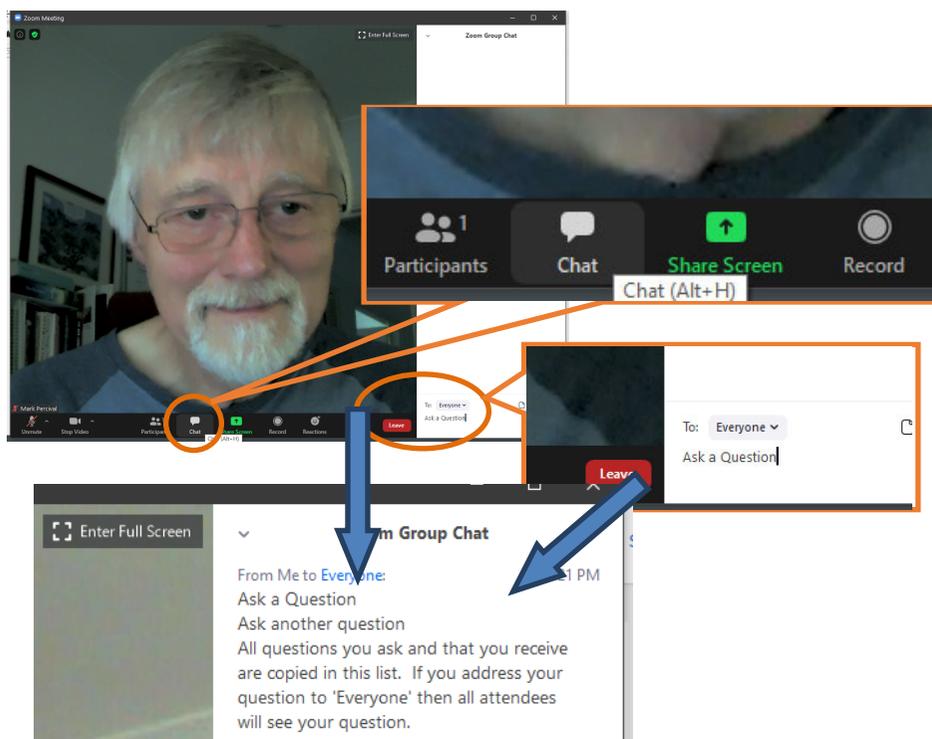


- Change your settings if need be by clicking on the up-arrow beside the microphone and/or camera icons.

Protocols

1. Asking questions

- The host will place you on mute. This prevents you from speaking.
- To ask a question, click on the question option. If there isn't one click on the chat option (highlighted below). Then type in your question. You can do this at any time. 'Chat' to 'Everyone' or choose one or more on the pull-down list at the bottom of the chat window. Only those you choose will receive your typed question.
- At the agreed points in the session the administrator will read out your question. The speaker will respond.



2. Recording the session.

SAHAAS reserves the right to record lectures and then post the recordings on the website. Please be aware of this and, if you do not want to be recorded, please do not try to join an event. Owing to intellectual copyright, please do not engage the Zoom record function yourselves nor try to record events in any other way.

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1845 - 2020

LECTURE PROGRAMME AUTUMN SERIES

Due to current uncertainties, the forthcoming series will be held online (via Zoom) rather than in the church. Almost exclusively these lectures will be presented by our own members to whom we owe a debt of gratitude.

The situation will be kept under review and any changes will be notified using enews and the November newsletter.

The flyer enclosed with this Newsletter explains the process for joining a meeting, the protocols for asking questions and the use of the chat facility. In particular, please note the following key points:

1. The AGM has been postponed (see the Newsletter p. 5);
2. Lectures will commence at 7.45pm and will last 30 minutes followed by a Q&A session;
3. You will need to register to receive an invite; (See 'How to Access our Lecture Series' in this leaflet)
4. Invitations will only be sent to members of the Society;
5. There will be a limit of 90 members for each lecture;
6. You will need to join the meeting in advance of the start time of the lecture i.e. from 7.30pm onwards.

A practice session will be held on Tuesday 1 September to allow members to acquaint themselves with the procedure. Members will be able to join the proceedings from 7.30pm onwards.

If you have any questions, please contact Gill Girdziusz via lectures@stalbanshistory.org

Please note that using a PC or Mac computer is more 'Zoom friendly' than using a tablet or phone. Also, you can participate in the on-line lecture without having a camera or microphone. You will still be able to pose questions, typed on the keyboard.

How to access our lecture series via Zoom

This can be done via your PC, Mac, iPad/tablet or smart phone. You will need to register to attend each talk. We will send out an enews message 1 week in advance of the talk asking you to register via Eventbrite. Eventbrite will send you an email the day before the lecture (see below).

