on the go Sign Up Sign In
- If you are having trouble hearing the session, you can join via telephone while remaining on the video conference:
 - On your phone, dial one of the teleconferencing numbers +61 2 8015 6011 or +61 3 7018 2005 Australia -
 - Enter the Meeting ID number and password when prompted using your touch-tone (DTMF) keypad.

Technical Support

In the event that your internet connection drops out, simply log back into the session using the login details above. For technical support, please contact LAURINE on +61 414 675 707 or email laurine@aipack.com.au