CHOICE – Zoom virtual events guide

We are pleased to invite you to join our virtual events this year. We've put together this guide to help you register and join the webinars on the virtual meeting platform, **Zoom**. A webinar allows our presenters to speak to you over video from various locations – you'll mostly be watching and listening, but there is a Q&A tool available for you to ask the presenters questions.

Registering to join the Webinar

In the Notice of AGM email, there are two registration links for events on Tuesday 28 November 2023:

- **CHOICE Consumer Forum** (4.45pm – 5.45pm AEDT)
- **CHOICE 65th Annual General Meeting** (6.00pm – 7.00pm AEDT)

Please register separately for each event that you wish to join. Once you register, you will receive an email with an individual link to join each meeting. Please register by 5pm Friday 24 November 2023.
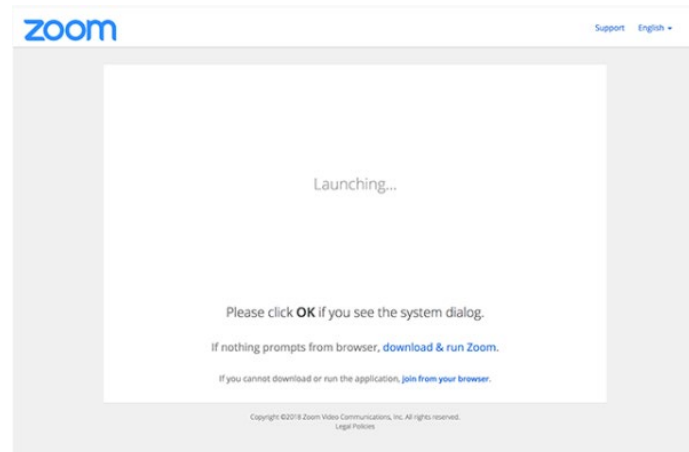

If you have not used zoom before, we encourage you to allow some time ahead of the meeting to download any software or apps and test your set-up. We've included some general instructions here but if you require any further assistance you can visit the zoom.us "Joining and participating in a webinar" support page here.

If you have any additional questions please feel free to email companysec@choice.com.au.

Joining on a computer

When it is time to join the webinar, open the email confirmation message and click the individual link. (We recommend doing this 10 minutes before the start time).

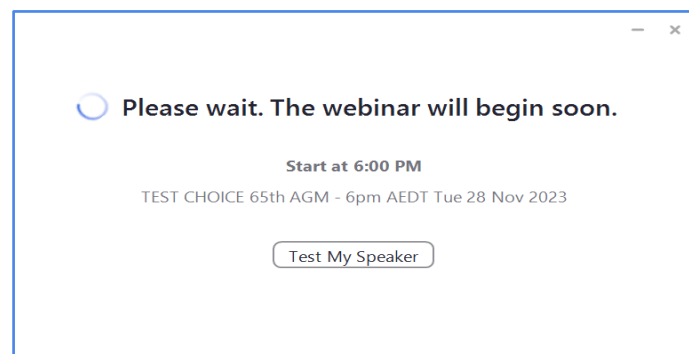Your browser will open and take you to this screen:

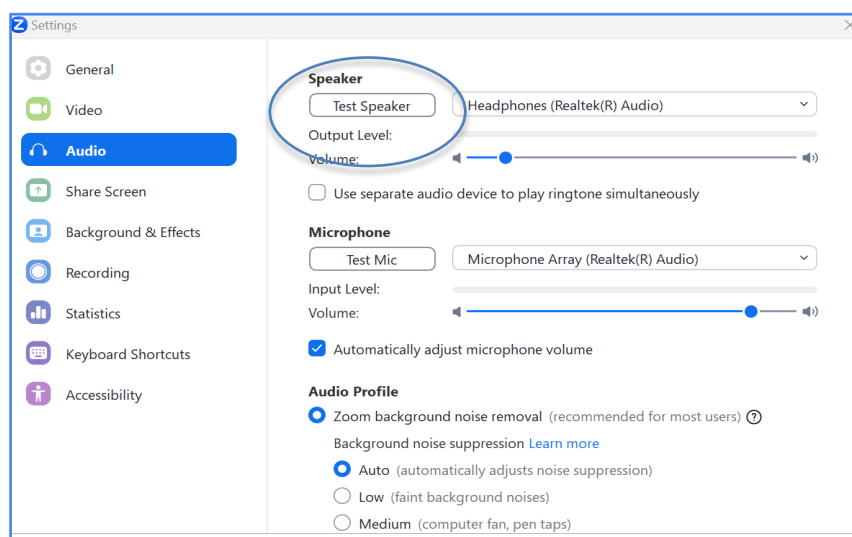If this is your first time visiting Zoom, click 'download & run Zoom'. Zoom is free to download.

