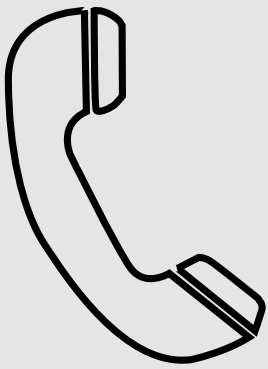


HOW TO: ALPHA CONFERENCE

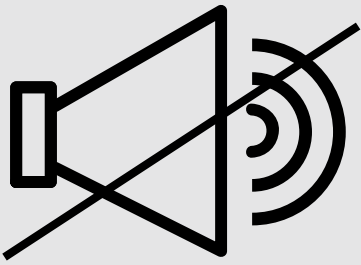
a step-by-step guide to a smooth
and easy conference experience



1

JOIN THE CALL

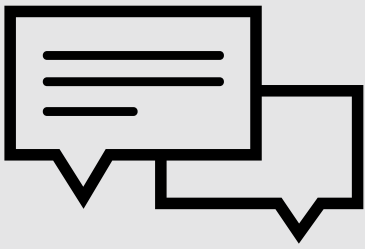
To join the conference call, you can click on the link that you received via email when you registered. You can also use the Meeting ID to join, this is a 9 digit number that you will have received. You don't have to have a Zoom account to join.



2

SSSHHH

Upon joining the call, your microphone will be muted. Your video will also be off, no one will be able to see you. If you would like to say something, you can do so by using the commenting or Q & A functions, see below.



3

COMMENT

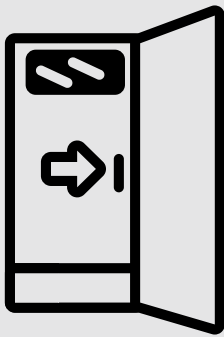
At any point during the conference, you can use the comment function to share where you're from, give any thoughts on what is being shared, and generally give feedback on the content.



4

Q & A

If you have a question that you would like to pose, click on the "Q & A" button and enter your question into the chat box that will pop up. You can pose questions to the Alpha team or speakers by including their name at the start of the question



5

LEAVING THE MEETING

If at any point you would like to leave the meeting, you can do so by clicking on the red "Leave" in the bottom right-hand corner of your screen. You can rejoin the meeting at any time.



6

RECORDING

The conference will be recorded. If you have registered, you will have access to these recordings for 24 hours after the live session, so if you miss anything you can go back and listen to it again