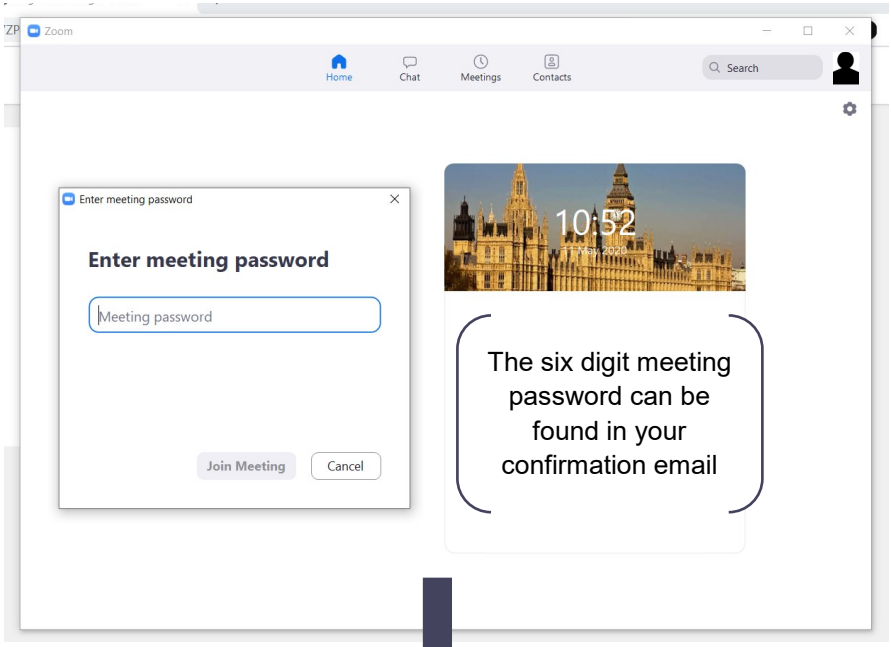
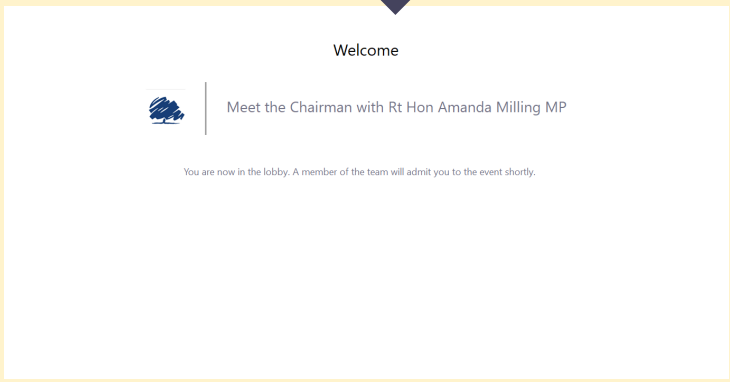
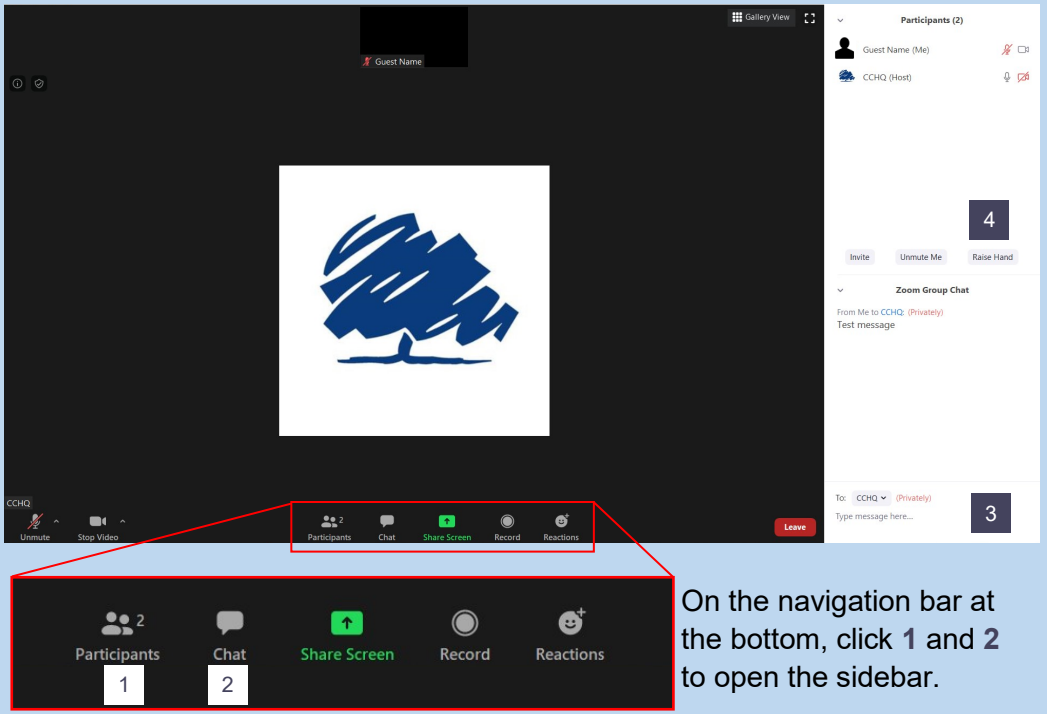
1. Joining a Zoom event via the desktop application





