WGA Global Webinars

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WEBINAR JOINING GUIDELINES

For Speakers

Before joining the Webinar

- Use the WGA Global Webinar Slide Deck to prepare your presentation
- Turn off your Audio & Video when joining the webinar

During the Webinar

- Use the WGA Global Webinar Zoom Background
- Update your name to first name + last name + (country)
- How to share your screen?
- Using the chat: only use private chats

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WGA GLOBAL WEBINAR POWERPOINT TEMPLATE

How to download and use the WGA Global Webinar PowerPoint Template?

Step 1: Download the WGA Global Webinar PowerPoint Template **here** and save it to your desktop.
Step 2: Add your presentation information in the PowerPoint Template. Please always use slide size **Widescreen (16:9)**.

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Audio & Video

How to Turn off your Audio & Video when joining the webinar?

There are 2 options of joining the webinar:

- **Option 1** Click on the meeting weblink:
  https://us02web.zoom.us/j/87193814312?pwd=STJFWVZUYlNuOEVRbXIvTzNEYjJoUT09
- **Option 2** Login with the meeting ID and Password via your Zoom Desktop
  Meeting ID: 871 9381 4312
  Passcode: abpresspf

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Option 1: How to join through the meeting weblink?

When joining through the meeting weblink, click **Join without Video** before you enter the meeting.

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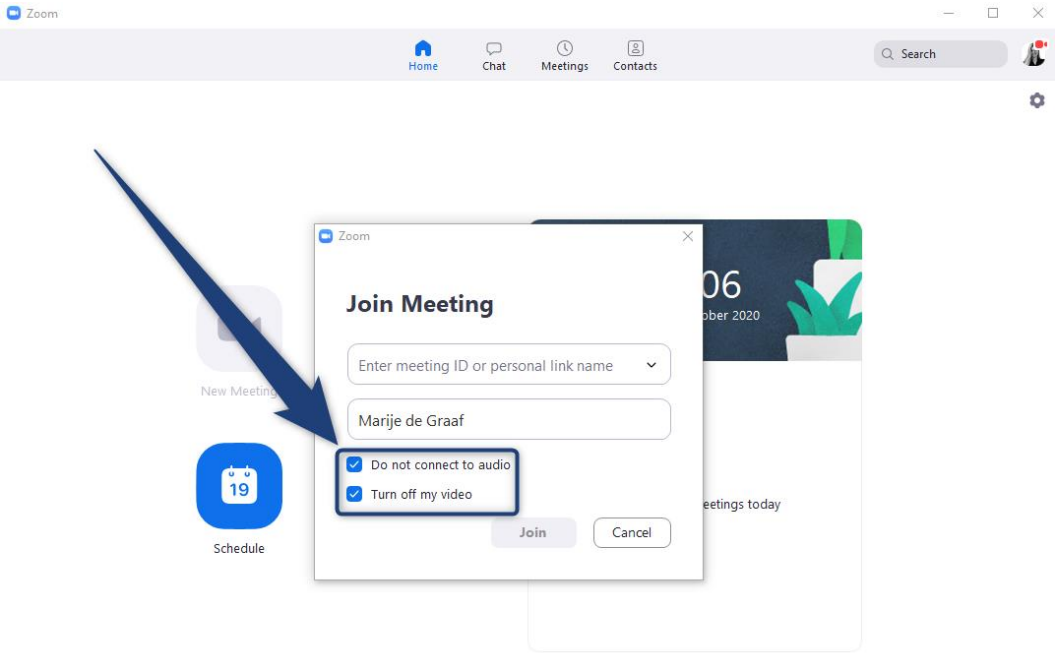
Option 2: How to join through your Zoom Desktop?

When joining through your Zoom Desktop, fill in the meeting ID and select **Do not connect to audio** and **Turn off my video** before joining the meeting.



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WGA GLOBAL WEBINAR BACKGROUND

How to upload the WGA Global Webinar Zoom Background?

Step 1: Download the WGA Global Webinar Background **here** and save it to your desktop.
Step 2: There are two ways to upload a new background in Zoom:

- **Option 1** is to do this as soon as you are logged in to a Zoom meeting
- **Option 2** is to upload it through your Zoom Desktop

