

Zoom Instructions for Participants

Annual Meeting of NAFIPS

June 7-9, 2021

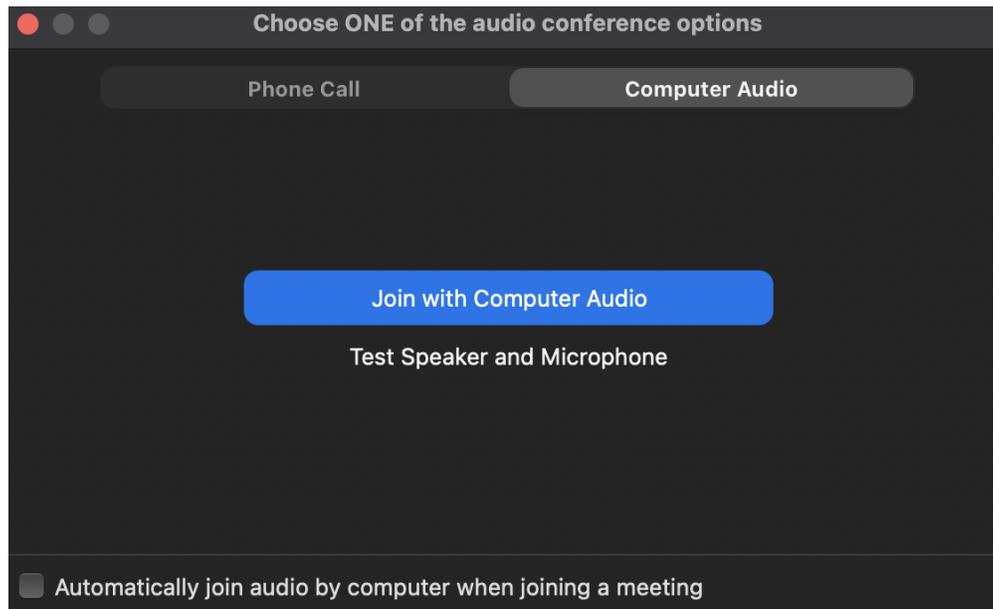
Purdue University, USA (held virtually)

The conference's main session, panels and talks will be held on Zoom. Please ensure you have the zoom software on your machine, **with a minimum version of 5.3**. You can download it from here: [Zoom Download Center](#)

1. Joining the Conference Meeting -- If you are familiar with Zoom, go to Section 2

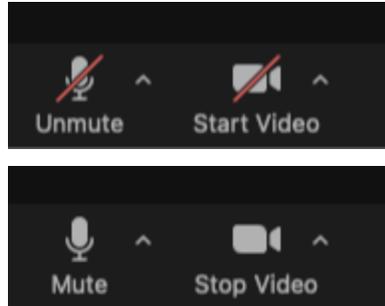
You will be sent a link on your emails

When you join, you will most likely see the following window, choose "Join with Computer Audio" to join the main room. You can also test your audio device(s) by clicking on the option below -- "Test Speaker and Microphone"



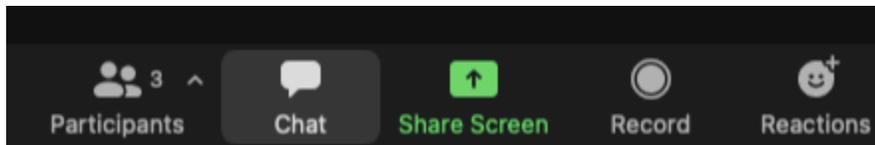
1.1. Toggling Mic and Camera

By default, you will be muted and your camera will be switched off when you join the meeting, you can toggle between those states by clicking on the following buttons, which will appear on the toolbar at the bottom of the zoom meeting window:

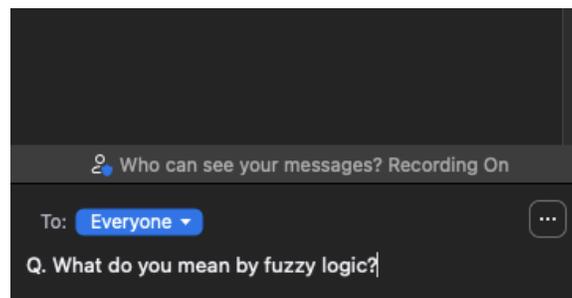


1.2. Chatting

To chat with fellow participants, click on the “Chat” icon on your zoom toolbar:

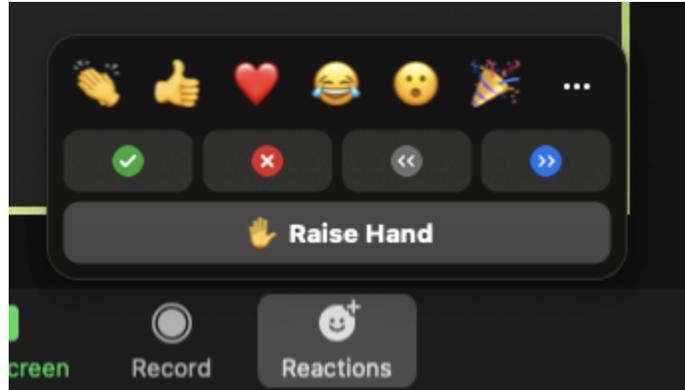


This will cause a window to pop up on the right side of your zoom window.