Click on the downloaded file. Zoom may take a few minutes to install.

Once downloaded, select 'open Zoom'. Zoom will open and take you to the webinar.

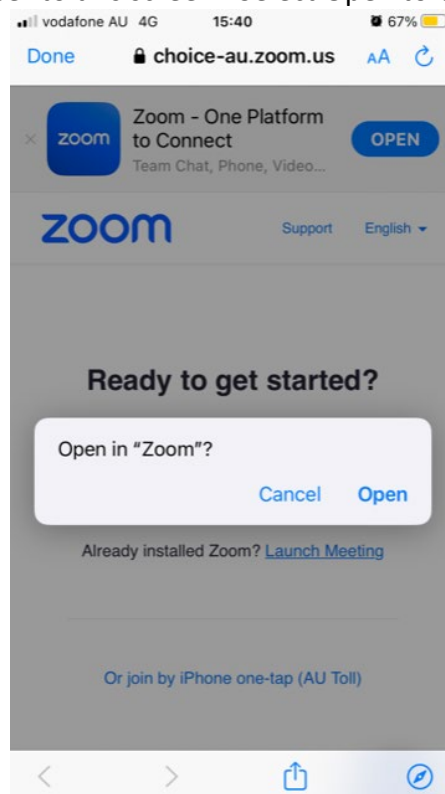You will see a holder screen until the webinar is opened by the host.

Use the Test My Speaker to check volume settings.

Joining on a smartphone or tablet

Before joining the webinar, you will need to download the free Zoom Cloud Meetings app from the app store on your device. (We recommend doing this 10 minutes before the start time). Click the link in the email and your device will prompt you to download the app.

When it is time to join the webinar, open the email message and click the individual link. This will then load up your device's browser to this screen. Select Open to be taken to the webinar.
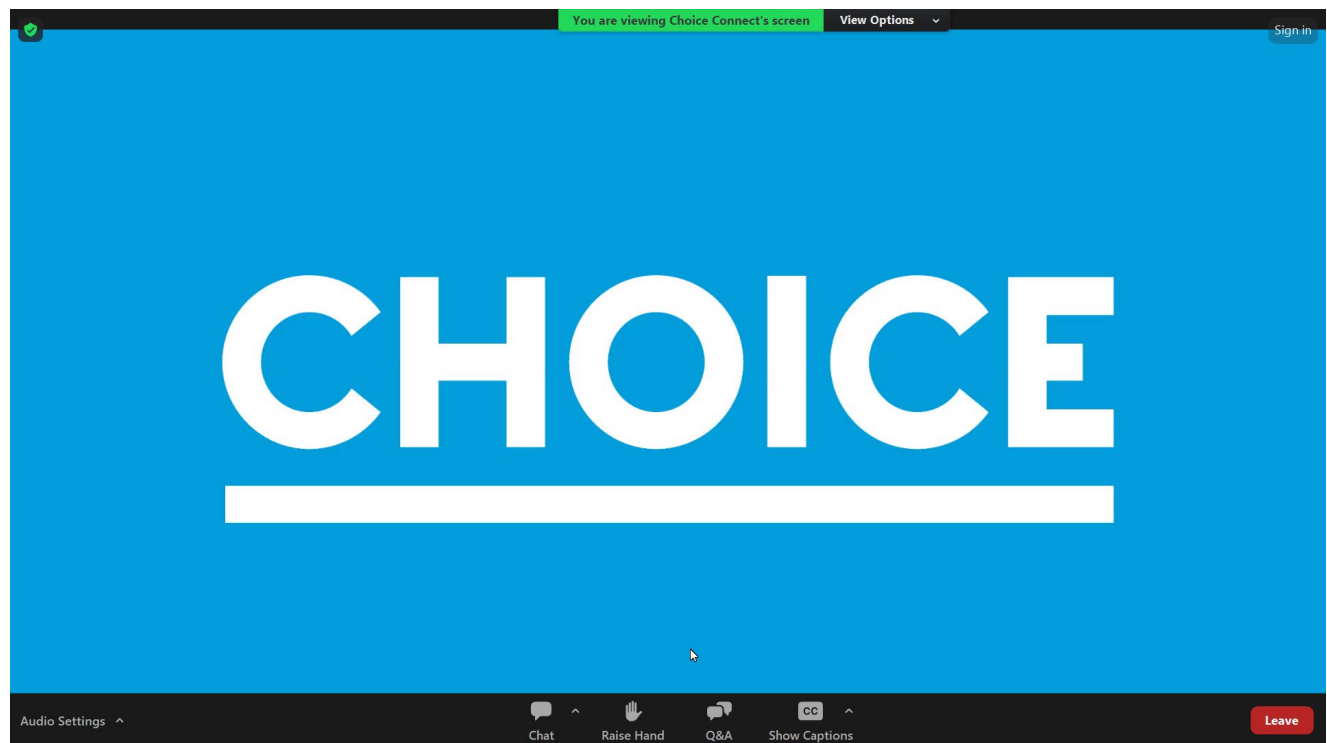
Joining by telephone (audio only)