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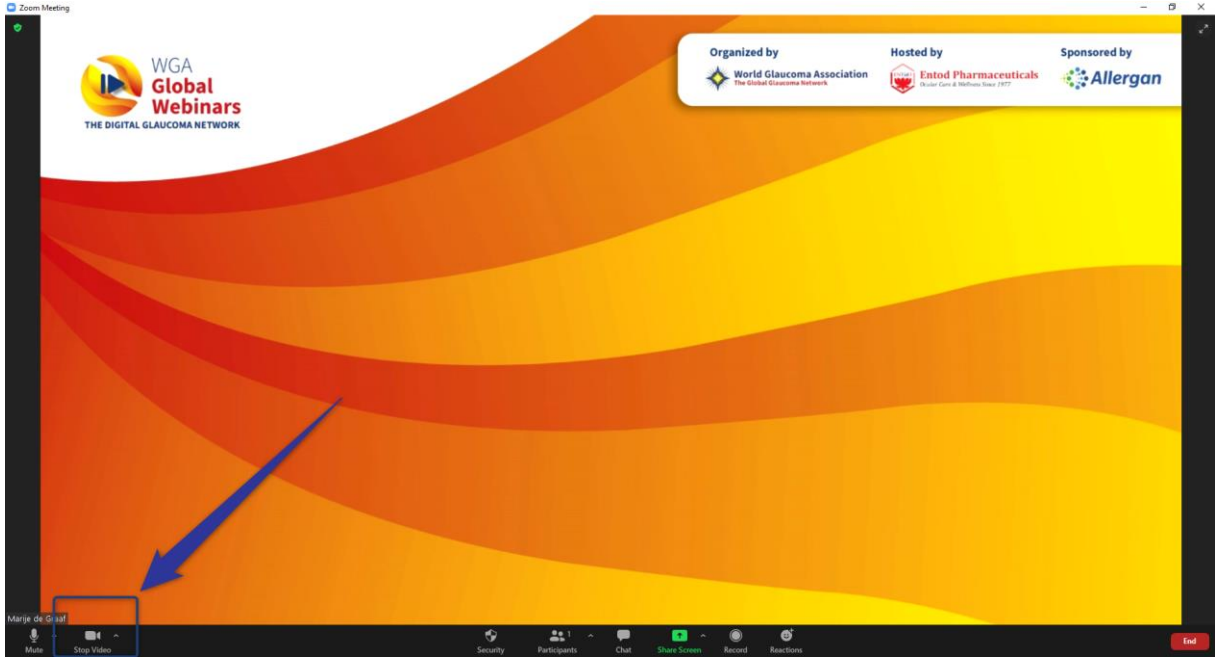
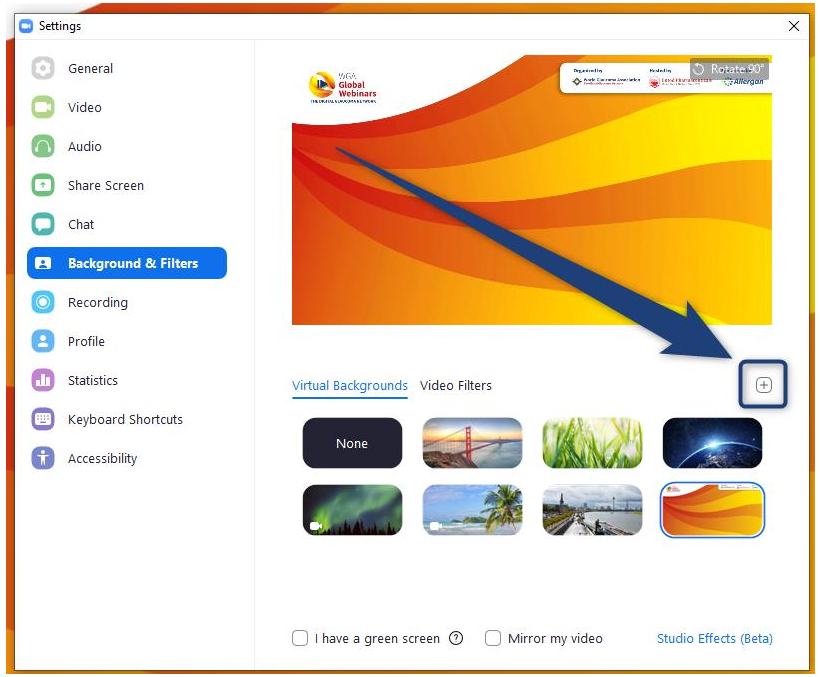
Option 1: How to upload a new Zoom background during a meeting?

Step 3: Click on the arrow right next to the **Stop Video** button, and click **choose virtual background…**



Step 4: The below frame will pop up. To add your WGA Global Webinar background, click on the **+ icon** on the right side, and choose **add image** to upload the background.



