

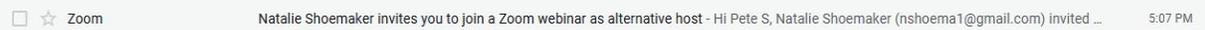
Panelist - How to Zoom

Below is a quick summary of how to use Zoom (for panelists). If you'd like a more visual walkthrough, please check out this handy YouTube tutorial we made just for you:

<https://youtu.be/ZsutBxb4FfE>

- If you are on a panel, you should have already received an email with a special link from Zoom to access the Webinars you are participating in.

- The message will appear as follows:



- *Side Note:* Zoom Meetings (unlike Webinars) must be registered for. So, if you are a writer on a “Workshop” or on the X-Files Panel, you will have to register via Zoom to make sure you get in.

- The following workshops will require their panelists/presenters to register manually (links attached):

- [Workshop: Painless Novel Writing](#)
- [Workshop: Putting Character Into Your Characters](#)
- [Workshop: Writing A Novel In A Short Time](#)
- [Workshop: From the Mind to the Story](#)
- [Speculative Poetry: Writing, Self-Editing and Getting Feedback](#)
- [From the 'Outside In': Exploring the Eerie Worlds of 'The X-Files' and 'Kolchak'](#)

- It's important to save the emailed links by following the directions and adding them to your preferred calendar app or copying the links to a Word Doc.

- Reminder links will also be sent to you a day and an hour prior to when your panel is supposed to start.

- Panelists will be able to get into their panel rooms 13 - 15 minutes prior to when the panel is scheduled to begin.

- eg If a panel is supposed to start at 3PM, you should be able to get in around 2:45PM

- Each panel will have someone assigned as the Host. The Host has abilities, like changing the layout, kicking attendees from the chat, and unmuting attendees. The Hosts are there as tech support, as an extra pair of eyes to make sure things are going smoothly, and at the time keepers.

- Panels have a hard stop at 45 minutes, unless otherwise indicated. That means if a panel starts at 3PM it needs to end at 3:45PM. Your Host will message you when there are 5 minutes left in the panel. If you feel you have more to say, feel free to bring the

discussion over to Discord, where there are dedicated channels for post-panel discussion.

- **The reason for the hard-stop:** Some Hosts are Hosting panels back to back and need to open other rooms. Likewise, some panelists have other panels to... panel.

I hope this helps answer any questions, feel free to email me at nshoemaker@roberson.org or message me over Discord.

Thank you for making this event wonderful.