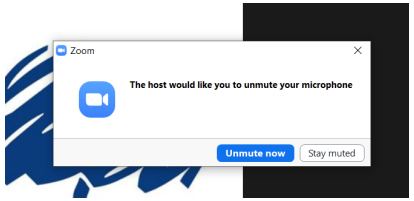
The event organiser will check your name against the names in which tickets were bought before admitting you to the event. Please ensure before attempting to join through the app that you include a first and last name in your Zoom account and that this matches the name on the tickets.



On the navigation bar at the bottom, click **1** and **2** to open the sidebar.

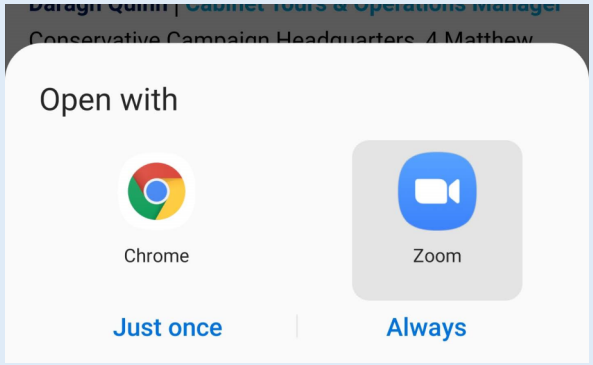
During the event you may type a question into **Box 3**, which the Association Chairman or event organiser can see. Sending a question will not disrupt the event. Your question will only be visible to the event organiser.

During the Q&A you may instead wish to raise your hand virtually **(Box 4)**. This will add you to a queue from where your question may then be selected.

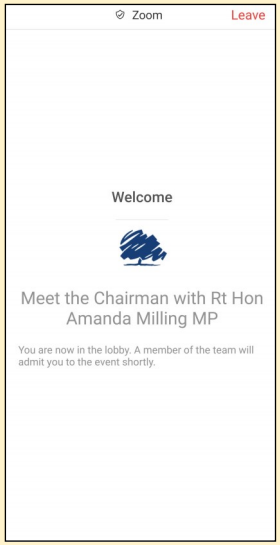


If the event organiser selects you to ask a question, they will introduce you and then unmute you. You must select **Unmute now** in order for your question to be heard.

2. Joining a Zoom event via the Zoom mobile app

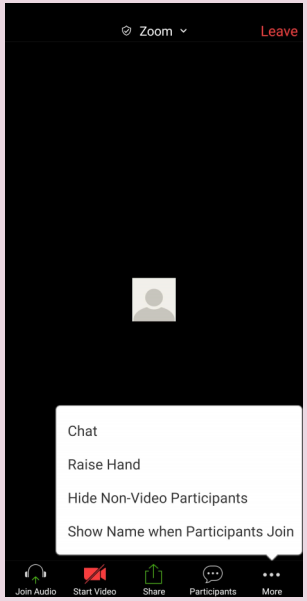


Follow the link in the confirmation email. If prompted, select to open on the app.



The event organiser will check your name against the names in which tickets were bought before admitting you to the event. Please ensure before attempting to join through the app that you include a first and last name in your Zoom account and that this matches the name on the tickets.

Participating in the Q&A

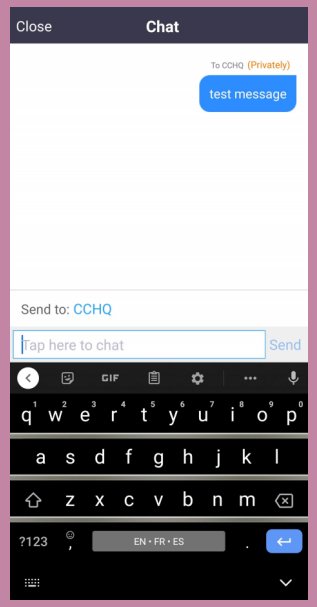


During the event, if you wish to put a question to the Speaker, select **Chat**.

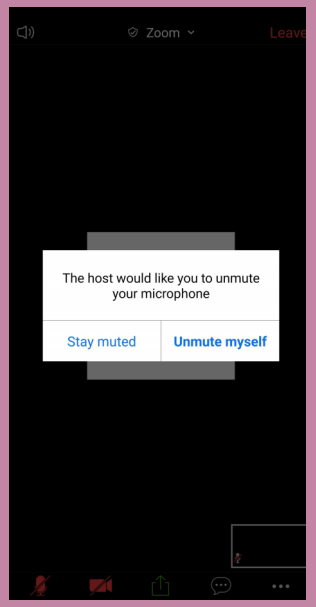
This will open screen **1** (right), where you can type and send your question, which the Association Chairman or event organiser can see. Sending a question will not disrupt the event and you will still be able to hear the speaker. Your question will only be visible to the event organiser.