You can join the meeting by telephone in listen-only mode by dialing the numbers listed in the confirmation email, however please note that this option does not have the facility to ask questions or vote live. If you wish to join via audio only, you can complete the proxy form to have the Chair or another vote on your behalf and you can submit any questions you may have in advance of the meeting by emailing companysec@choice.com.au.

During the meeting

When the webinar starts, you will have access to the following options:

Audio Settings: adjust the volume and test audio settings
Raise Hand: the host may invite you to use this feature to vote
Q&A: post a question to the panellists
Show captions: Make live captions visible on screen
Leave: leave the webinar and close Zoom
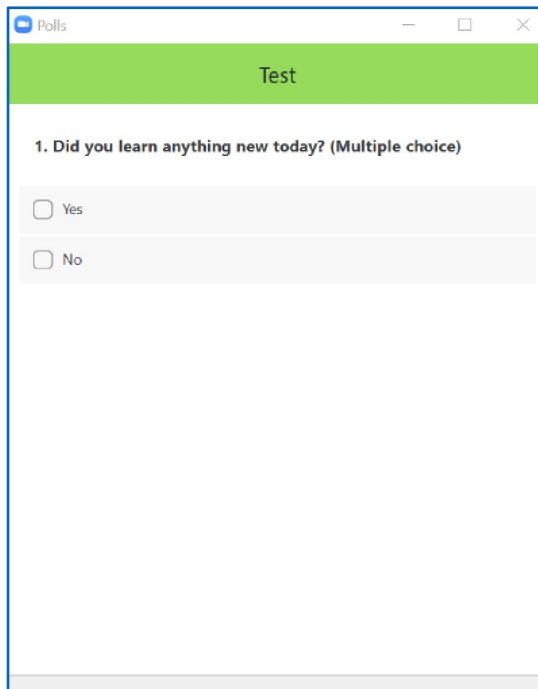*Note: Chat* is disabled for this event

Posting a question

You can post a question to the panellists using the Q&A option.
Questions will be managed by a moderator.

Click the Q&A button, type your question in the box and click
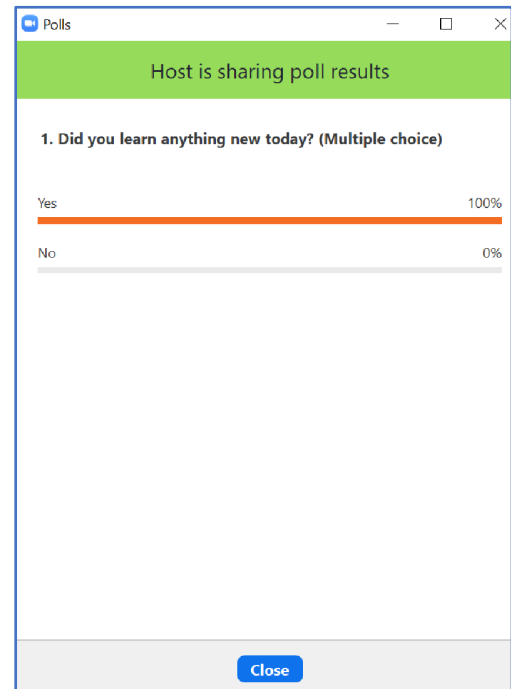Send. The moderator will acknowledge your question.

Participating in a poll

If the host launches a poll, you will see a poll box on the screen. Make your choice from the options and click Submit. The host may share the poll results on screen if relevant.

Leaving the meeting

You can leave the webinar at any time by clicking the red Leave button in the corner of the screen.

Thanks for joining us on Zoom!