



ASOIF Virtual General Assembly 2021 Media Briefing Technology Guide

Media Briefing Registration



- ▶ Please use the link you received to register, or [click here](#).
- ▶ Please enter your name, email address and your media outlet.
- ▶ Once registered, you will see a webpage stating that your registration is pending approval.
- ▶ Once your registration is validated, you will receive a confirmation email.
- ▶ The confirmation email will include your link to access the media briefing, shown as **“Click Here to Join”**.
- ▶ One hour before the media briefing, you will receive a notification email which will include the same access link.
- ▶ If you do not receive the emails, please check your junk mailbox, or contact junjie.li@asoif.com

Thank you very much for registering for the ASOIF General Assembly Media Briefing.
Your registration has been approved.

Date: Jun 8, 2021 02:00 PM Zurich

Join from a computer:

[Click Here to Join](#)

Note: This link is unique to you, please do not share it with others.

How to join the media briefing



We kindly request you to join 5-10 minutes in advance.

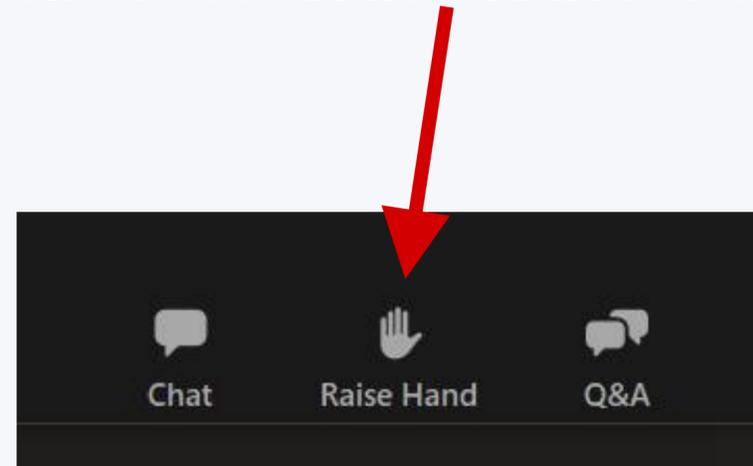
1. Open your confirmation email, then click on the blue link **“Click Here to Join”**
2. You will be automatically directed to a webpage, then click the **“Open Zoom”** button.
3. If your Zoom app has automatically launched and you see the welcome page, it means you have successfully accessed the media briefing.



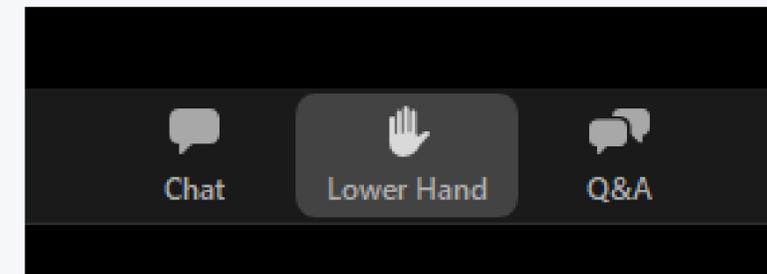
How to ask questions



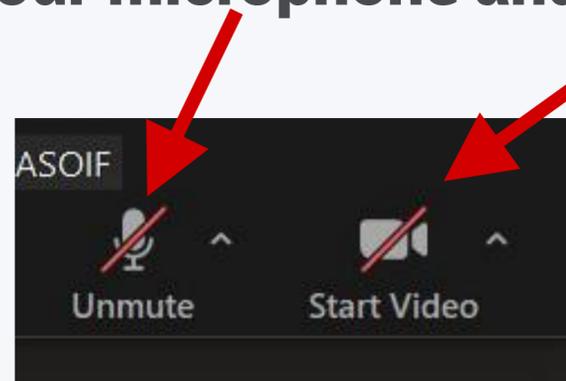
1. On the bottom of the screen, click the **“Raise Hand”** button.



2. Wait for the moderator to approve your request. You will also be able to withdraw your request by clicking the **“Lower Hand”** button.



3. Once approved, you will be connected via video call. Please click on these two buttons on the **bottom left of the screen to unmute your microphone and camera.**



4. Once finished, the moderator will disconnect your video call.

Troubleshooting & Support



- ▶ Please make sure your computer has installed the Zoom Meetings app.
- ▶ If you get disconnected during the media briefing, please log in again using the same process.
- ▶ Please do not hesitate to contact us for technical support:
 - junjie.li@asoif.com
 - +41 (0)21 601 48 88