**Chartered Institute of Ecology
and Environmental Management**

43 Southgate Street, Winchester, Hampshire, SO23 9EH
+44(0)1962 868626
enquiries@cieem.net
www.cieem.net

Member Networks: Videoconference Notes

This Zoom videoconferencing account (https://zoom.us) has been set up for use by all Member Network Committees to hold committee meetings. The login details will be sent by separate email and the password updated periodically.

This is a shared account for use by all Member Network Committees, so make sure to schedule and title your meetings carefully and log into the correct one. Note that, whilst it is possible to set up concurrent meetings, only one meeting can be active at a time, so you will need to check availability under My Meetings and be careful not to book a meeting that clashes with anyone else.

This account is enabled for meetings only. Whilst there is a 'Webinars' link in the left-hand menu, that facility is not enabled due to the very high cost of licencing.

To be able to join the Zoom meeting you will need access to a web browser, robust broadband, a webcam, microphone and speakers. Please see **Appendix 1** for the required computer specifications.

There are some instructions on the following pages to get you started with your first meeting.

As host you will need to schedule your meeting in advance. On the day you will need to log into the Zoom account and start the meeting. Everyone else will join via a link in the invitation email – so remember to email this to your participants once you've scheduled.

You can find further instructions on doing just about anything in the Zoom help centre, but a list of the most useful short videos and/or text instructions to get you started is linked below.

- Schedule a meeting
- Join a Zoom meeting as a participant
  This is a shared account, so make sure you are joining the correct meeting.
- Host controls in a meeting
- Local recording
  Cloud recording is not an option due to limited space shared amongst all committees. It's not a requirement, but you are welcome to record your meetings on your PC in place of written minutes, but be aware that these would then be kept on file as your official record. If you choose this option, please ensure the local recording is transferred to your committee subsite document library.
- Share your screen in a meeting
- Using in-meeting text chat
- Creating in-meeting polls

Patrons: Jane Davidson, Professor David Goode, Tony Juniper, Professor Sir John Lawton, The Earl of Selborne, Baroness Barbara Young

