

## Information for attendees

If you need to get in touch with a host because there is a problem please chat using zoom (see instructions below) or email [BehaviorGeneticsAssociation@gmail.com](mailto:BehaviorGeneticsAssociation@gmail.com)

**Audio:** When you join the meeting, your microphone will be muted automatically – if you want to ask a question you will need to raise your hand for a host to unmute you (see the instructions about this below).

We will not be offering a call-in service by phone as this service has a pay per minute charge and we want to keep the costs for this meeting to a minimum.

**Webcams:** You will be able to turn on your webcam if you want so that others can see you. We will not be allowing virtual backgrounds (as this uses too much bandwidth) and if there is a connection issue, we may need to turn off webcams to reduce bandwidth.

If you choose to use your webcam please be aware of what is behind you. Remember it is likely that you will stand up at some stage so consider this when deciding what to wear. Remember also that the conference proceedings are being recorded and will be made public.

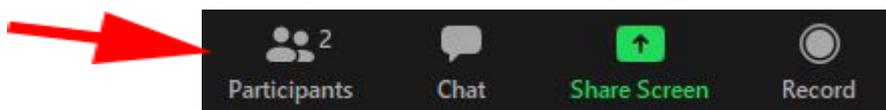
If you choose not to use your webcam the name that you entered or the name associated with your zoom account will be displayed. Please check that the name displayed is correct as you will not be able to change this name during the call.

**Screenshare:** As an attendee you will not be able to share your screen.

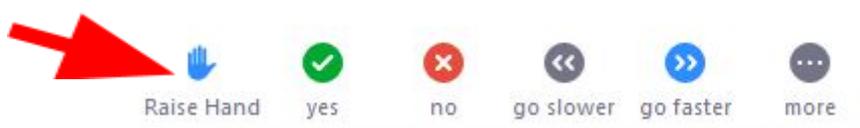
**How do I ask a question:** At the end of each talk there will be time for questions (unless the speaker goes over time).

*If you have a microphone and are in a quiet environment* please raise your hand using the instructions below. Zoom records the order in which hands were raised and the hosts will unmute each person with a question in turn.

To raise your hand, click on the participants icon (this will usually be at the bottom or the top of your screen). You will only need to do this once and it should open up a side panel or a window which lists participants.

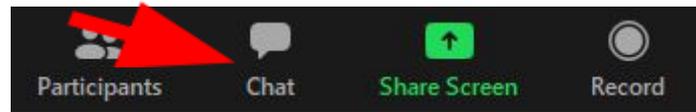


At the bottom of this will be a row of icons. To raise your hand click on the blue hand button. After you have finished asking your question the host will lower your hand and mute your microphone.



If you do not have a microphone and/or you are in a loud environment please ask your question via chat. To chat, click on the chat icon, a window will show up and you can type your question.

Your chat will be sent to a host and they will read your question for you.



**Chatting:** During the meeting you will not be able to chat to other attendees. If you need to get in touch with a host because there is a problem please chat or email [BehaviorGeneticsAssociation@gmail.com](mailto:BehaviorGeneticsAssociation@gmail.com)

We hope you enjoy the day. Thank you for joining us in this online meeting.

- BGA Exec