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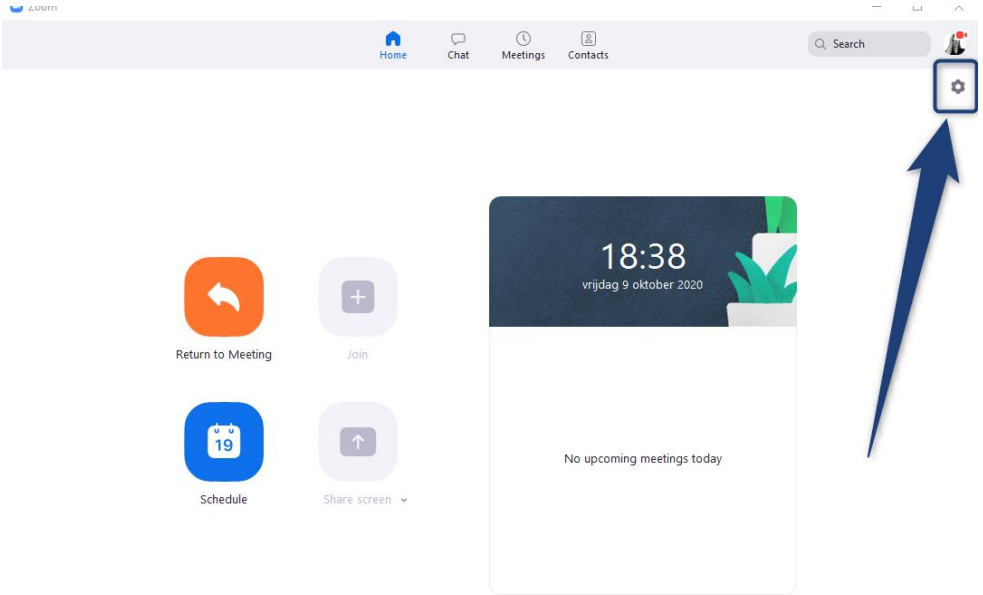
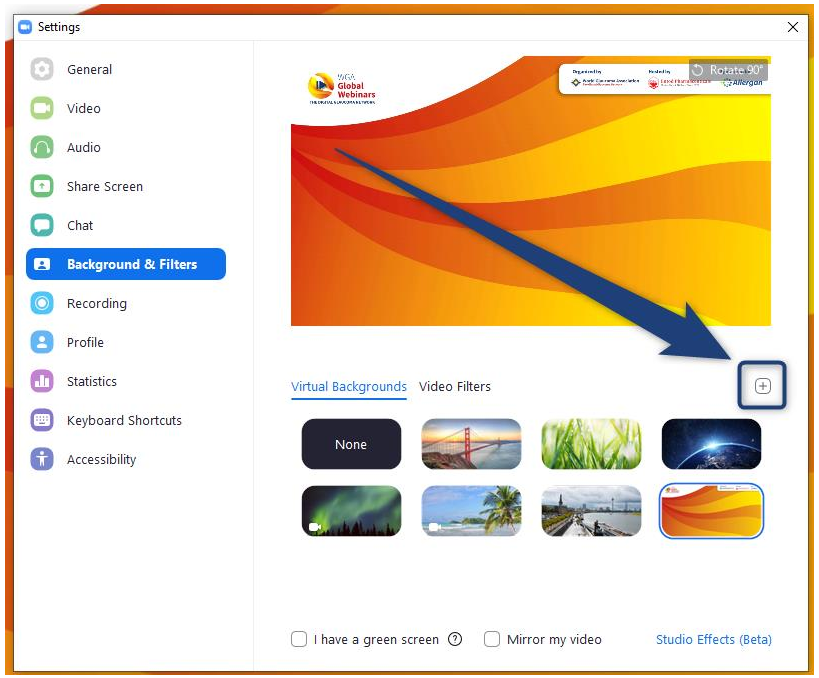
Option 2: How to upload a new Zoom background through your Zoom Desktop.

Step 3: Click on the **sprocket icon** on the right side of your Zoom Desktop App. You will be redirected to your settings.



Step 4: In your settings, click on **Background & Filters**. The below frame will pop up. To add your WGA Global Webinar background, click on the little **+ icon** on the right side, and choose **add image** to upload the background.



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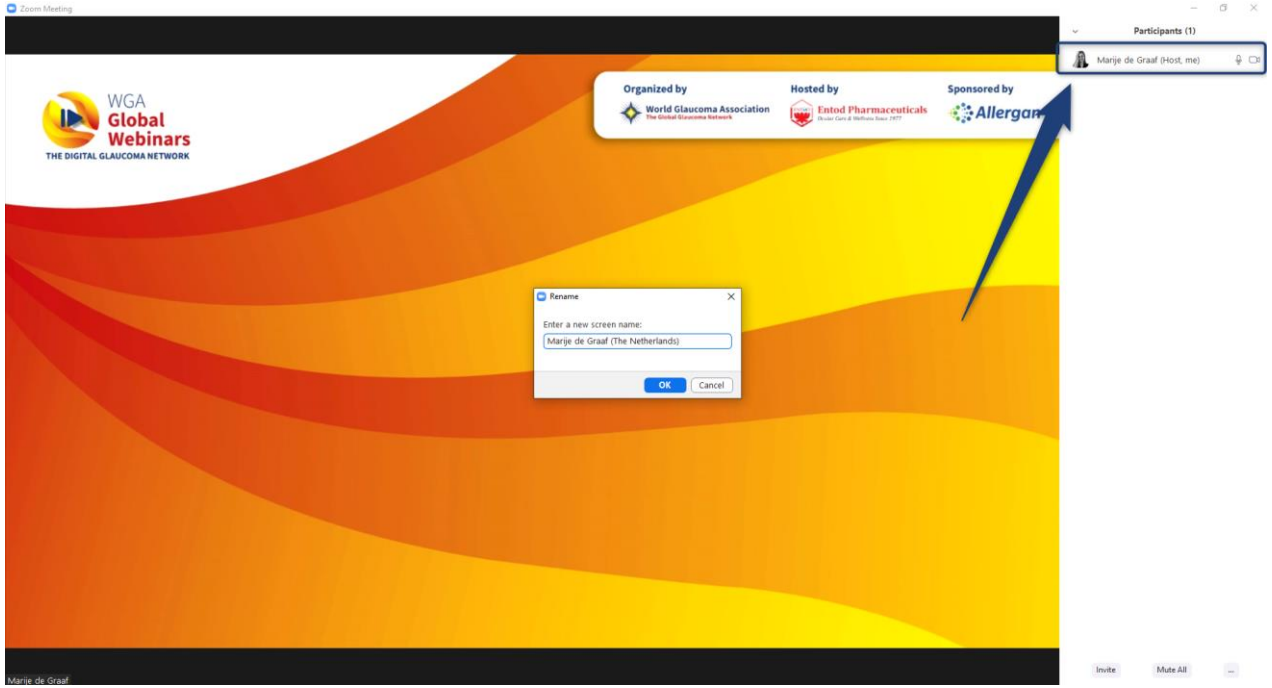
UPDATE YOUR NAME

