

2020 MAC | ZOOM WEBINAR ATTENDEE GUIDE

At 7:00 am on December 16 and 17, 2020, an email from (mbagconf@umanitoba.ca) will send you a link to join the webinar for **that specific day** of the conference.

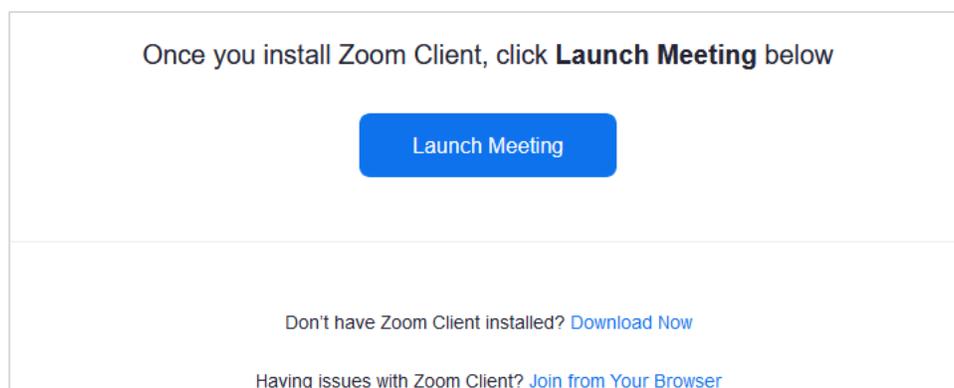
The University of Manitoba is hosting the MAC and will help you if there are any issues with your connection, sound or video. If you have issues during the conference, please use the chat function in the Zoom sidebar and the U of M Audiovisual Team will assist you. If you have difficulties getting on the webinar, please email mbagconf@umanitoba.ca.

Test your internet connection ahead of the conference by [Joining a Zoom Test Meeting](#). Plugging your computer directly into your modem or router using an ethernet cable will create a solid internet connection and may help avoid problems associated with a Wi-Fi connection.

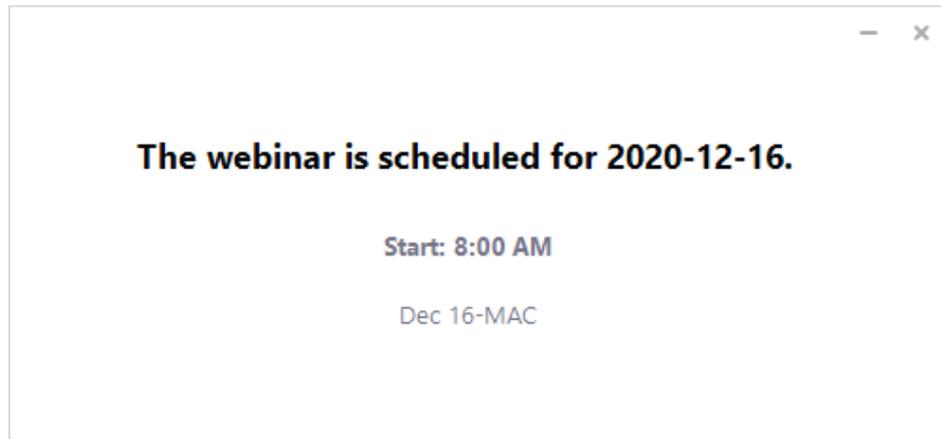
If you are new to Zoom, you may want to [Sign-up](#) and download Zoom ahead of the conference to become more comfortable with the Zoom platform settings and functions. Create a user profile with your **full name and email**.

STEP 1 - JOIN THE WEBINAR

Clicking the link that was emailed to you. The window below will open in your default browser. Select “Launch Meeting”. If you have not already done so, download the [Zoom](#) client app, or join from your browser.

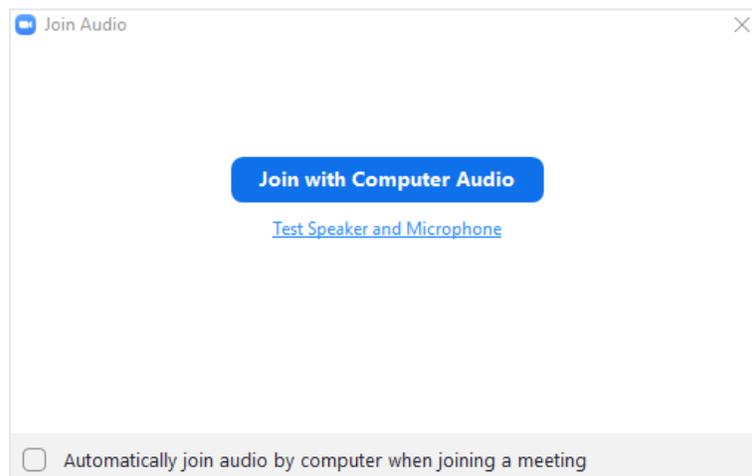


If you launch the webinar before 8:00 am, this window will pop up until the program begins:

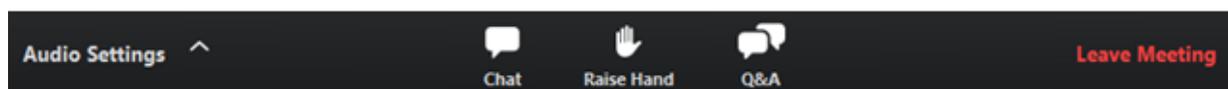


STEP 2 - JOIN AUDIO & ADJUST YOUR SETTINGS

Once the host opens the webinar, a “Join Audio” window will pop up. Select “Join with Computer Audio”. If this is your first time using Zoom, select “Test Speaker and Microphone” and follow the prompts. It helps to use a headset or earbuds for better audio quality.



Once in the webinar, familiarize yourself with the functions in the Zoom toolbar:



NOTE: Post your questions for presenters in the Q&A box only. The session chair will manage audience questions and read them aloud at the end of the presentation, time permitting. Please

use the Chat function for general discussion or technical inquiries ONLY. As a conference attendee, you will NOT have permission to mute/unmute your speaker.

STEP 3 – JOIN A POSTER SESSION

During the coffee breaks, you have the option to join a Q&A Session with a poster presenter. Poster presenters will provide a short poster “pitch” summarizing their topic at the beginning of the break. Posters are available to view on the [MAC website](#).

A link to join their Q&A session “meeting room” will be posted in the chat box in the Zoom Webinar at the beginning of each break. At the end of the coffee break, attendees will be given a reminder to re-join the webinar.

STEP 4 – CLAIM YOUR CCA CEUs

See the [MAC website](#) for total CEUs available. Use one of the following methods to claim your CCA CEUs:

- a) **Record validation codes** for each session (displayed during breaks). Once the conference is complete, use this [portal](#) (live AFTER the conference) to claim your credits, using your unique registration username (email) and password provided in your conference confirmation email. The deadline for submitting the form to claim your credits is December 31, 2020.

- b) **Scan the QR codes** for each session (displayed during the breaks) to automatically claim your credits. Download the Certified Crop Advisor App (in the [App Store](#) or on [Google Play](#)) and sign-in with your CCA credentials.

For the poster CCA CEUs, complete the quiz questions posted on the [MAC website](#) and email the answer sheet ONLY to John.heard@gov.mb.ca.

OTHER USEFUL RESOURCES

Zoom has a ton of great online resources on their website and YouTube page. For more detailed information, check out: [Joining and Participating in a Webinar \(attendee\)](#)