

2020

ILPA ZOOM HOW TO GUIDE

Your guide to ILPA
Meetings and Working
Groups



IMMIGRATION LAW PRACTITIONERS' ASSOCIATION
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WORKING GROUP MEETING REGISTRATION

Welcome to the ILPA Zoom How to Guide.

All ILPA thematic and regional working groups are hosted on Zoom.

Zoom is a video communications platform, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars.

Each working group hosted on Zoom will have a unique URL (weblink/hyperlink) and meeting ID. The URL and meeting ID will be available on the working group pages of the ILPA website. This information will only be accessible if you are signed into the ILPA website using your unique member log-in.

You will be required to register for the meeting in advance by clicking on the URL. The URL will take you to a tab that looks something like this:

Meeting Registration




Topic **ILPA Courts and Tribunals Working Group**

Description This meeting will be convened by Rowena Moffatt of Doughty Street Chambers and Nicola Burgess of JCWI.

Time **Apr 7, 2020 04:30 PM in London**

First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Email Address*	Confirm Email Address*
<input type="text"/>	<input type="text"/>


* Required information

I'm not a robot 
reCAPTCHA
Privacy - Terms


Register

WORKING GROUP MEETING REGISTRATION

Once you have completed the registration you will be provided with the meeting ID and the URL to join the working group meeting.

You can add the meeting to your calendar by using the  [Add to calendar](#) function.

Meeting Registration Approved

Topic	ILPA Courts and Tribunals Working Group
Description	This meeting will be convened by Rowena Moffatt of Doughty Street Chambers and Nicola Burgess of JCWI.
Time	Apr 7, 2020 04:30 PM in London  Add to calendar
Meeting ID:	960-972-297

To Join the Meeting

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. [https://zoom.us/j/960972297?
tk=oSbaqgy7cWj4v5XQcfv0d1_zsGPlIDDowsLI6IDrNY8.DQEAAAAAOUdGCRZxZnJLZ01udIRtdUxuUVI2cmVPZXF3AA](https://zoom.us/j/960972297?tk=oSbaqgy7cWj4v5XQcfv0d1_zsGPlIDDowsLI6IDrNY8.DQEAAAAAOUdGCRZxZnJLZ01udIRtdUxuUVI2cmVPZXF3AA)

To Cancel This Registration

You can [cancel](#) your registration at any time.

To join the meeting click on the URL. You will be able to join the meeting a few minutes before the meeting starts and will be placed in a 'waiting room' until ILPA admits you to the meeting.

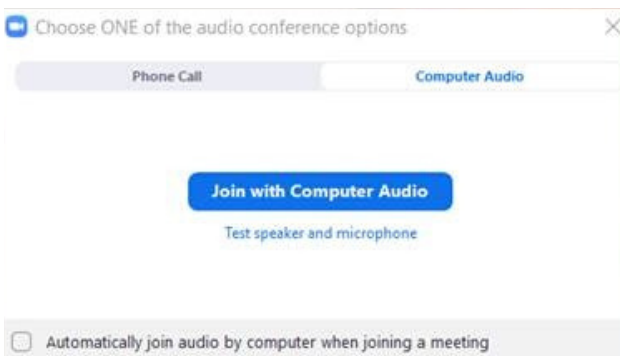
If you experience any issues joining the webinar via the URL provided then please email info@ilpa.org.uk.

AUDIO AND VIDEO

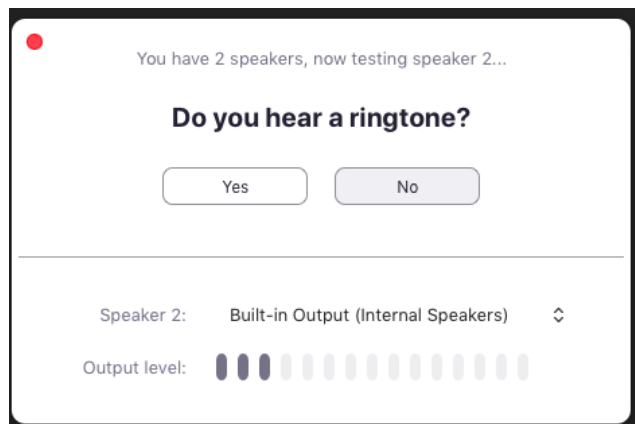
To get the most out of the working group meeting we recommend using your audio and video function. This will benefit all participants by ensuring the meeting is engaging and interactive. When joining the meeting you will be prompted to test your audio function. All participants will be muted on entry.

IMPORTANT: If you are accessing your work desktop remotely your speaker and microphone function may be disabled. To participate in this webinar log out of your remote access and join the webinar via your preferred browser.

