

Zoom Webinar – Instructions for attendees

Technical requirements:

Zoom desktop client or Zoom mobile app or browser

Joining the webinar:

To join the webinar, please **click on the link** sent to you via email by the conference organizers.

Alternatively, open the Zoom Desktop Client or Mobile App, click “Join a meeting” and **manually enter the webinar ID and passcode**. Click “Join” (if prompted, enter your name and email address, and click “Join” again). If prompted, please allow Zoom to use your microphone.

If you are early, please wait for the host to start the webinar.

Leaving the webinar:

To leave, simply click “Leave meeting”. You can rejoin at any time if the webinar is still in progress.

Attendee permissions:

As a webinar attendee, you can:

- send messages to others (the host and panelists, i. e. the Chairs and Speakers).
- submit questions in Q&A (see below).
- virtually raise your hand if you want to contribute live to the discussion.
- unmute yourself and ask your question live, if the host gives you permission. Otherwise, attendees’ cameras and microphones are generally disabled.

Q&A:

In the Q&A section, you can ask questions to the Chairs and Speakers. They will either text you back in the Q&A window or answer your question live (in this case, you will see a notification in the Q&A window and, if you have raised your hand, you may ask this question live.)

You can also like other attendee’s questions to help the Chairs identify popular topics for the discussion.

For more detailed information, please see [“Joining and participating in a webinar \(attendee\)”](#) in the Zoom Help Center.

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