Guidelines for AERO India Webinars

1. To Join a Webinar via URL/link

i.   Click the **Webinar URL/link** provided by the host

ii.   Follow the prompts to download and install the Zoom freeware client application software.

Attendees are view-only participants, unless the host allows them to speak. Attendees will see the view selected by the host. A Q&A and chat panel are provided for the attendees to communicate with the host, as well as the ability to raise their hands and for the host to allow them to speak.

2. Join a Meeting via the Zoom Web Portal

i.   Navigate to https://negd.zoom.us/

ii.   Click **Join a Meeting Tab** to Join the webinar**. Meeting ID is provided in the link as last 9 digits.**

iii.   Enter the **Webinar ID** into the Meeting ID field.

iv.   Enter your **name, email address & phone no.** in the fields provided.

v.   Click **Join the Webinar.**

3. Interacting in a Webinar

In a Zoom webinar, you can interact with the host, co-hosts, and panellists by raising your hand, typing in chat, or typing in Q&A if the host has enabled those features in the webinar.

i.   Raise Your Hand

- Click the **Raise Hand** button at any time to indicate to the host and panellists that you have a question.

- To lower your hand, click the **Lower Hand** button.

ii.   Send Messages with Chat

Chat is a feature that is controlled by the webinar host. The host can choose to allow participants to chat with everyone, only panellists and hosts, or with no one.

- Click the **Chat** button to open the chat panel.

- Type your message in the **Text** box at the bottom of the panel.

- Press **Enter** to send your message.

iii.   Ask Questions with Q&A

If enabled by the host, you can pose questions to the host and panellists using the Q&A feature. The host or panellist may choose to respond to you privately or send your question and answer to everyone in the webinar.

- Click the **Q&A** button to open the window.

- Type your **response** to the question in the text field.

- If you want your question to be anonymous, check the **Send Anonymously** checkbox.

- Click **Send.**