How to update your name during the Zoom meeting?

There are 2 options to update your name during the Zoom meeting.

Option 1: Hover above your name within the participants list, click on **more**, click on **rename** to rename to first name + last name + (country). To save your changes, click **OK**.



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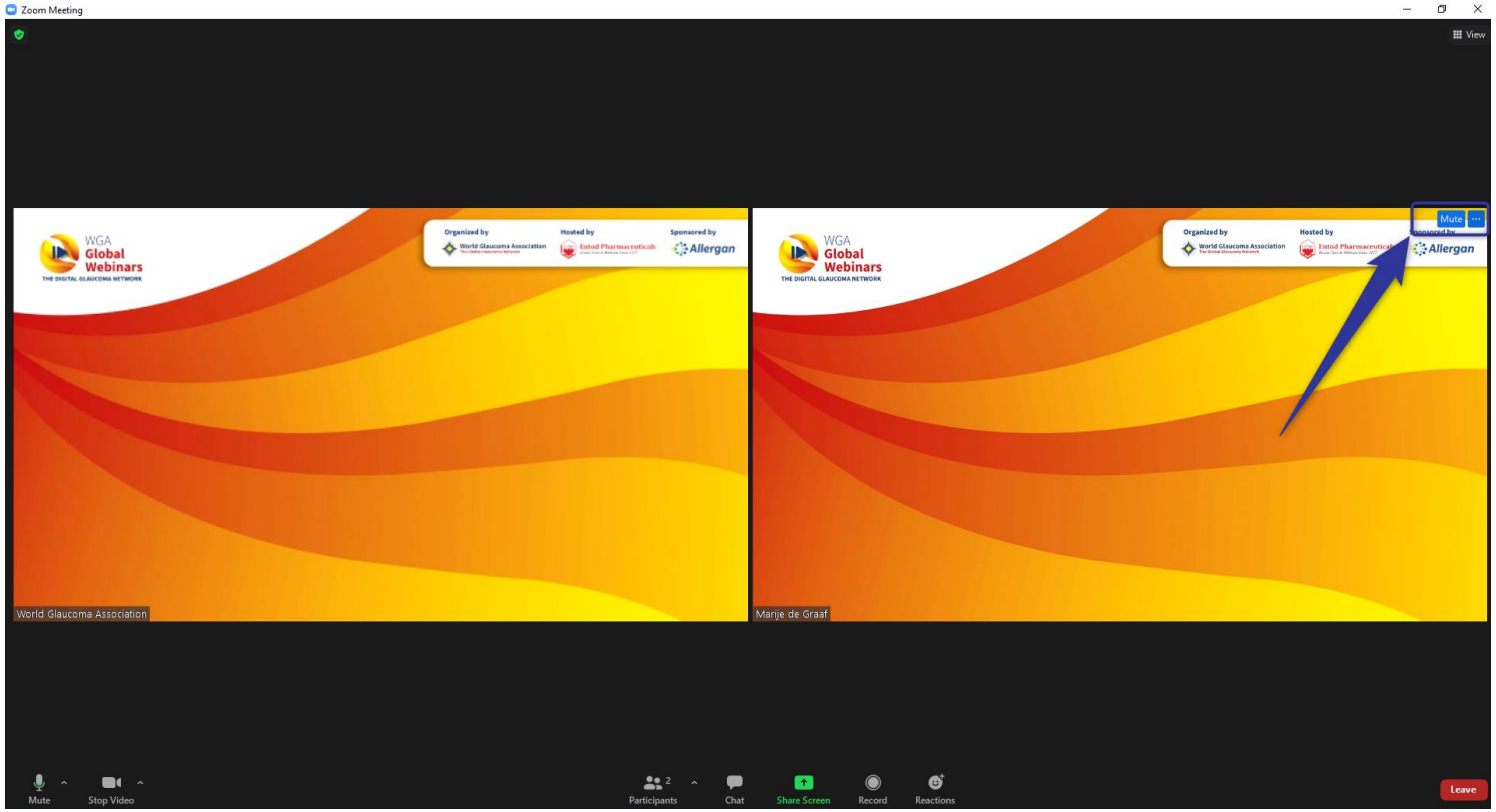
How to update your name during the Zoom meeting?

