

**The deep history of obesity and metabolic disease:
The past informs the present, and the present informs the past**

Online symposium and networking event

Wednesday 26 May 2021

Zoom Checklist

- We strongly advise you to update your Zoom app version before logging into the event, as this will ensure a smooth meeting experience.
- The symposium will start promptly at 09:45 (BST UK time), and the Zoom link will be live 10 minutes in advance. You will be held in the waiting room until 09.45.
- You will be sent a Zoom ID and Passcode. Open your Zoom application and click '**Join a meeting**'. Put in the **Meeting ID** and add your full name (**first name and surname**), and '**Institution/Country**' in brackets. Click '**Join**', adding the **Passcode** when requested.
- If for any reason you need to leave the meeting, please reuse the details and you will be admitted back into the event. If you experience problems viewing the talks we suggest you leave the meeting to update your Zoom version, and then re-join. The waiting room will be monitored throughout the event.
- Audience members are requested to be muted to reduce background noise and asked to turn off their video to preserve bandwidth.
- We will invite delegates to ask their questions at the end of each themed session via the Zoom Chat. Our session Co-chairs will then ask our speakers on their behalf, or, where appropriate, ask individuals to unmute and ask directly.
- We will not be recording the event.

Many thanks again for your participation in our event

Adding your name before joining a Zoom meeting

It is very important that participants add their name before joining a Zoom meeting. The organisers must know who is being admitted to the meeting. If you have not added your name, first name and surname, the host may not let you in from the waiting room. This is a security measure to ensure that only registered delegates take part in the event.

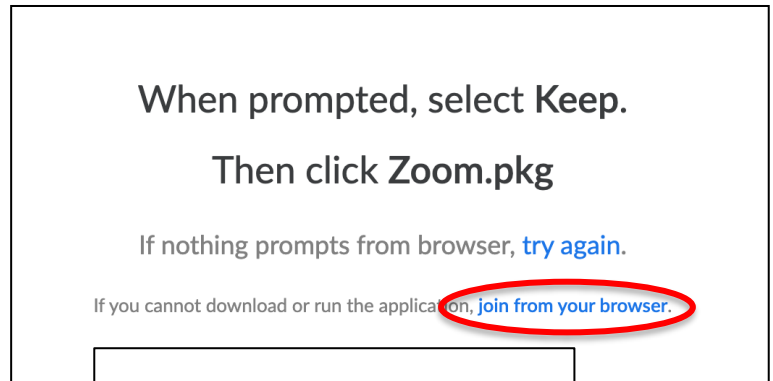
Below shows how to add your name before entering a Zoom meeting.

Using Zoom in a browser:

- Go to zoom.us in a browser (Chrome, Internet Explorer).
- Do not sign in.
- Click on the Join a Meeting link.



- In the next window, select the "join from your browser" option.



- The next window will allow you to enter your name (first name and surname) and tick the box that you are not a robot.
- Click the blue join button.
- Enter the meeting passcode.

A screenshot of the "Join a Meeting" form. It includes a text input field for "Your Name", a checkbox labeled "I'm not a robot", a reCAPTCHA logo, and a blue "Join" button. The "I'm not a robot" checkbox is checked.

PLEASE NOTE: The organisers will not admit participants into the meeting if they cannot be easily identified. This is to ensure the security of all participants and speakers.

Using a device (iPad, tablet, smartphone):

-- Open the Zoom app on your device. If you have not downloaded the app, go to your app store and search for **Zoom Cloud Meetings**.



Figure 1

- Do not sign in.
- Click the blue "Join a Meeting" button (Figure 1).
- Enter the Meeting ID in the top section (Figure 2).
- In the next section, enter your First name and Last name. To clear a name, click on the X.
- After adding first name and last name, click the blue Join button.
- The next window will ask for the meeting's passcode that was sent with the meeting information.

