

Logging on to Zoom for the first time:

Please allow 10 minutes prior to the meeting to get into Zoom for the first time.

To attend a session go to the title of the area of the meeting that you would like to attend and click on the provided link. It will give take you to a zoom meeting. If it is the first time you will be asked to open the Zoom client app. The process is just a few clicks.

Use this link to get help <https://support.zoom.us/hc/en-us/articles/201362193>

Other info: Your microphone will be muted when you enter. If you are attending you may choose to turn on your video and audio but please remain muted during presentations. To ask questions of the presenter, you may turn on your audio or, along the bottom of the screen there is a chat feature that you can type questions and information into. Your session moderator may leave instructions for people there so you should open the chat feature.

Logging on to WebEx for the first time:

Please allow 10 minutes prior to the meeting to get into WebEx for the first time.

To attend a session click on the provided link in the program. The only WebEx events are the opening meeting, the two keynote addresses and the business meeting.

After clicking the link it will take you to a meeting and you ask to join as an attendee. You do not need a WebEx account to join a meeting you have been invited to.

Help for joining via WebEx can be found here: <https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting#:~:text=Do%20I%20need%20a%20Webex,meeting%20organizer%20for%20the%20invite>.

Attendees at a WebEx meeting are muted but the host may turn on your microphone to allow you to ask questions and interact.

For Oral Presenters and 2 minute Poster Competition Talks:

Log in to your section about 15 minutes prior to the start. The moderator will give you co-host status which will make you able to share your screen with the group. This will allow you to present your presentation. To share your screen, there should be a green button on the bottom of your screen. Click "Share". Choose the whole screen or the image with just your PowerPoint slides. Then maximize your presentation. (in PowerPoint click "presentation" or the little movie screen icon). Make sure to unmute yourself. For questions there will be oral questions and some people may ask questions in the chat feature. So following your presentation, escape out of the full presentation mode so that you can see your Zoom screen and use the chat button to see the chat screen.

For Poster Presenters and Attendees:

Poster sessions will take place in one "large" Zoom room. Please view posters by clicking on the link in the program or to the poster main page here: http://laacademy.org/LAS2021/las2021_posters.html

To interact with an author go to the poster section by clicking on the zoom poster section links in the program. These links show all of the topics in a room and look like this in the program:

[Botany / Zoology, Agriculture, Forestry, and Wildlife / Microbiology / Molecular and Biomedical Biology, Social Sciences](#)

Once in the section there will be a series of breakout rooms. The icon looks like a square made of squares, this is usually at the bottom of your screen. Clicking on the breakout room button lets you see the available break out rooms. Poster presenters will have assigned rooms or you can sometimes self assign to a room. There will be a few open rooms that you can join. You can use the chat feature to invite others into a specific room. Join a room with the presenter you wish to speak with or, for presenters, join your room. To rejoin the larger group, you will just need to leave the breakout room.