semaine des entrepreneurs à l'école

How to participate in an online conference

Before the conference: install the videoconferencing app*

1. Go to zoomosentreprendre.quebec on the computer that will be used for the conference.
2. Click on **Download the application** at the bottom of the page.
3. Download **Zoom Client for Meetings** and run the installation file.
4. Follow the installation steps on the screen.
5. If necessary, you can change the display language of the program:
   5.1. Open the program.
   5.2. Right click on the program icon.
   5.3. Go to the **Modifier la langue** option and select **English**.
   5.4. The program will restart and will remember your language choice next time you open it.
6. Ensure that the minimum system requirements for Zoom are met.
7. Test your internet speed. If it is 25 Mbps or slower, please use a wired connection.

Tip: If you are using Zoom for the first time, you can watch the How to Use Zoom – Basics video. It has information about the different settings and will help you navigate the program.

The day of the conference: ahead of time

- Find a location that is comfortable, calm and well-lit (avoid backlighting and cover the windows, if necessary).
- Minimize background noise or activities that could disrupt the conference.
- To maximize the video quality, close as many other programs on the computer as possible.
- Use a microphone (such as the microphone built into a headset) that better captures your voice.
- A question period of about ten minutes is planned for the end of the conference. Prepare questions to make this period more interactive.

Entrepreneur

- Bring the screen up to eye-level (by putting it on a book or dictionary).
- Place a white paper on the table in front of you to reflect light onto your face.
- Ensure that the background is neat.
- Ensure that the camera captures you well.
- Connect 10 minutes before the scheduled time.

School staff / Participant

- If possible, ensure that the camera shows all of the people participating in the conference.
- Connect 5 minutes before the scheduled time.

The day of the conference: join the meeting*

1. Go to zoomosentreprendre.quebec.
2. In the **Conférences Semaine des entrepreneurs à l'école** section, click on **Joindre** [Join].
3. Type in the Meeting ID provided in the confirmation email and click on **Join**.
4. In the pop-up window, click **Open Zoom Meetings**.
5. After the Zoom program opens, enter the passcode and click on **Join a meeting**.
6. Wait for the host to allow you to join the conference.
7. If this is your first time using the program, when the pop-up opens, check the box **Automatically join audio by computer when joining a meeting**, then click on **Join audio by computer**.

Now you can participate in a conference!

* The platform chosen for the videoconference is specified in the twinning confirmation email. The steps below are for Zoom.

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