Accessing a meeting

A) Joining a meeting via pc/Mac or tablet

If you have registered as above, you will receive an email from Eventbrite which contains information like this:

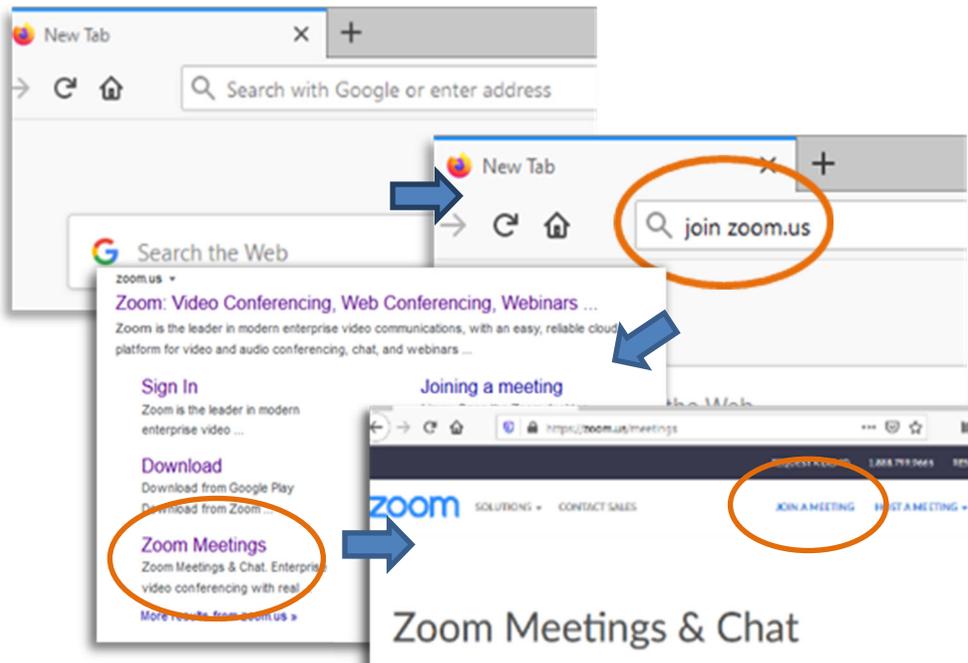
Join Zoom Meeting
<https://us04web.zoom.us/j/72288533435?pwd=djYrOUpxSnA0RHV>
Meeting ID: 722 8853 3435
Passcode: 4vcQSQ

a. If the link is blue and underlined (as above) .

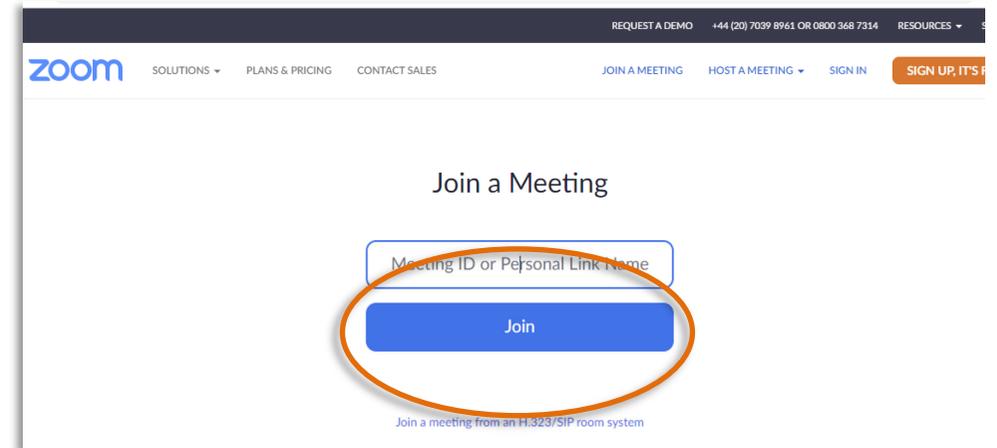
- Click on the link and you will enter the application. You may need to press your 'ctrl' key on a PC keyboard or the 'Control' key on a Mac keyboard, as you click the link.

b. If the link is not blue and underlined

- Start your browser and type 'join zoom.us' in the top of the window. You don't need to sign up, or download any application.
- Select 'Zoom Meetings'. Now select 'Join a Meeting' menu option.



- Enter the Meeting ID from the email and press the *Join* button.



If there is a passcode you will be asked to enter it.

B) Joining a meeting via a smart phone or tablet

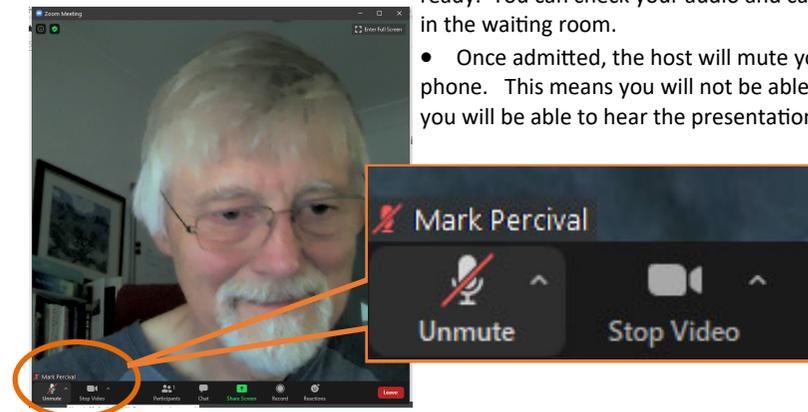
a. If you have a Zoom application downloaded:

- Tap the screen with your finger over the application icon.
- Typically the starting screen for the application will include a button to 'Join a Meeting'. Select this.
- This will lead to a screen similar to the *Join a Meeting* screen in A-b) above. Enter the Meeting ID and follow the instructions.

b. If you don't have a Zoom application downloaded:

- Use your browser and follow the steps in A-b) above.

Next steps • The host may have put you in a 'waiting room'. They will admit you when ready. You can check your audio and camera whilst in the waiting room.



- Once admitted, the host will mute your microphone. This means you will not be able to talk but you will be able to hear the presentation.