

Guide to Participating in a Zoom Meeting



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Prior to the Date of the Meeting

Contact the Planning Policy Team **in advance and register for the Zoom meeting** – if you provide your email address the team can email you a Zoom meeting invitation a few days before the meeting. Alternatively, if you do not have internet access, you can join a meeting by telephone – by providing your telephone number the team can call you with the meeting joining details (i.e. the Zoom meeting telephone number). Depending on demand, the team will consider limiting the number of participants and providing extra meeting dates.

Check your computer system to make sure it is equipped with a microphone and camera. A reliable internet connection is also useful. If you do not have this equipment, you can still watch and listen to the gathering, and you can contribute to the conversation (and/or listen in to the meeting) by telephone (the zoom invitation will include a telephone number to call).

It is recommended that you watch a tutorial if you are using Zoom for the first time. There are various videos on YouTube, or on the Zoom website [here](#).

To save time later, before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from the [Download Centre](#). It is possible to use Zoom without downloading this if preferred, and just use the meeting details provided by the host.

Please ensure you have read the consultation documents in advance of the meeting. All documents are available on the Council's website www.woking2027.info/allocations/sadpdexam/mmconsultation.

Raise any questions you have in advance of the meeting (preferably two working day before the meeting) by submitting them to planning.policy@woking.gov.uk. If you do not have questions in advance, there will be an opportunity to ask questions at the meeting.

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Before the Start of the Meeting

Choose a suitable room from which to join the meeting, having consideration of your background. Avoid being too far from your wifi hub and be aware that other members of your household using the wifi may affect your connection.

Bear in mind you and your surroundings will be visible during the whole of the webcast, not just when you speak.

Ensure your **equipment is set up** for ease of use and that your mobile devices (if using them) are connected to charging points. You may wish to have a pen and pad of paper available to make notes.

Ensure you have the **Zoom meeting ID and password** to hand, together with the teleconferencing number which would allow you to join a meeting in the event your internet connection fails (or if you do not have a camera and microphone).

Aim to join the meeting 5-10 minutes before it is due to start. This will allow time to resolve any problems before the meeting starts.

If you have already downloaded the app, open it and click on 'join a meeting'. Enter the meeting ID and your name, and set audio/video permissions.

If you are joining on a desktop via a meeting invite link, click on the URL that the host shared via email (or via the consultation website). Open the Zoom app and approve the request for permission to use your computer's audio and camera.

If you are joining through a web browser, click on the meeting invite URL that the host shared via email (or via the consultation website). A new tab will open on your preferred web browser. If you don't have the Zoom desktop app installed, the page will urge you to download the app. You can ignore this, and skip down to the small print: "if you cannot download or run the application, join from your browser". Click the highlighted text in "join from your browser". Sign in with your name to join the meeting.

If you are joining from a mobile (iPhone/Android), download the Zoom app and set it up using your contact information. Open the mobile app and tap on 'join a meeting'. Enter the meeting ID and your name and set audio/video permissions OR tap on the meeting URL that the host shared via email (or via the consultation website) which will open the Zoom app. The app may ask for permission to use your phone's camera.

If you are joining by phone only, dial in to the meeting using the details on the meeting invitation. You will be prompted to enter the meeting ID (the long digit ID) followed by a #. You can press # again to skip giving your unique participant ID. There may also be a passcode, which will be on the invitation if applicable.

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You can delete the app/software later if you are no longer interested in Zoom.

The recommended view – to see everyone in the meeting room – is **Gallery view**. Click the button in the top-right corner to access Gallery view; or from a mobile device swipe the default active speaker view to switch to the Gallery view.

You do not have to join with video if you don't want to – just don't turn it on when prompted. But if you want to pose a question, you will need to turn your audio on when prompted, unless you prefer to use 'chat' (see below).

During the meeting.

Use the toolbar at the bottom of the screen to ensure that your microphone is **muted** unless invited to speak by the Chairman. The host can un-mute you if and when you wish to speak – you can either put up your hand quite literally, and hope to be spotted; or, you can submit questions via the Chat Function (see below). Alternatively you can use the 'raise hand' function if the Host has enabled this function.

If you have additional questions that you haven't submitted in advance that you wish to raise during or at the end of the meeting, you can submit them via the **Chat Function** on Zoom. The default is to send a message to a general chat which everyone can see. However, you can use the drop-down menu to choose to send a private message to the host. The host will read out the questions one at a time, and endeavour to answer them all within the allocated time. However, if there is a large volume of questions, this may not be possible.

Please try to keep questions and responses succinct, to allow others time to speak. If there are many questions, public speaking may be time limited.

Please do not use your phone or other device to record any part of the meeting without the consent of everyone in the meeting.

Please avoid using any insulting or vulgar language.