1.3. Interacting with the speaker

You can choose to raise your hand during a Q/A session in order to interact with the speaker, to do so, click on the “Reactions” icon in your toolbar and select “Raise Hand.”

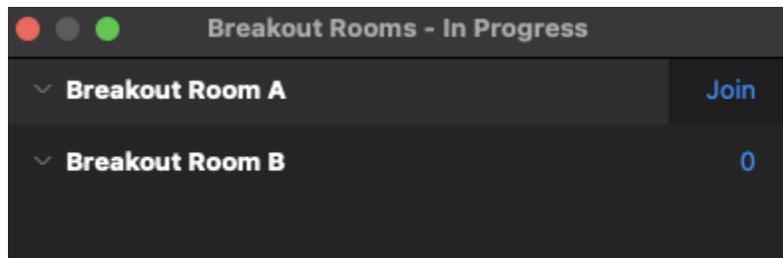
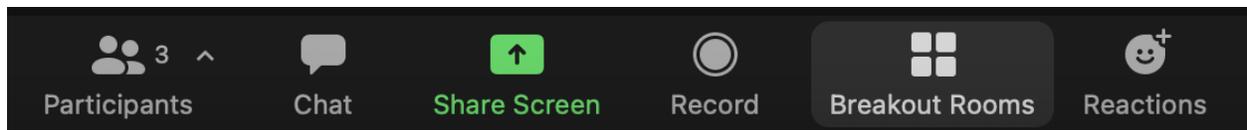


2. Breakout Rooms

As in conferences that are held in physical locations, you may choose which parallel session you wish to attend. The conference’s paper-based talks will be held in two separate breakout rooms; this section explains how to join them or move from one session to another.

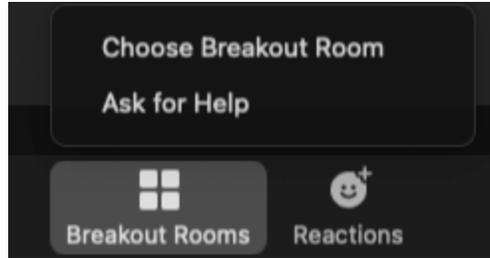
2.1 Joining a Breakout room

The Breakout rooms will be enabled at the end of the first plenary talk for that day. Based on your preference, you can choose to join any of the two breakout rooms on zoom once the host enables them, by clicking on “Join” to the right of the breakout room name:

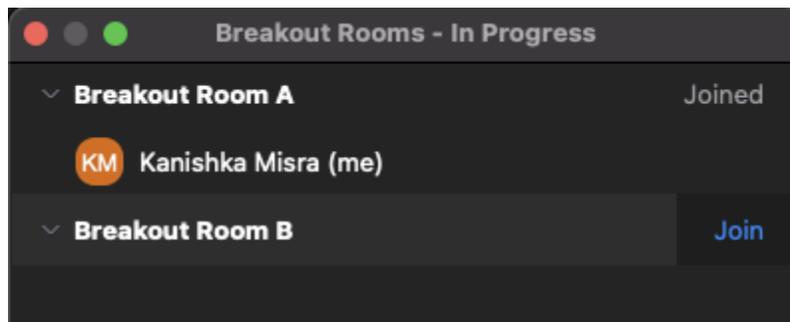


2.2. Switching between Breakout rooms

To switch between breakout rooms, click again on the breakout rooms icon and select “Choose Breakout Room”

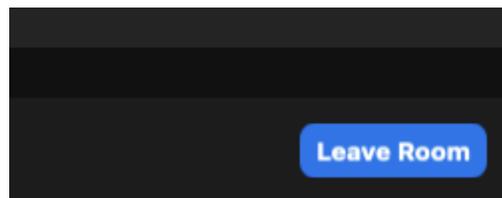


Click on “Join” next to the breakout room you want to switch to.



2.3. Leaving to rejoin the main session

To leave the breakout room and join the main session, click on leave room to the bottom right of your toolbar:



Next, click on “Leave Breakout Room” to return to the Main Session. The “Leave Meeting” button lets you exit the meeting completely, you will have to join again using the invite link.

