

## Marcom and Zoom Webinars/Meetings Instruction

### Webinars

To select your webinars:

1. Go to **Program > Activities**.
2. Click a webinar to view its details.
3. Click the **Add to my schedule** button to select it.
4. The selected webinar will be displayed on your schedule.

Note: The webinar time will be automatically displayed in your time zone.

To join the webinars:

1. At the webinar date and time, a button  becomes available (either in the Program or in your Schedule)
2. Click on the icon and “Join Webinar”.
3. A Zoom page will open; you can decide either to sign into your Zoom account (if you have one) or to join as an attendee (no Zoom account required).
4. Before entering the virtual meeting room, Zoom Webinar will request you to enter name, surname and corporate email address: then click on “Join Webinar”.

### Bilateral Meetings

Note: The meetings scheduling is **one-to-one, but additional participants can be invited through a link once the virtual meeting has started on Zoom Meetings**. There is no limitation on meeting duration, but please remember that the slots in Marcom ACE are assigned for 20 min, so exceeding this time you could miss the next scheduled meeting.

To send virtual meeting requests to other participants:

1. Go to **Participants > select the relevant category**.
2. Click the profile card of a participant you are interested in meeting.
3. Click the **Send message / meeting request** button.
4. Answer **Yes** to the question **Do you wish to send a meeting request?**
5. Write your message and then click **Send**.
6. The meeting will be automatically added to your schedule when the participant accepts your request.

Note: The meeting time will be automatically displayed in your time zone.

To accept virtual meeting requests:

1. Go to **Message Centre > Requests**.
2. Click a meeting request to view its details.
3. Click the **Schedule a meeting** button if you are interested in meeting the participant who sent the request.
4. Select an available timeslot.
5. Click **Schedule** at the bottom of the page.
6. The meeting is added to your schedule as well as the participant's.

Note: The meeting time will be automatically displayed in your time zone.

Reminder: The meetings can be scheduled 24/24; please do not forget to **block the timeslots during which you will not be available** (night time, meals, etc), so participants you want to meet will not be able to schedule any meetings during those timeframes.

To join your meetings:

1. At the meeting date and time, a button  becomes available in your Schedule to access your virtual meeting.
2. Click on the icon and “Join Meeting”.
3. The virtual meeting room automatically opens in Zoom.

Note: Additional participants can be invited to join the meeting by clicking the “Invite” button.

### Messages

To send messages to participants

1. Go to **Participants** > **select the relevant category**
2. Click the profile card of a participant you want to contact
3. Click the **Send message / meeting request** button.
4. Answer **No** to the question **Do you wish to send a meeting request?**
5. Write your message and then click **Send** to send your message.

As a reminder, please:

- pre-install the Zoom for Client and test Zoom on all the devices you might use (laptop, tablet, etc) following the attached instructions.
- please upload a picture of you to your Marcom Profile.
- in Marcom ACE Program, pre-select the webinars you want to participate in and add them to your Schedule. On the Conference days, you will only need to review your Schedule and all buttons to access the webinars/meetings will be available at the same place.
- import your Marcom Agenda in Outlook to receive reminders for your webinars and avoid no-shows.
- check the time and be on time for your webinars/meetings. Marcom ACE will display a timer indicating the remaining webinar/meeting time and the time before your next webinar/meeting to help you keep track.