Option 2: hover above your video screen and click on the **3 dots** in the right top corner. Click on **rename** to rename to first name + last name + (country). Click **OK** to save your changes.



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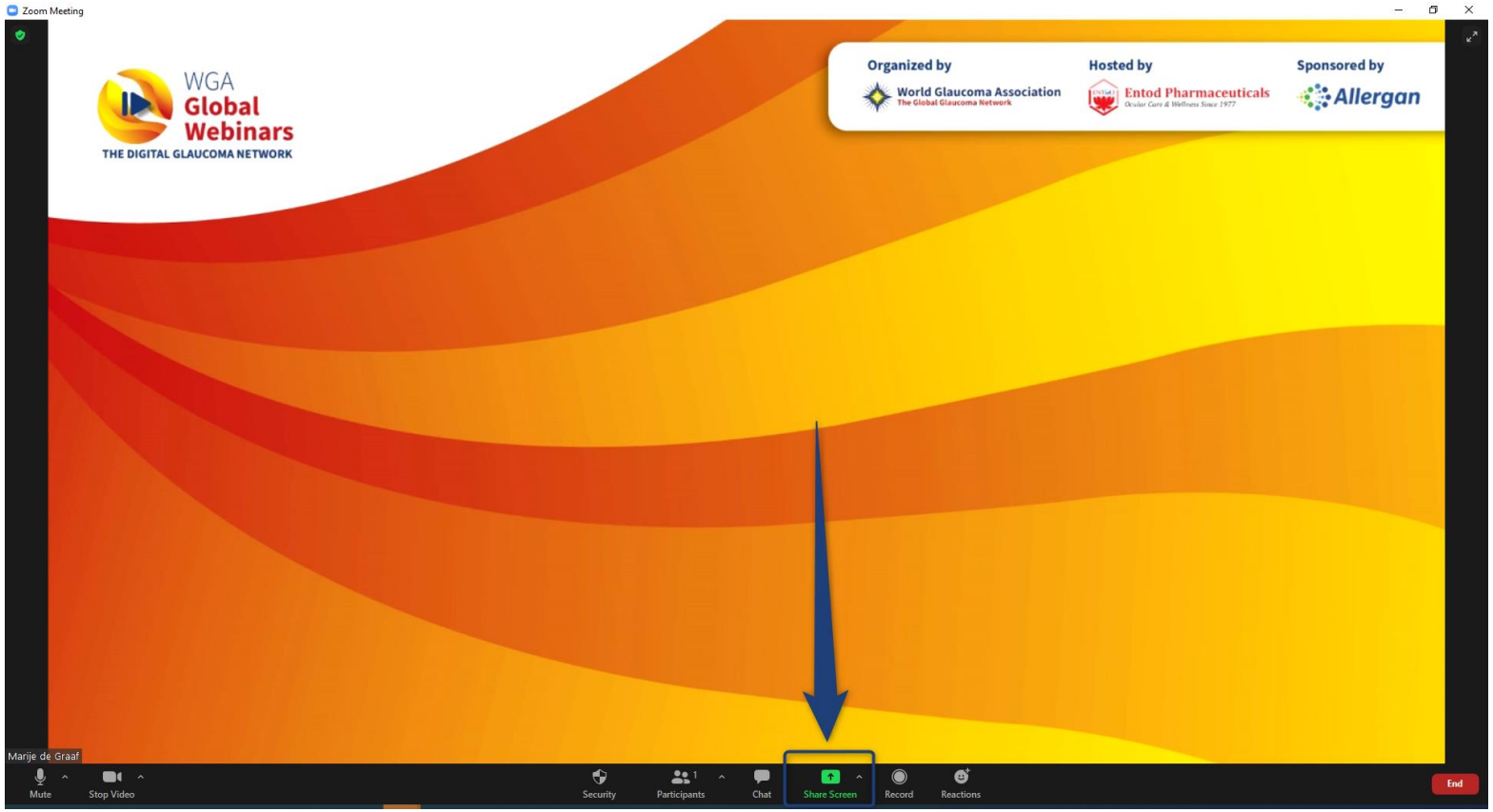
Screen share

How to share your screen?

