

## How to participate in an online event at the IMLR

All online events run by the IMLR will use [Zoom](#). You do not need to download the Zoom application or have a Zoom account to participate in the event, you will be able to join the event by using your web browser.

You will need to register for the event from the event page on our website. In the confirmation email you receive back, there will be a link to join the event. You will only be able to participate in the event by clicking on this secure link so do ensure you receive the confirmation email and keep the link to hand. Make sure you check your 'Junk' or 'Clutter' inboxes. If you don't receive the email or lose it prior to the start of the event, just [contact us](#) beforehand and we can send you the link by email.

When you're ready to join the event, click on the event link that you have been sent. Your browser will prompt you to open the Zoom application. You don't need to use the Zoom application to participate in the event, you can join just by clicking "start from your browser". When you have clicked on the joining link you will enter the Waiting Room - this will be open 30 minutes prior to the event start time.

Just before the event start time you'll be admitted from the Waiting Room. Your audio will be muted when you join the event.

It is the intention that IMLR online events will be recorded and made available online on our website. During the event the chat facility will be enabled and you will be able to ask questions by text in the chat area, either during the event or at the end when the Chair will ask for any questions. The Chair will then put your question anonymously to the Speaker. If you wish to ask your question in person, please use the 'raise hand' feature. Your mic will then be unmuted so you can ask your question. Please be aware that if you ask your question in person, then your question and the answer will form part of the recording made available online subsequently through the SAS website

If you have any questions please [contact us](#). We hope you enjoy your online IMLR event.