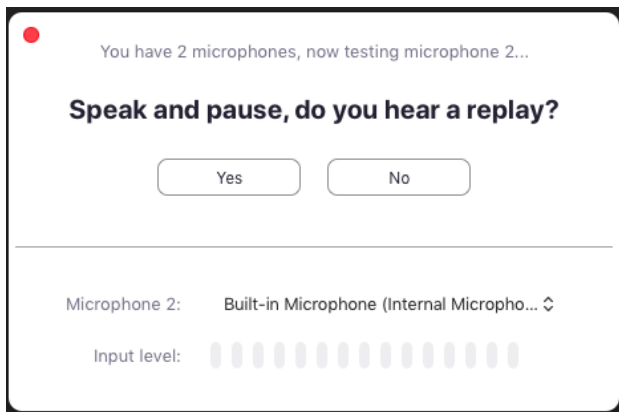
Step 1.



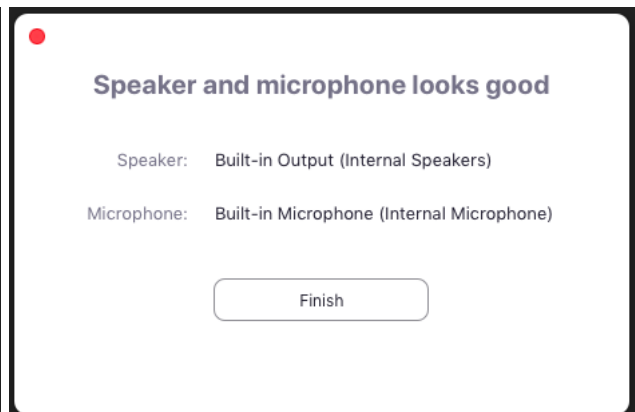
Step 2.



Step 3.

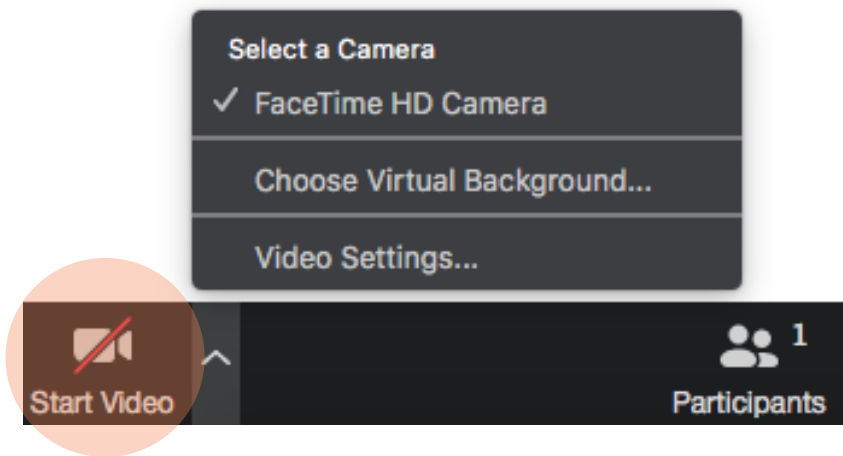


Step 4.

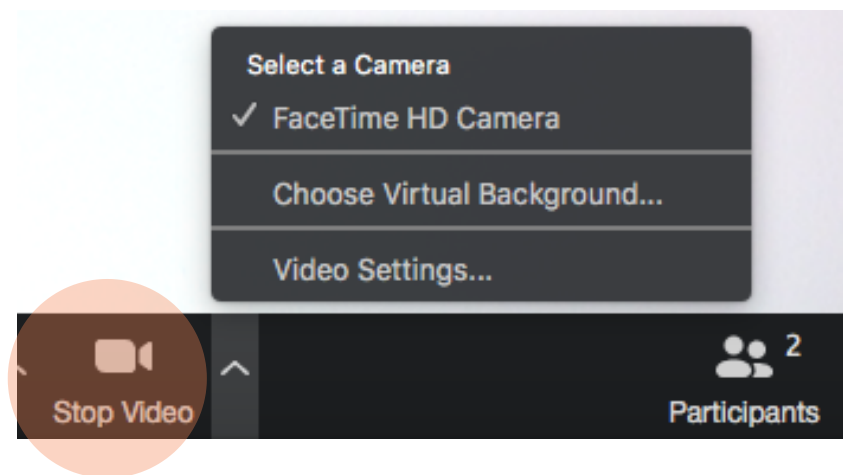


AUDIO AND VIDEO

When you join the meeting your video will not display to other participants automatically. In order to share your video you will need to hover over the video icon displayed in the bottom left hand corner of your screen and click 'start video'.



You can stop sharing your video at any time. To do this hover over the video icon displayed in the bottom left hand corner and click 'stop video'.



MOBILE DEVICES

If you choose to join the meeting on your mobile device or tablet, you will be required to download the Zoom app. from your app. store. The app is free. Please download this at least 30 minutes in advance of the webinar start time.



When joining the meeting via a mobile device you will be prompted to 'join with video' or 'join without video' as pictured below. If you are using a mobile device with headphones please ensure the headphones have an embedded microphone.

On your mobile device you can raise your hand to ask a question, chat and ask a question via the Q&A icon.