Step 1: Click on the button Share Screen



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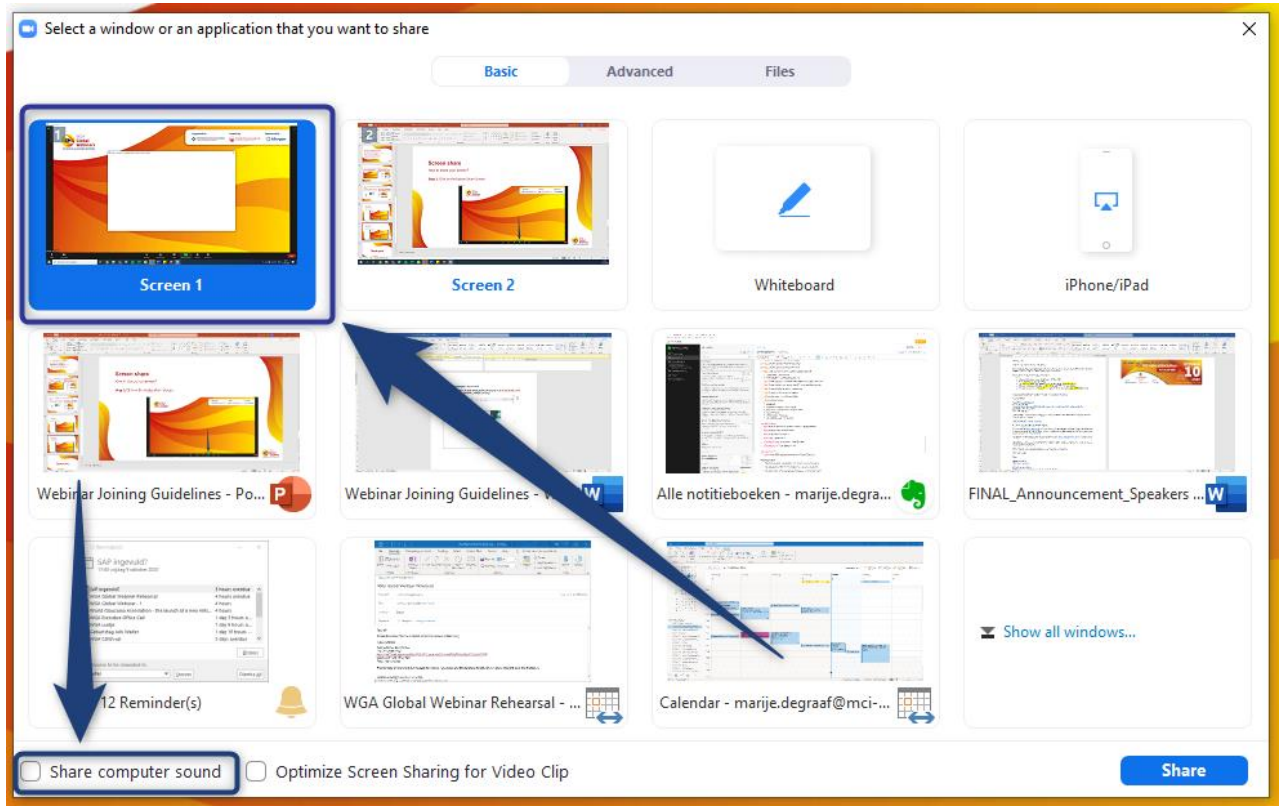
How to share your screen?

Step 2: Select share **Screen**, which is automatically selected.

Should your presentation include a video with sound, also select **Share computer sound** before clicking the **Share** button.



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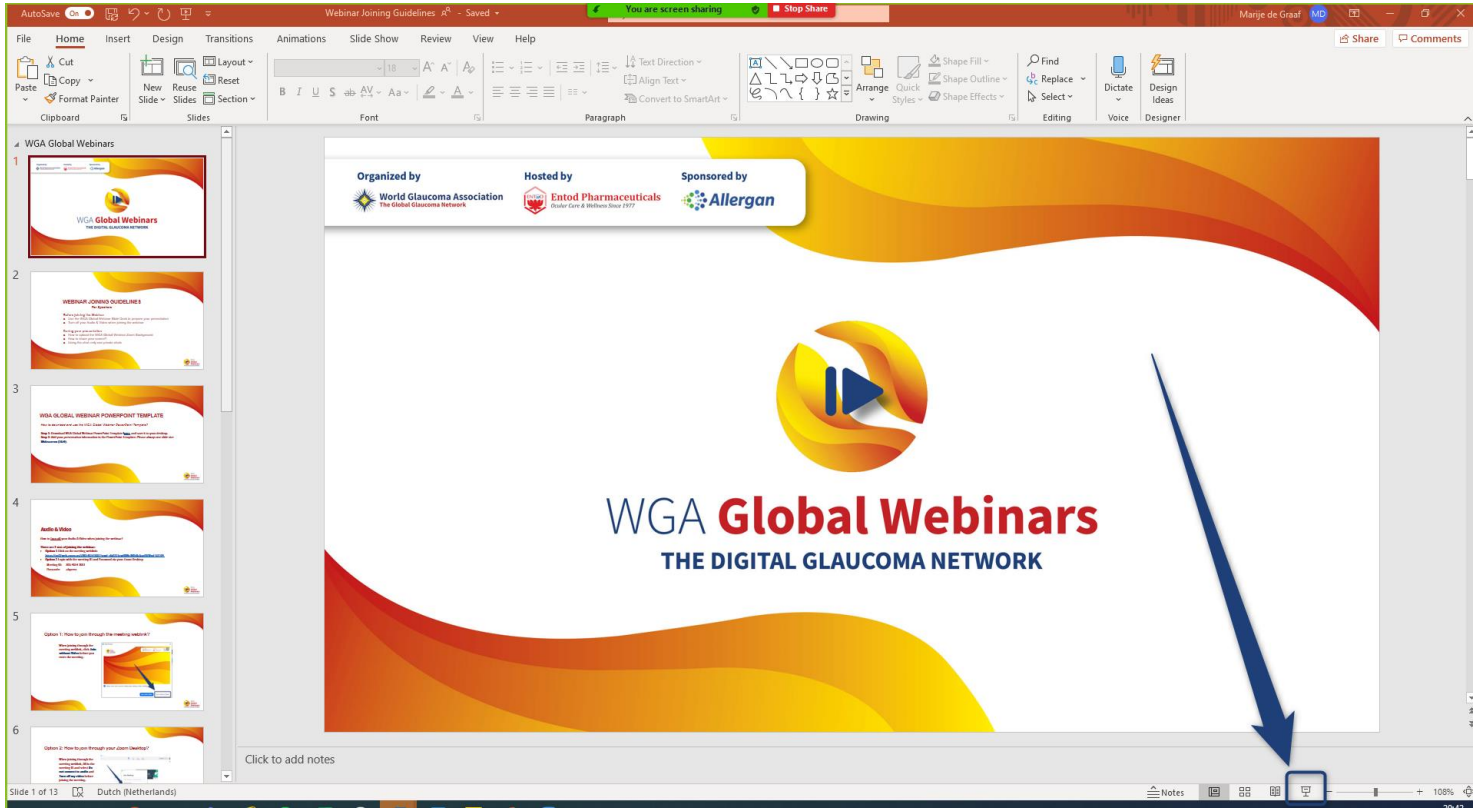
How to share your screen?