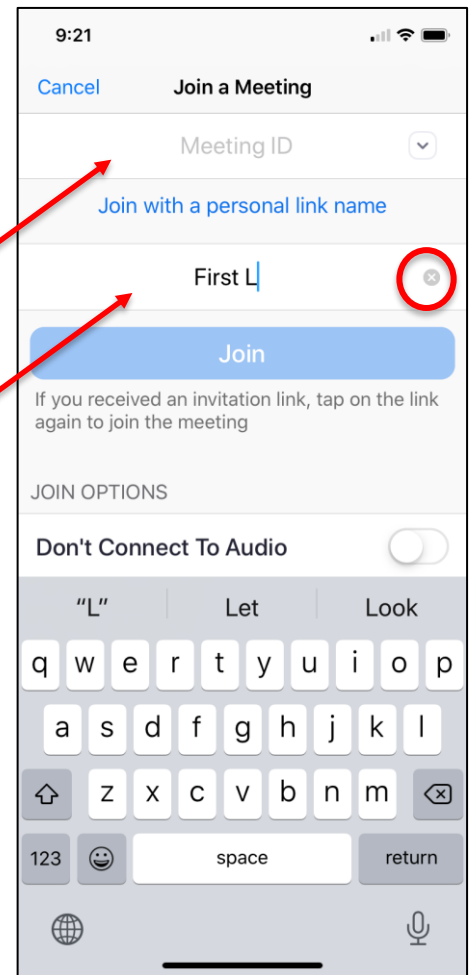
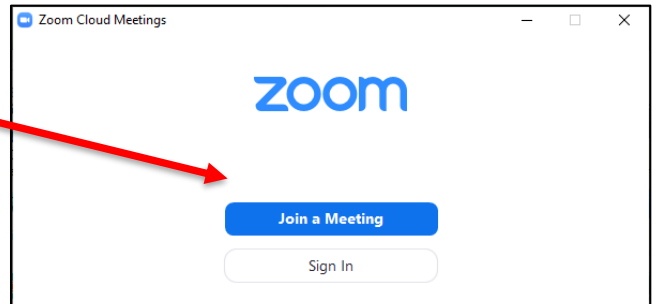


Figure 2

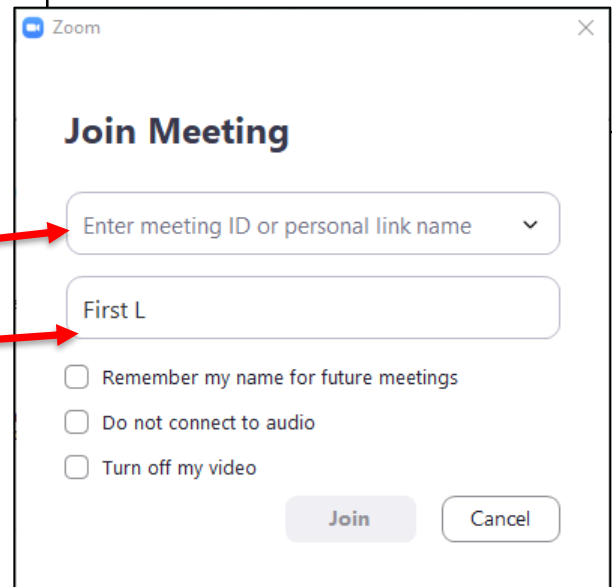
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Using the Zoom app on a computer (laptop/desktop)

- Open the Zoom app on your computer.
- Do not sign in. Click on the blue “Join a Meeting” button.

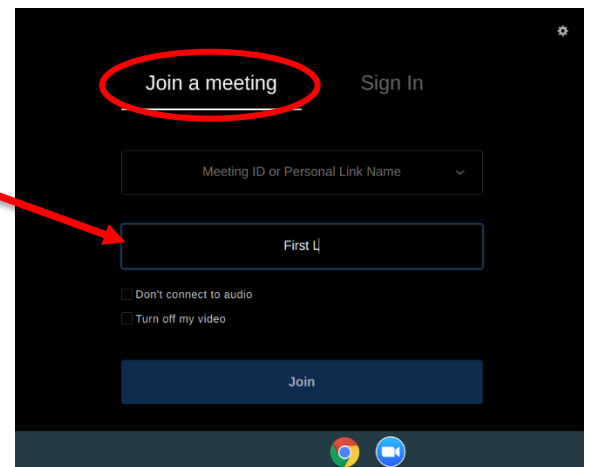


- Enter the Meeting ID number in the first section.
- Enter your first name and last name in the second section. To clear the section to add a name, click on the box and edit the text as needed.
- Click the “Join” button at the bottom of the window.
- The next window will ask for the meeting’s passcode that was sent with the meeting information.



Using the Zoom app on a Chromebook

- Find the Zoom app on the Chromebook and open.
- Do not sign in. Click “Join a Meeting” on the top.
- Add the Meeting ID number in the next section.
- Add your first name and last name in the last section. To clear the section, click in the box to update the text as needed.
- Click the blue “Join” button.
- The next window will ask for the meeting’s passcode that was sent with the meeting information.



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