



IICF UK 5TH ANNIVERSARY CELEBRATION

TECH GUIDELINES

How do I join the event?

The event will be hosted on Zoom:

<https://us02web.zoom.us/j/87319904218?pwd=c3ozWlp5NWZmbGVlVik1naWRkSDVoUT09>

Meeting ID: 873 1990 4218 | Passcode: 504848

How do I make a donation?

Please go to <https://bit.ly/3suS4si> or click on the QR code shown on your screen to donate through PayPal throughout this evening. You may use your PayPal account or a credit card.

How do I bid on an auction item?

To bid on live auction items, text BID + bid amount + name (e.g., 'BID 650 James S') to 80011.

We recommend auction lot winners submit payment by donating through PayPal: <https://bit.ly/3suS4si>.

The artwork can be shipped anywhere in the UK for an additional £30. We will contact all winners on 12 March to arrange payment and/or communicate how you can receive your prize.

How do I move between tables to speak with other guests?

We've set aside time at the start and end of the event to allow you to virtually network with other guests. Please feel free to move between tables to visit with guests at other tables.

To do this, click on [Breakout Rooms](#) at the bottom of Zoom and click on the [blue number](#) next to your chosen room/ table. (company name). When you wish to [change rooms](#), click on [Breakout Rooms](#) again or [click on Leave Room](#) on the bottom right to return to the main session.

How do I chat with other guests?

Guests will be able to chat with one another during the wine pairings with Taste of the Vine. To do this, Click on [Chat](#) at the bottom of your screen then click the down arrow to [select a particular person or all participants](#).

Note: We are unable to open Breakout Rooms at this time since we have a single sommelier leading the pairings.

What if I have technical issues on the night?

If you are having difficulty with audio or video on zoom, try the following steps:

- Move as close to your WIFI router as possible or plug your device directly into the router using an ethernet cable. Check other uses on your WIFI aren't putting too much demand on your WIFI
- Check your audio is unmuted and video is on using the buttons in the bottom left of the screen
- Try exiting the zoom meeting and joining again
- Check your computer audio settings to ensure the audio is being sent to the correct place (e.g. the device speakers, a headset you are using) and at a level high enough to hear
- Test your audio using a zoom 'join a test meeting' option, to check your device is sending a receiving audio (<https://zoom.us/test>)
- Test your video camera before joining the zoom meeting, or through the 'join a test meeting' option on zoom (<https://zoom.us/test>)

You can also visit FAQs on the Zoom [website](#).