Championing a sustainable natural environment

**Chartered Institute of Ecology
and Environmental Management**

43 Southgate Street, Winchester, Hampshire, SO23 9EH
+44(0)1962 868626
enquiries@cieem.net
www.cieem.net

How to schedule and open a Zoom Meeting

The first step is to log onto the Zoom website. The username and password will be emailed to you separately.
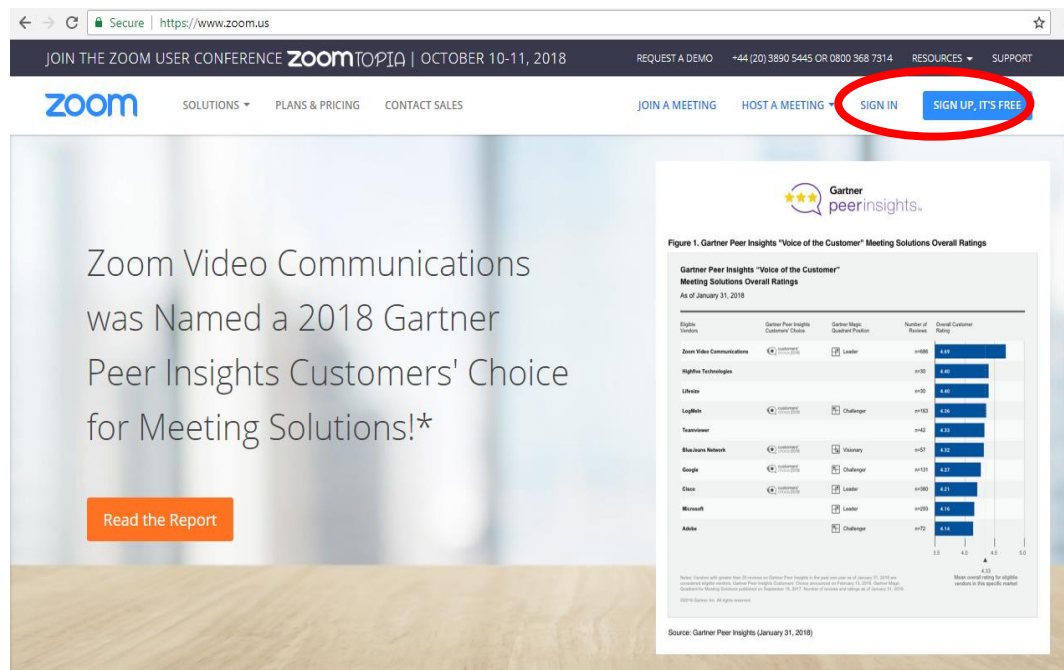
You will then be taken to the following screen, where you need to click on the **Meetings** link.
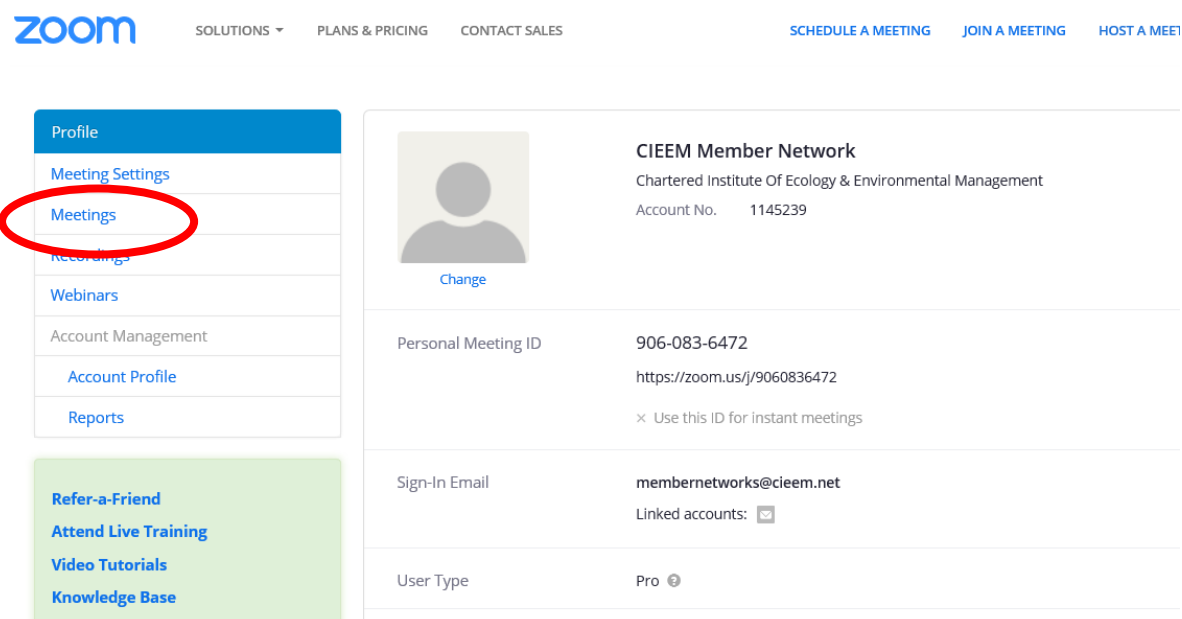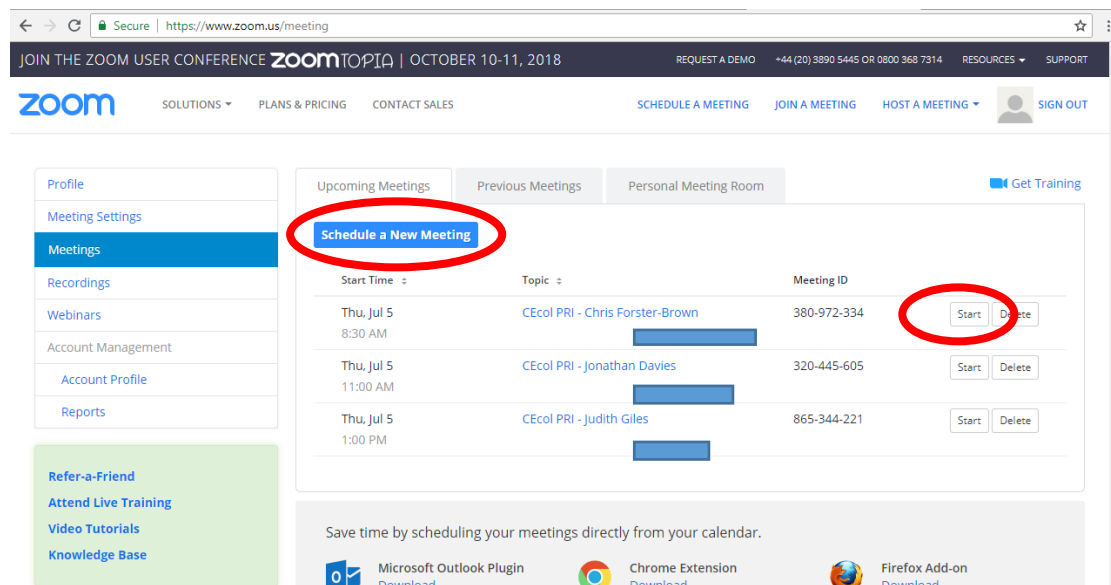
Patrons: Jane Davidson, Professor David Goode, Tony Juniper, Professor Sir John Lawton, The Earl of Selborne, Baroness Barbara Young

