



Conference & AGM Webinars 2020

Registration & Joining Information

Wednesday 11 November 2020

Virtual ADA 83rd Annual Conference 2020 | 10:30-12:30
Virtual ADA Annual General Meeting 2020 | 14.00-15.30

Thank you for your interest in attending the ADA 83rd Annual Conference 2020 and/or ADA Annual General Meeting (AGM) 2020. To ensure the safety and wellbeing of delegates, and to enable as many of our members as possible to participate at this time we are taking both these ADA events online as webinars using the Zoom platform.

IMPORTANT: Please note that the ADA Conference and ADA AGM are being run as two distinct virtual events in 2020 with separate registration required for each webinar.

You will find below helpful information about **1) REGISTERING**, **2) JOINING**, and **3) PARTICIPATING** in both of these ADA webinars, which will both take place on Wednesday 11 November 2020. If you have a question which is not answered below please do contact us at heather.bailey@ada.org.uk.

1) REGISTERING

Do I need to register to attend?

Yes, you need to register your place for each webinar by Wednesday 28 October in order to receive the necessary Zoom link to join each webinar.

How do I register?

Click on 'Online Registration' from the relevant event page on the ADA website, which will take you to the webinar's Eventbrite registration page. Alternatively follow the Eventbrite registration link in your ADA invitation email.

On the Eventbrite page you need to click 'Register' and enter your Name, Organisation and Email address. For those registering for the ADA AGM webinar you also have the option of entering your postal address in order for us to send you a printed copy of the AGM Handbook.

After you have registered an email will be sent to confirm receipt of your registration. Your Zoom link and Joining Information will be sent by email within 7 days of registering. Conference attendees will receive an electronic copy of the handbook 2 weeks prior to the event.

Can I register once for both webinars?

No. We are holding the ADA Conference and the ADA AGM 2020 as distinct events, you will need to register separately for each webinar if you want to attend them both.

Can I register more than one place at the same time?

You can only register one attendee at a time, however the process is quick and easy to repeat for those registering on behalf of multiple attendees.

How much does it cost to attend the ADA 83rd Annual Conference 2020?

Nothing! This year we are delighted to offer attendance to our virtual Annual Conference, free of charge to all ADA Full Members and Associate Members. As in previous years, we are also delighted to invite a cohort of Flood & Coastal Engineering Degree students and their lecturing team from Brunel University, London to join us as guests of ADA.

What is the deadline for registration?

Registration for both webinars will close on Wednesday 28 October 2020.

How can I cancel or amend my registration?

This cannot be done through the ADA or Eventbrite webpages. Any changes should be emailed to heather.bailey@ada.org.uk



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2) JOINING

What do I need to join an ADA webinar?

You can join each webinar on an internet-connected desktop computer, laptop, tablet or mobile device.

Each virtual ADA event will be run as a webinar through the Zoom platform. If you have not used Zoom before on your device, you will need to download and install the Zoom app. You will be prompted to do this when you click on the Zoom webinar link. Alternatively you can download and run the Zoom App in advance from <https://zoom.us/download>.

To hear the audio for an ADA webinar you will either need computer speakers, a headset, or ear buds. Alternatively, if you are unable to receive audio via your computer/laptop or device you can dial in on a telephone. You will also need a computer mic or headset if you are invited to speak during proceedings.

For optimal meeting performance Zoom advises participants use a wired internet connection if possible. You can test your connection to Zoom including computer mic and speakers at <https://zoom.us/test>.

How do I join an ADA webinar?

Having already registered (see above), to join the webinar check that your device is online and simply click the relevant Zoom Webinar link that you received in your email following registration. For ease, the same Zoom web link will also be sent again to participants two days before the event.

If this is your first time using Zoom on your device you may be required to download and install the Zoom app. You will be asked to enter your email address and name upon entering the online webinar. This will help the meeting chair and speakers who might refer to attendees' names while answering members' questions.

Alternatively, you can join the webinar from the Zoom web portal if you have an account. You will be required to enter the Webinar or Meeting ID/Password (sent to you by email). Also you will need to provide your email address and name to join.

Once you join, if the webinar has not yet started broadcasting, you will see a pop up saying 'please wait for the host to start this webinar'. Once the Zoom webinar is broadcast, you will join the webinar. A pop up box may appear, if prompted select 'Join with Computer Audio', unless you are dialling in (see below).

Do I need a Zoom account to join an ADA virtual event?

No. Attendees do not need their own Zoom account to join a webinar. You can join by clicking on the Zoom Webinar link.