Alternatively, during the Q&A you may wish to raise your hand virtually by selecting **Raise Hand**. If the event organiser selects you to ask a question, they will introduce you and then unmute you (**2**). You must select **Unmute myself** in order for your question to be heard.

1

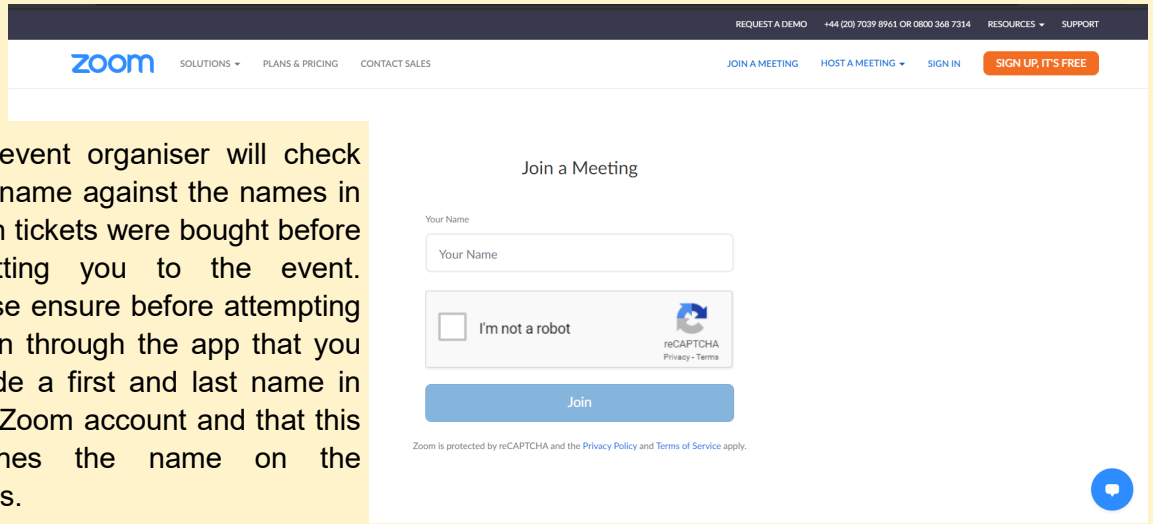


2

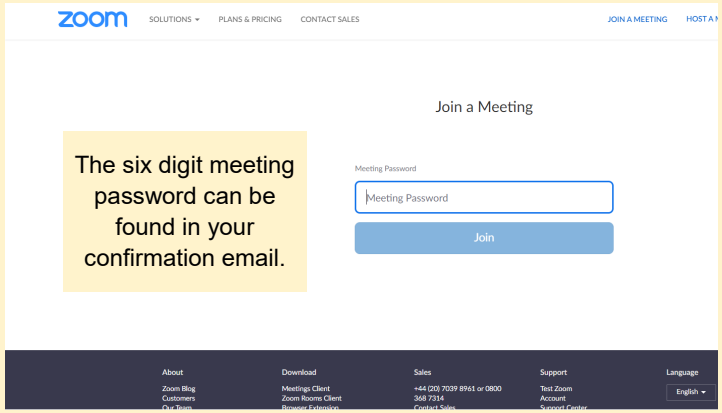


3. Joining a Zoom event via the web

The event organiser will check your name against the names in which tickets were bought before admitting you to the event. Please ensure before attempting to join through the app that you include a first and last name in your Zoom account and that this matches the name on the tickets.



The six digit meeting password can be found in your confirmation email.



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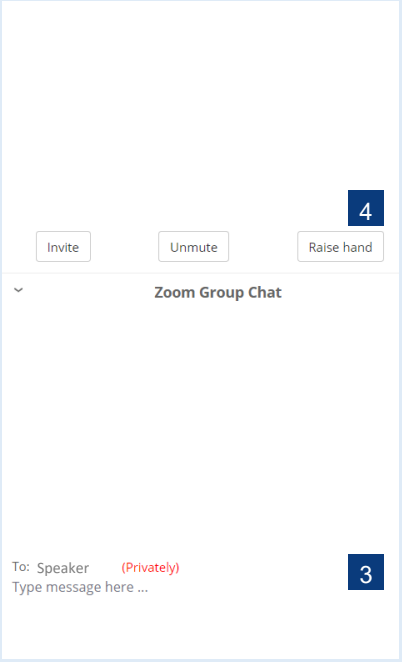
During the event you may type a question into **Box 3**, which the Association Chairman or event organiser can see. Sending a question will not disrupt the event. Your question will only be visible to the event organiser.

During the Q&A you may instead wish to raise your hand virtually **(Box 4)**. This will add you to a queue from where your question may then be selected.

The event organiser will introduce you, and will then unmute you so that you can ask your question.



Promoted by Alan Mabbutt on behalf of The Conservative Party, both at 4 Matthew Parker Street, London SW1H 9HQ.