Championing a sustainable natural environment

**Chartered Institute of Ecology
and Environmental Management**

43 Southgate Street, Winchester, Hampshire, SO23 9EH
+44(0)1962 868626
enquiries@cieem.net
www.cieem.net

You will then be taken to the following screen, which will give you access to schedule a new meeting, or start a previously scheduled meeting.
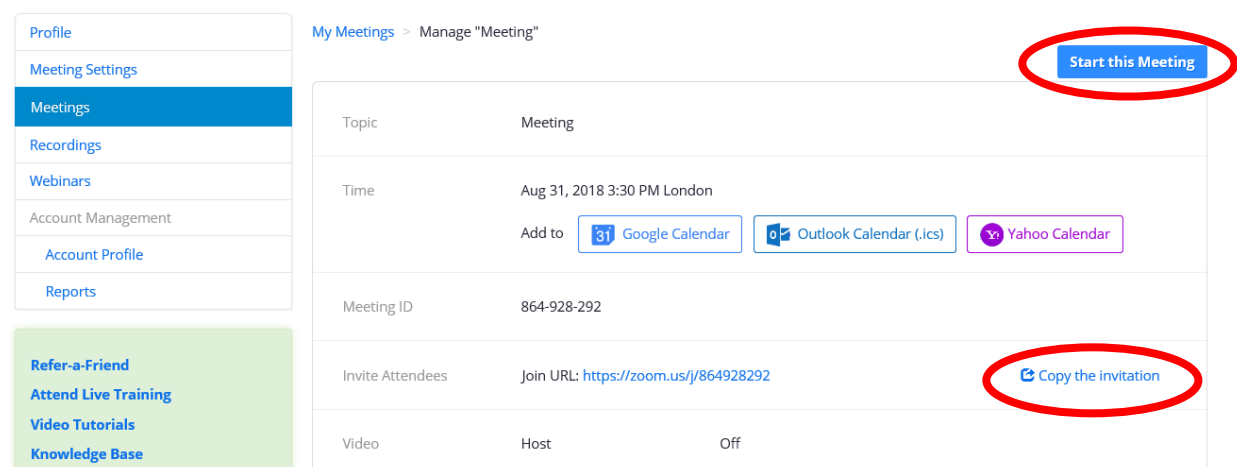
When scheduling a new meeting, please title it clearly with the name of your committee to avoid confusion. Note that, whilst it is possible to schedule concurrent meetings, only one can be active at a time, so you will need to ensure your meeting does not clash with any others already booked.
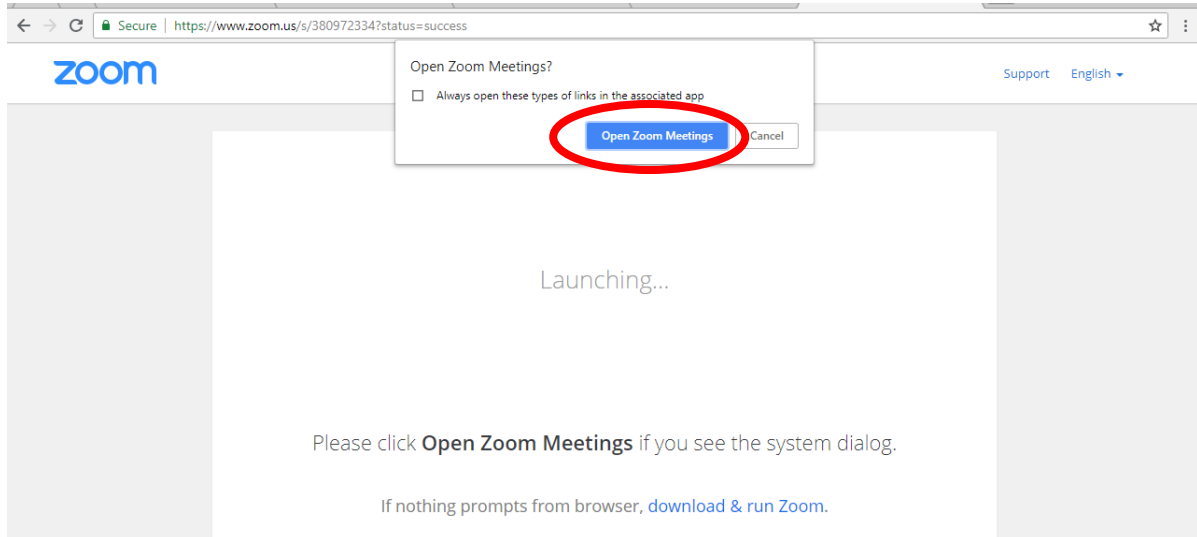

Once you've saved your scheduled meeting, don't forget to click on 'Copy the invitation' and send this to your participants.

To start the relevant meeting, just click **Start**. Please take a careful note of the name, day and start time of the meetings, to avoid starting the wrong meeting.

Championing a sustainable natural environment

**Chartered Institute of Ecology
and Environmental Management**

43 Southgate Street, Winchester, Hampshire, SO23 9EH
+44(0)1962 868626
enquiries@cieem.net
www.cieem.net

You will then be taken to the following screen, where you have to click on **Open Zoom Meetings**

Once you are in the meeting, you should be joined by other meeting attendees as they log in. It is advisable to log in a few minutes before the scheduled start time to settle in, make sure your webcam and microphone are switched on and working.

If you want to record the meeting, please click the Record icon and select 'Record on this Computer'.

Patrons: Jane Davidson, Professor David Goode, Tony Juniper, Professor Sir John Lawton, The Earl of Selborne, Baroness Barbara Young

