Code of Conduct

The IMA is proud that it has a diverse membership, and wants all members, guests and attendees to enjoy their time at IMA events, so we ask all attendees to follow our Code of Conduct. If any of these rules are breached, you will be removed from the conference and will be banned from attending future online events. If your behaviour results in a 'strike' this will be noted against your IMA record, if you receive three strikes you will be banned from attending future online events.

- You must not share the log-in details, including the link and password to any IMA online conferences. All participants must register via MyIMA and complete their booking. The attendee list will be closely monitored and anyone on the list who has not registered will be removed from the conference.

- As an attendee you have access to the Q&A section and chat function. Messages containing inappropriate language, sexual content or persistent unwanted messages are considered as harassment. Attendees sending messages containing this content will be removed and banned from further events.
  - Unwanted content also includes linking websites containing hate speech, pornographic or gory images, malware and download links.

- Exclusionary language and behaviour is banned. The IMA is proud of the diversity it promotes and does not judge anyone based on their race, ethnicity, gender identity, sexual orientation, religion, or health status.

- Sharing personal information is banned. We will not be circulating delegate lists for online conferences. If you wish to further communicate with another IMA delegate(s) please contact conferences@ima.org.uk after the event and we will begin the communication. If you share your email address or other personal information during the conference without permission from the Administrators, this will result in a strike.

- Recording IMA conferences is banned. If the event is being recorded by IMA Staff, we will indicate this in our email, all recorded events will be released on Youtube or Dropbox shortly after the event is finished. The use of screen recorders and other OBS will result in a ban.

If you encounter any issues during the conference, please email conferences@ima.org.uk and we will deal with any issues in confidence.

How to use Zoom as an attendee

This brief guide will show you how to access Zoom. A Zoom account is not required to access IMA Conferences. You will be joining this conference as a view-only participant, your microphone and webcam will be disabled, therefore you do not need either of these to participate.

Is my device compatible with Zoom?

Zoom works on browsers, download, mobile devices and tablets, so there's plenty of ways to join our online conferences. A stable internet connection (broadband wired or wireless – 3G or 4G/LTE) is required.

Supported Browsers:

Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+

Mac: Safari 7+, Firefox 27+, Chrome 30+

Linux: Firefox 27+, Chrome 30+

Supported tablet and mobile devices

Surface PRO 2 or higher running Win 8.1 or higher

Note: For tablets running Windows 10, they must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.

iOS, Android and Blackberry devices

How to Join the Webinar

There are three main ways of joining a Zoom Online Conference: Zoom PC app, via Zoom web client, and via the Zoom App on mobile devices.

Zoom PC app

When you click the Invitation Link it will automatically prompt to download the app when you click on the URL link. You do not need to pre-install the app, however if you will be installing Zoom onto your PC we suggest downloading the software 10-15 minutes before the event starts to ensure that your download finishes in time. Once you have downloaded the software, it will prompt you to input the password.

If you want to install the app manually, please visit the Download Center.

<u>Zoom web client</u>

If you do not want to download Zoom's software, you can join via your browser. If you are using Google Chrome, Mozilla Firefox, or Apple Safari to join, you will see a dialog box to launch the Zoom application in the browser.

An option Join from your Browser may appear automatically. If it does not, select download & run Zoom and then cancel the installation. The option 'Join from your Browser' will appear. Enter the password and your name when prompted.

<u>Zoom App via Android or IOS</u>

If you want to join the Conference via the Zoom mobile app, you can download it from the Google Play Store or App Store. When you are ready to join Tap Join a Meeting if you want to join without signing in or sign in to Zoom then tap Join. Enter the meeting ID number, password and your name and then press Join.

Waiting Room

Once you have joined the meeting, you may be held in a Waiting Room. This means that the IMA Conferences Team are setting up the webinar and have not started broadcasting. Please do not leave this screen, you will be let in shortly.

Using Zoom during the Online Conference.

As a Conference attendee, your interactions with the invited speakers (panellists) and hosts are limited to the Chat and Q&A functions. As previously mentioned, you will not have the ability to turn your microphone or camera on.

Chat Button

Opens the in-meeting chat, allowing you to send messages to fellow attendees. We kindly ask that you refrain from asking questions to the Panelists and Hosts in the chat box as they may get lost. If you have a question for the IMA Team or a Panelist, please use the Q&A section. The IMA Team can answer queries privately and the Panelist will use the Q&A section for their end of talk discussion.

Q&A Button

Opens the Q&A section where you are free to ask questions to the IMA Hosts or the Panelist. We kindly ask that you put 'Host' before your question if it is for the IMA Hosts, this will ensure that queries can be answered privately. At the end of each session the Panelist will be answering questions from this section.

Leaving the meeting

Leave the meeting while it continues for the other participants, if you leave the meeting you will be allowed to rejoin.

What to do if you have an issue during the call

If you have an issue during the call please leave the conference and rejoin. If this does not fix the issue, please send a Q&A message with 'Help' in front of your query and one of the IMA Hosts will assist you.