

Zoom and AIB Conference and Events Help Guide.

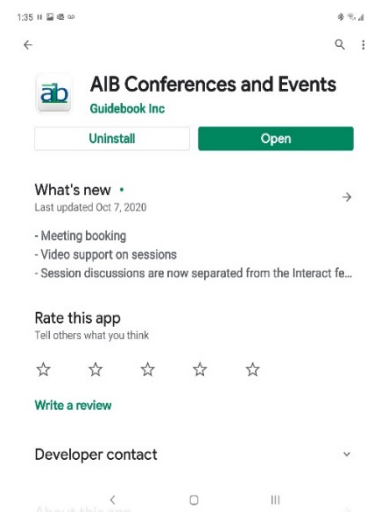
For Everyone (Session Chairs, Participants, Presenters)

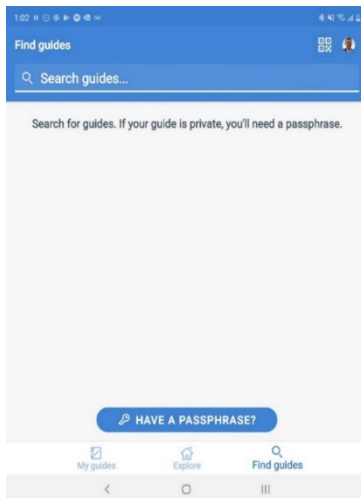
You will have access to the Conference program in three formats, a downloadable PDF, a smart app, and a website – there are slight differences in functionality as summarized below:

Format	Session Schedules	Automatically updated	Zoom Links	Networking / Communication	Sync with your Calendar Application
PDF – available at: https://us-se.aib.world/program/	Yes	No	No (will be provided login links separately)	No	No
Guidebook Website https://guidebook.com/g/aibse2020/	Yes	Yes	Yes	No	Yes
Guidebook Phone App	Yes	Yes	Yes	Yes	Yes

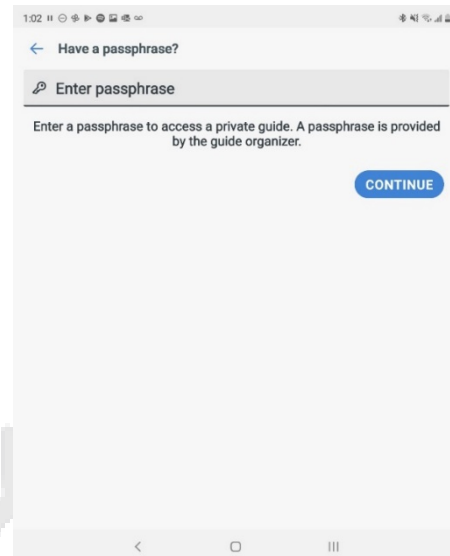
Steps

1. Install Zoom, your conference registration IS NOT linked to your Zoom account, hence you are free to use any Zoom account you may have.
2. PDF Option – look out for the PDF program to come to your email (associated with the conference) – in addition you will be provided with a file with a simple list of the zoom rooms and how to connect to them
3. GUIDEBOOK WEBSITE Option – The program is live on the website @ <https://guidebook.com/g/aibse2020/#/> links to the appropriate Zoom rooms are provided in the session details section. Pressing on the Zoom links will click you straight through to your chosen session. *(Please be aware that time zones on the website adjust automatically to your local time.)*
4. GUIDEBOOK PHONE APP Option - If you are intending to use the app (recommended)
 - a. Install the **AIB Conference and Events App** for either app store (android or ios).
 - b. Login to the app (again with any email address), if you have used the app before for any other AIB event, you may reuse your email address, if not please create an account again with ANY email address you wish.
 - c. Open the app to the screen below

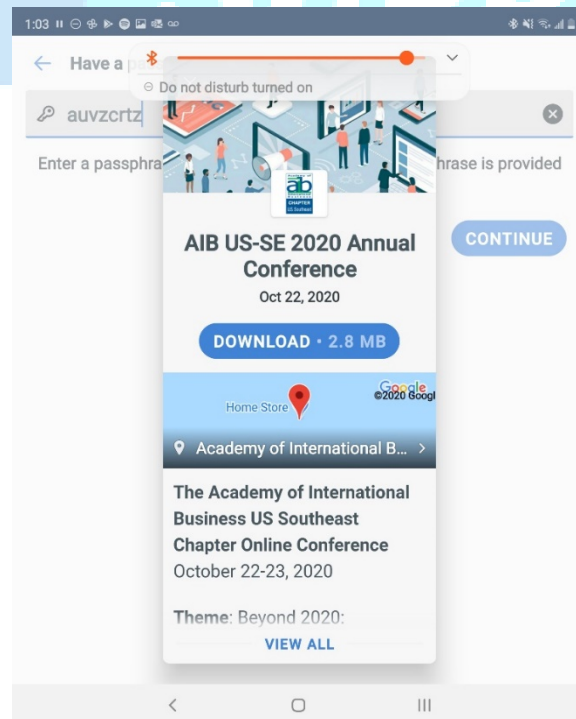




- d. Press "I have a passphrase"
- e. Input the passphrase provided to you in another email.



- f. You will then be forwarded to the AIBSE guide download window
- g. Press the "Download" button
- h. The program will then be downloaded to your smart device and installed automatically.
- i. Links to each Zoom room are embedded in every session "description" and when pressed will open Zoom directly into your chosen room.



INSTRUCTIONS FOR SESSION CHAIRS / WORKSHOP LEADERS / PANEL LEADERS – ONLY

Please follow the steps outlined below:

1. Join your session from either the link provided to you (workshops with additional registration required) or click on the link in the any version of the program.
2. Once you join the room, you should find a “zoom master” represented as AIB Webinar Moderator. This Zoom master will then assign you complete “host” privileges.
3. With Host privileges you can:
 - a. Add co-hosts (other presenters)
 - b. Control screen sharing
 - c. Control breakout rooms
4. Please note “file sharing” is not allowed in any of our session for security reasons.
5. Once you have finished your session please re-assign host privileges to the Zoom Master.

Additional notes and what ifs?

1. What if I get disconnected after becoming a Host?
 - a. No problem, the Zoom Master automatically regains Host status – reconnect as fast as you can and the Zoom Master will reassign Host Status to you.
2. What do I do when I the session has ended?
 - a. Either first reassign Host status to the Zoom Master then “leave” the meeting
 - b. Leave the meeting **but do not use the “end meeting for all” option**