Championing a sustainable natural environment

**Chartered Institute of Ecology
and Environmental Management**

43 Southgate Street, Winchester, Hampshire, SO23 9EH
+44(0)1962 868626
enquiries@cieem.net
www.cieem.net

You will see a Recording icon appear at the top left of the screen, when the meeting is being recorded. When the meeting comes to an end, stop the recording by pressing the square icon on the bottom tool bar.
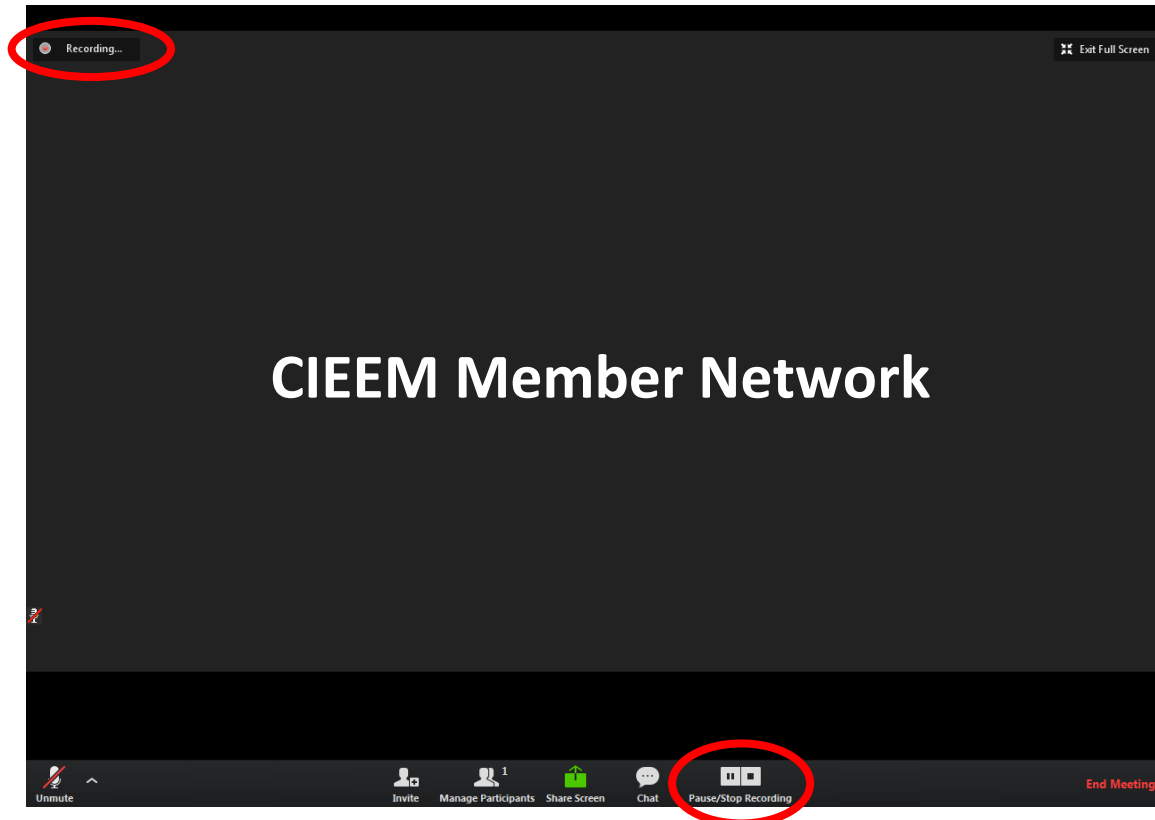
Should the connection be lost or should anyone's screen freeze then they can access the meeting again by re-clicking on the emailed link.

If at any time the audio or video fails, you can message the other attendees by using the chat function. This can be accessed by clicking the **Chat** icon.

You can also create in-meting polls via the **Polls** icon. You can do this during the meeting, or prepare them in advance when you schedule the meeting (once you save the meeting, the add polls option will appear at the bottom right of the meeting information window).

When you wish to exit the meeting click on the **Exit Meeting** red button at the bottom right of the screen.

