# Instructions for authors and presenters

Zoom program

Session moderators, assistants and presenters **MUST** use the Zoom program!

1. When you open Zoom for the first time, make sure Zoom updates are installed. How to update Zoom: https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version
2. Zoom program can be downloaded (**Zoom Client for Meetings)**: https://zoom.us/download

- Join the session 15 minutes before;
- Make sure that:
    - You can be heard;
    - You can see and You can be seen;
    - You have the ability to share your screen.
- If you have any questions, you need to speak to the moderator or assistant before the session.
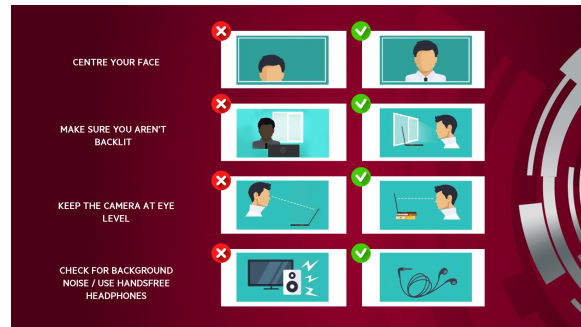
ZOOM backgrounds for RW virtual meetings

Zoom backgrounds can be found here.