I have not received the Zoom Webinar link, what should I do?

The Zoom Webinar link will be sent to the email that you used to register, within seven days of booking. The email will come from Eventbrite. Please check your junk/clutter email folders in case the email was identified as spam. If still not received, contact Heather Bailey at ADA on heather.bailey@ada.org.uk.

Can I join an ADA virtual event by telephone?

Yes. After you have placed your booking online to attend the ADA Conference or AGM, you will receive the relevant Zoom Webinar link as well as the telephone number for dialling in. This will be sent to you by email within 7 days of registering. So you have the option to join by telephone, if you wish. You will also need the Meeting ID/Password, which will be provided in the email you receive.

However, if you join the webinar by telephone, you will not be able to view the presentations or take part in any interactive sessions such as polling or posing questions to panellists.

What time should I join?

Each ADA webinar will open online 10 minutes before the welcome time in the agenda with the view to a prompt start.

ADA Conference Webinar: Opens 10.20 Welcome 10.30
ADA AGM Webinar: Opens 13.50 Welcome 14.00

We recommend that you allow sufficient time prior to the webinar starting to allow time to install the Zoom App if you don't already have it (<https://zoom.us/download>) and test your connection to Zoom including computer mic and speakers (<https://zoom.us/test>).

When you join the webinar early you will be notified that you are in the waiting room and will be admitted automatically a few minutes before the proceedings starts.

Will I be visible on video during ADA webinars?

Only each presenter's video will be on during ADA webinars. Attendees will not be visible.

I am having connectivity issues, what can I do?

Try joining by telephone. The telephone number for dialling into the webinar was sent by email at the same time as the webinar Zoom link. You will also need the Meeting ID/Password, which will be provided in the same email.

How is ADA keeping these Zoom webinars secure?

ADA is following recommended best practices for securing Zoom meetings. Attendees will be required to pre-book to attend the ADA Conference 2020 and only those who are confirmed ADA members or guests of ADA will be sent the Zoom Webinar link. The Zoom Webinar will remain locked during the ADA Conference. Further information about Zoom security can be found at: <https://zoom.us/security>



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3) PARTICIPATING

I am having trouble hearing the presenter, what can I do?

You can try clicking on 'Audio Settings' and increasing the speaker volume on your device. As an alternative, you can dial into the webinar by telephone using the number that was sent by email at the same time as the webinar link.

Can I ask a question during ADA webinars?

Yes. Event attendees can pose questions for the presenters by opening the Q&A window on your Zoom toolbar. They can either reply back to you via text in the Q&A window or answer your question live. Unanswered questions will be followed up by email after the event.

How do I ask a question during the webinar?

To ask a question open the Q&A window and type your question into the Q&A box. Then click Send.

Note: Check Send Anonymously if you do not want your name attached to your question in the Q&A.

If the host replies via the Q&A, you will see a reply in the Q&A window. Or, if the host chooses to answer your question live (out loud), you will see a notification in the Q&A window.

How do I like another attendee's question?

As an attendee you can also click the thumbs up icon to like another attendee's question. We will use this function to help the chair identify the most popular questions and those which will be answered live.

Tip: The number beside the icon is the total number of likes the question has received so far.

How do I comment on an existing question?

Click Comment to write a reply to an existing question. Then type your comment and click Send. Your comment will appear beneath the question.

What are the important webinar controls?

Audio Settings | Allows you to change your audio settings and are only visible if the host hasn't granted you permission to talk. You can also click the upward arrow (^) next to change your speaker.

Unmute/Mute | If the host gives you permission, you can unmute and talk during the webinar. All participants will be able to hear you. If the host allows you to talk, you will receive a notification.

Note: You can still access the audio settings by click on the ^ arrow next to the Unmute/Mute button.

Chat | Open in-meeting chat, allowing you to send chat messages to and send a message to the host, panelists, and attendees (if permitted).

Raise Hand | Click to raise your hand at any time in the webinar to indicate to the host and presenters that you have a question and would like to speak out loud. To lower your hand, click the lower hand button.

Polling | During the webinar, attendees may have the option to participate in a poll. A pop-up box will appear on your screen. You can then select your choice and submit.

More information can be found on Zoom (<https://support.zoom.us/hc/en-us/articles/115004954946-joining-and-participating-in-a-webinar-attendee->)

Can I access the ADA Conference after the event?

The presentation slides will be posted on the ADA website shortly after the ADA Conference 2020 and the event will also feature in the ADA Gazette Winter 2020 issue, that will be published in December 2020.