



Instructions to access session in ZOOM

It is our pleasure to be receiving you soon at the ISFG Mini-Symposia!
In this document you will find **instructions** for you to review before the live session begins.

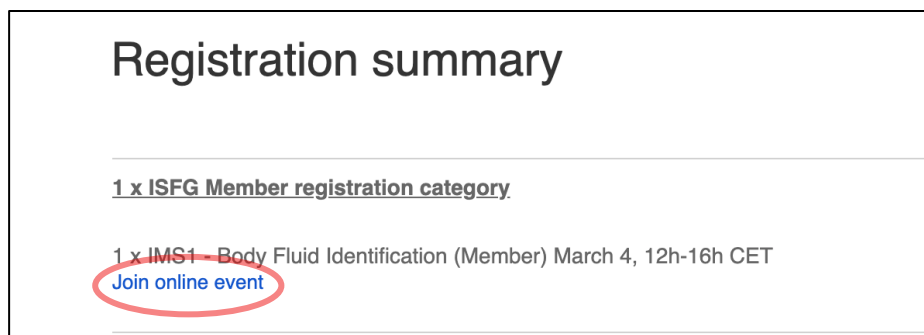


Online Platform- Instructions

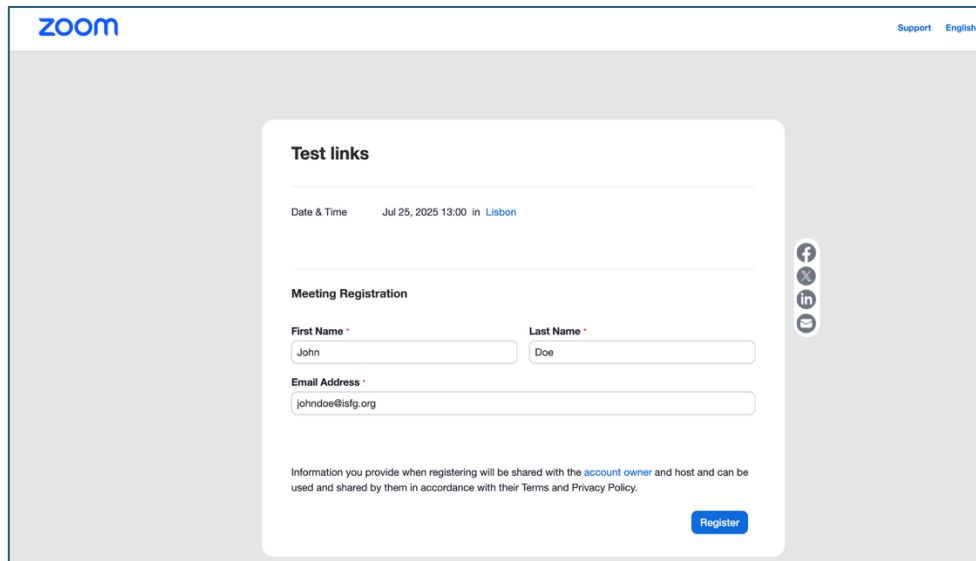
The workshops will be held via the ZOOM platform.

Please follow these instructions:

1. **After the registration period is over, you will receive a new email confirmation**, similar to the email confirmation you received when you registered for the IMS. In this new email, in “**Registration Summary**”, you will find the IMS you are registered for which contains a link to the ZOOM session at “**Join online event**”, as below:



2. After clicking on "Join online event", a new browser window opens directly to a registration page in ZOOM, similar to the one below:

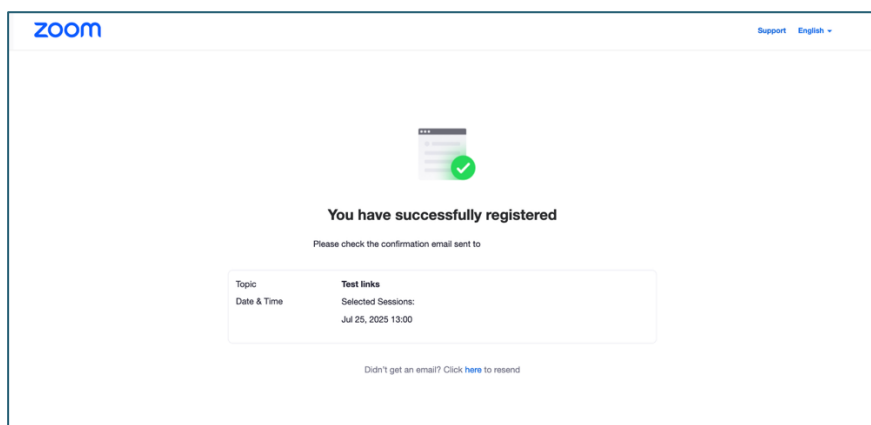


On this ZOOM page, follow the instructions by placing your **first and last name**, clearly, and the email address you used when you registered for the event. Click on **“Register”**.

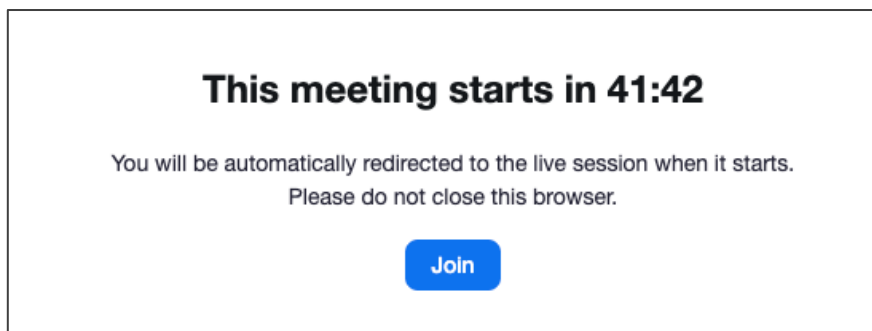
3. Upon ZOOM register:

3.1 if the ZOOM session has already started, you will automatically enter the **Waiting Room** and you will only be allowed to enter the session when correctly identified by the organization.

3.2. If the ZOOM session hasn't started yet, you will receive the message below confirming that your registration has been successful, and an email is also sent to you.



OR you may be directed to a waiting page as below, in the case that it is nearly time for the session to start.



4. In either case (3.1 and 3.2) you will always receive an email after registering for the session, with the **personalized link** to enter at any time in that specific session.

5. When you are allowed to enter the session, make sure your microphone is turned off, but you may leave your camera on, and follow any instructions that may appear on your screen.

6. We advise you to join the meeting 10-15 minutes before the starting time, to make sure you have no problems in accessing it. **Please be punctual since the session will start in the stipulated time.**

7. Finally, please note that the session will be recorded.

If you have any doubts or problems, please contact us on isfg.ims@gmail.com

Thank you and see you soon!

Management
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