



Canadian Neonatal Network - Canadian Preterm Birth Network  
2021 Virtual Annual Meeting



**Participant Instructions**

**Introduction**

We are excited to have you join the 2021 CNN-CPTBN Virtual Annual Meeting! The following instructions were put together with an aim to enhance your meeting experience.

**Before the Webinar**

1. A personalized Zoom link will be sent to your email for each meeting. You will receive separate links if you register for multiple meetings.
2. From the same email which contains the link, you will be able to add the event to your calendar. This will allow you to access the link from your calendar at the time of the meeting.
3. You will need a computer, tablet, or smartphone with speakers or headphones.

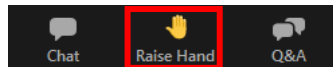
**Joining the Webinar**

1. At the start time of the webinar, click on the link in your invitation, or type in the 9-digit Meeting ID and passcode. **Dial-in option is not available.**
2. When joining the webinar, please ensure your name is your **“First Name”** and **“Last Name.”**

**Interacting in the Webinar**

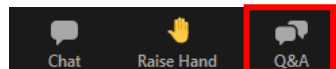
All attendees are muted by default. You may interact in different ways:

**1. Raise Hand**

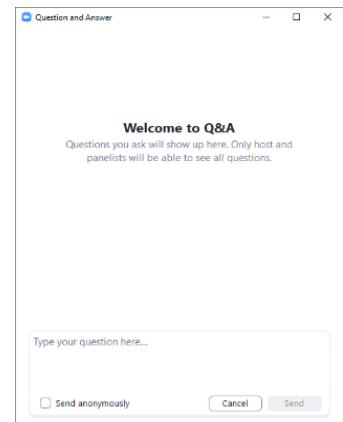


Attendees who would like to speak or ask questions will be allowed to do so, one at a time. Please be patient after you raised your hand, your audio function will be enabled when your turn is up.

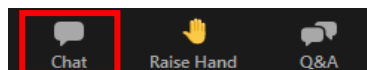
**2. Ask Questions using “Q&A” feature**



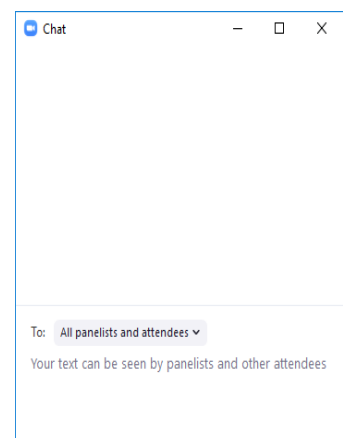
Questions posted in the Q&A window may be answered live or followed up with text replies in the Q&A window.



**3. Send Messages using “Chat” feature**



The chat window may be used to communicate with all attendees, or you may select from the drop-down list to send messages only to the panelists (i.e. the moderator and MiCare staff).





Canadian Neonatal Network - Canadian Preterm Birth Network  
2021 Virtual Annual Meeting



**Participant Instructions**

**Important Note for Presenters**

1. We encourage you to attend the full meeting, but please join **at least 15 minutes prior to your assigned start time** (note the agendas refer to Eastern Time Zone). At that time, the MiCare staff will change your role to be a panelist.
2. **When your video presentation is being played, turn on your video and audio** so you will be ready to interact with the audience. We recommend a quiet place with as little background noise as possible.
3. The moderator will direct questions to the presenters. Questions will be answered live as much as possible.
4. Given the time constraint, there may be unanswered questions at the end of your session. Please check the Q&A and chat windows after your presentation, and reply any relevant questions.

**Questions**

Contact MiCare Staff:

Priscilla Chan ([Priscilla.chan@sinaihealth.ca](mailto:Priscilla.chan@sinaihealth.ca))

Nevetha Balachandran ([Nevetha.balachandran@sinaihealth.ca](mailto:Nevetha.balachandran@sinaihealth.ca))

Jacqueline Ma ([Jacqueline.ma@sinaihealth.ca](mailto:Jacqueline.ma@sinaihealth.ca))

**We hope you find this information useful and look forward to your participation!**