How to participate in an online event at the ICS

All online events run by the ICS will use Zoom. You do not need to download the Zoom application or have a Zoom account to participate in the event. You will be able to join the event by using your web browser.

You will need to register for the event from the event page on our website. You will receive an automatic confirmation email. If the Zoom link is already available, the details will be included in the confirmation email. Otherwise the link to join the event will be sent to you separately. If you have not received this two weeks before the event begins then please do contact the ICS.

You will only be able to participate in the event by clicking on the secure link so do keep the link to hand. Make sure you check your 'Junk' or 'Clutter' inboxes. If you have not received the link two weeks before the event begins then please do contact the ICS. If you lose the email prior to the start of the event, just contact the ICS beforehand and the link will be sent again by email.

When you are ready to join the event, click on the event link that you have been sent. Your browser will prompt you to open the Zoom application. You do not need to use the Zoom application to participate in the event as you can join just by clicking "start from your browser". When you have clicked on the joining link you will enter the Waiting Room - this will be open at least 15 minutes prior to the event start time.

Just before the event start time you will be admitted from the Waiting Room. Your audio will be muted when you join the event and your video will be switched off. The chair will explain how the event is to be run and, in particular, what arrangements will be in place for the question and answer session following the presentation.

Some presentations will be recorded but question and answer sessions will not be included in the recording. Participants will not be able to be identified in the recording.

If you have any questions please contact the ICS. We hope you enjoy your online ICS event.

April 2020