Step 3: Select the **presentation mode button** on the bottom right and you are ready to present.



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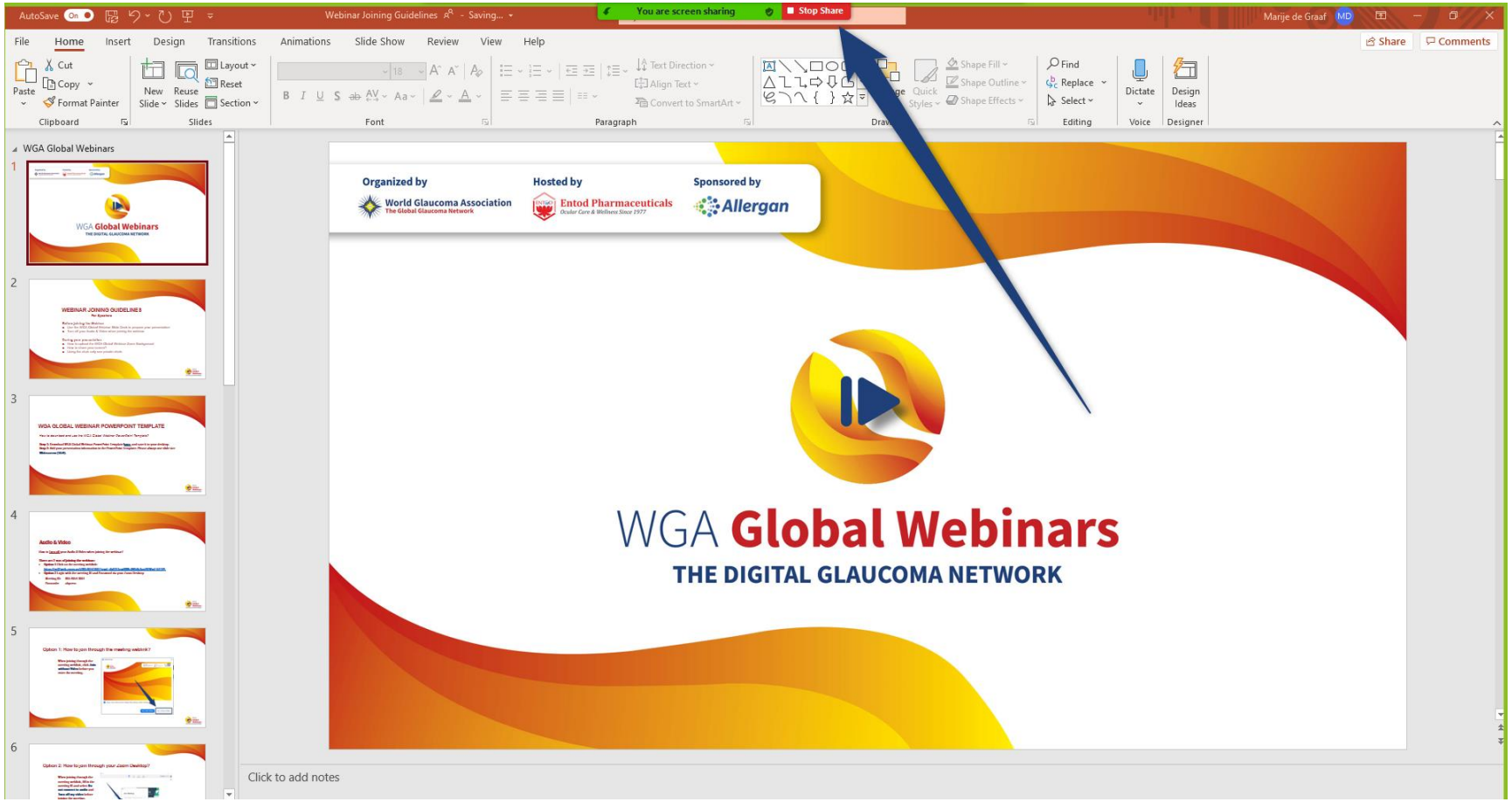
How to share your screen?