Patrons: Jane Davidson, Professor David Goode, Tony Juniper, Professor Sir John Lawton, The Earl of Selborne, Baroness Barbara Young

Championing a sustainable natural environment

Chartered Institute of Ecology and Environmental Management

43 Southgate Street, Winchester, Hampshire, SO23 9EH
+44(0)1962 868626
enquiries@cieem.net
www.cieem.net

CIEEM

Topic	Meeting
Time	Aug 31, 2018 3:30 PM London
	Add to Google Calendar Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	864-928-292
Invite Attendees	Join URL: https://zoom.us/j/864928292 Copy the invitation
Video	Host Off
	Participant Off
Audio	Telephone and Computer Audio
	Dial from **United States**
Meeting Options	⨯ Require meeting password
	⨯ Enable join before host
	⨯ Mute participants upon entry
	⨯ Use Personal Meeting ID 906-083-6472
	⨯ Enable waiting room
	⨯ Record the meeting automatically

Delete this Meeting   Edit this Meeting Start this Meeting

You have not created any poll yet.   Add

Help

Patrons: Jane Davidson, Professor David Goode, Tony Juniper, Professor Sir John Lawton, The Earl of Selborne, Baroness Barbara Young

Championing a sustainable natural environment

**Chartered Institute of Ecology
and Environmental Management**

43 Southgate Street, Winchester, Hampshire, SO23 9EH
+44(0)1962 868626
enquiries@cieem.net
www.cieem.net

APPENDIX 1

SYSTEM REQUIREMENTS FOR PC, MAC, AND LINUX

Technical Issues

If anyone drop out of the meeting or the sound and/or video deteriorates, try the following:

- o Move closer to the WiFi router
- o If possible use an Ethernet cable
- o Try exiting the meeting and logging back in

System Requirements

- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam - built-in or USB plug-in
- Or, a HD cam or HD camcorder with video capture card

Supported Operating Systems

- Mac OS X with MacOS 10.6.8 /(Snow Leopard) or later
- Windows 10
- Windows 8 or 8.1
- Windows 7
- Windows Vista with SP1 or later
- Windows XP with SP3 or later
- Ubuntu 12.04 or higher
- Mint 17.1 or higher
- Red Hat Enterprise Linux 6.4 or higher
- Oracle Linux 6.4 or higher
- CentOS 6.4 or higher
- Fedora 21 or higher
- OpenSUSE 13.2 or higher
- ArchLinux (64-bit only)

Supported Tablet and Mobile Devices

- Surface PRO 2 running Win 8.1
- Surface PRO 3 running Win 10
- iOS and Android devices
- Blackberry devices

Supported Browsers

Patrons: Jane Davidson, Professor David Goode, Tony Juniper, Professor Sir John Lawton, The Earl of Selborne, Baroness Barbara Young

Championing a sustainable natural environment

**Chartered Institute of Ecology
and Environmental Management**

43 Southgate Street, Winchester, Hampshire, SO23 9EH
+44(0)1962 868626
enquiries@cieem.net
www.cieem.net

- Windows: IE7+, Firefox, Chrome, Safari5+
- Mac: Safari5+, Firefox, Chrome

Processor and RAM Requirements

	Minimum	Recomended
Processor	Single Core 1Ghz or Higher	Dual Core 2Ghz or Higher (i3/i5/i7 or AMD equivalent)
RAM	N/A	4Gb

Note: Linux requires a processor or graphics card that can support OpenGL 2.0 or higher

High DPI Support

- High DPI displays are supported in Zoom version 3.5 or higher

Bandwidth Requirements

The bandwidth used by Zoom will be optimized for the best experience based on the participants' network. It will automatically adjust for 3G, WiFi or Wired environments.

Recommended bandwidth:

- For 1:1 video calling: 600kbps (up/down) for HQ video and 1.2 Mbps (up/down) for HD video
- For group video calling: 600kbps/1.2Mbps (up/down) for HQ video. For gallery view: 1.5Mbps/1.5Mbps (up/down).
- For screen sharing only (no video thumbnail): 50-75kbps
- For screen sharing with video thumbnail: 50-150kbps
- For audio VoiP: 60-80kbps

Patrons: Jane Davidson, Professor David Goode, Tony Juniper, Professor Sir John Lawton, The Earl of Selborne, Baroness Barbara Young

Championing a sustainable natural environment