Step 4: Click **Stop Share** on the top when you are done presenting.



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USING THE ZOOM CHAT

How to use a Zoom private chat?

Important note: please only use a private chat during the webinar and do not send a chat to everyone. Private chats will not be visible for viewers. A chat to everyone will pop up during the webinar.

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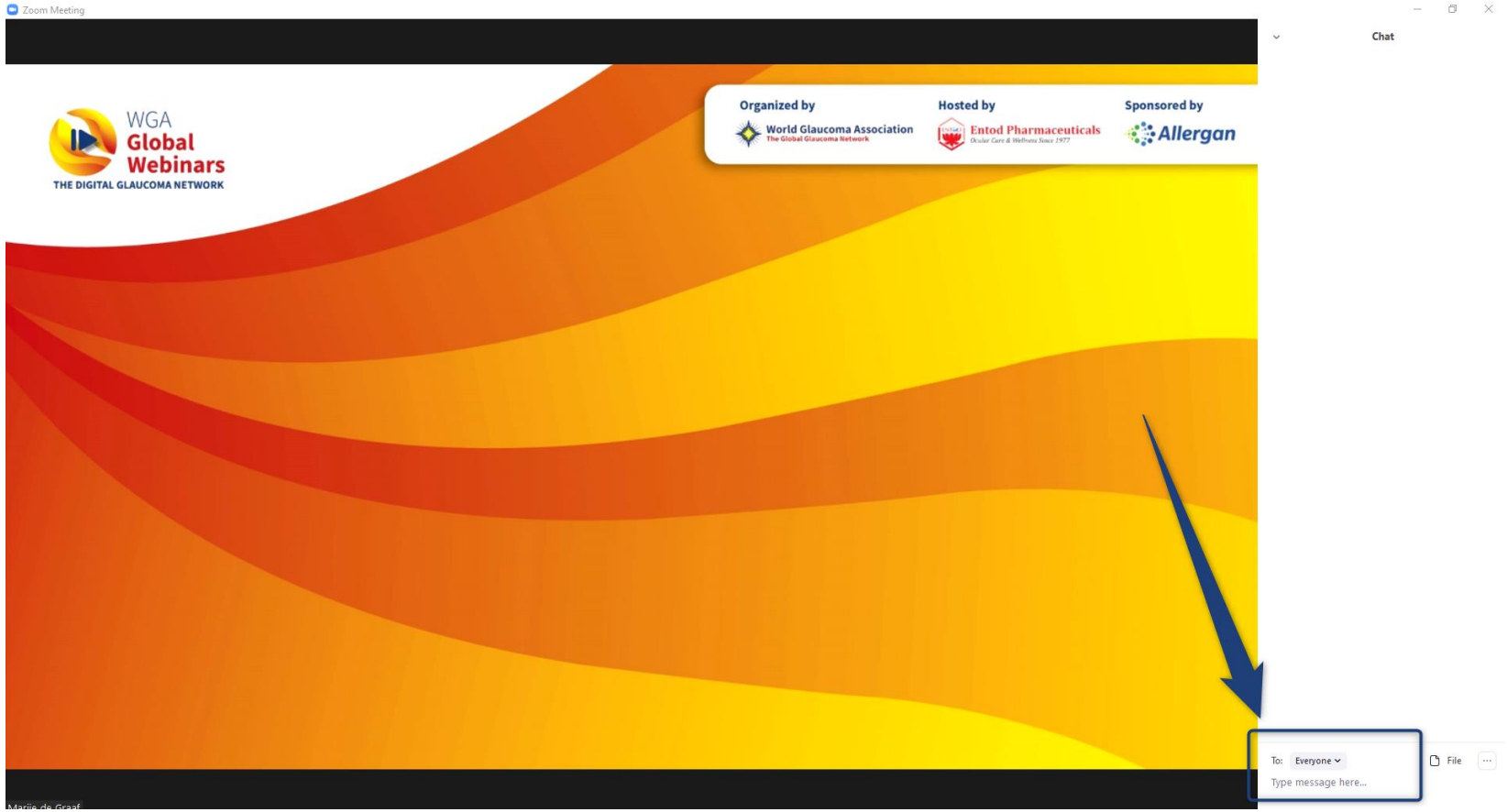
Zoom Chat

How to use a Zoom private chat?

Step 1: to start a **private chat**, click on the **drop down** in the chat function and **select the name** of the person you want to send a private chat to.



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