DAP Meetings – Attending via Zoom
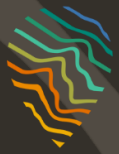
DAP meeting enquiries

Phone: (08) 6551 9919
Email: daps@dplh.wa.gov.au

DAP Meetings – Attending via Zoom

Summary

This guide provides information on how to attend **Development Assessment Panel** meetings via Zoom. It will cover:

- How to launch and sign in to Zoom
- How to join the DAP Meeting webinar
- Zoom settings and important things to note as a meeting attendee/panellist

For any urgent or other enquiries regarding attending a DAP Meeting online, please contact the DAP Secretariat via email or by phoning **(08) 6551 9919**.

Zoom meeting

Launching Zoom

01 Click on the **Zoom link** provided by the DAP Secretariat. This will either be:
- In the email calendar invite
- Sent to you when you have been approved to make a presentation request, and have indicated you will be presenting electronically

The Zoom link should look something like this: https://us06web.zoom.us/j/88109700705. Once you have clicked the link, the below screen should appear. Click **Launch Meeting**.

Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By joining a meeting, you agree to our Terms of Service and Privacy Statement

Launch Meeting

Don't have Zoom Client installed? Download Now

Having issues with Zoom Client? Join from Your Browser

Note: If you have not used Zoom on your device previously, you may be required to install the Zoom Client, which allows the program to run. Click **Download Now** to download the program. You also have the option to **Join from Your Browser**.
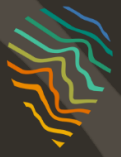
Zoom meeting

Joining the Webinar

02

You will then be prompted to enter your email address (this will **not** be visible or used during the meeting) and your name (which will be used to identify you in the meeting). Please input your name as **Name (Company [if applicable])**.

Once you have entered these details, click **Join Webinar**.

03

You will initially be added into the meeting as an **attendee**. At this stage, you will not be able to turn your audio or video on. Please test your speaker and microphone to ensure they are working before electronically raising your hand as per the screenshot below.
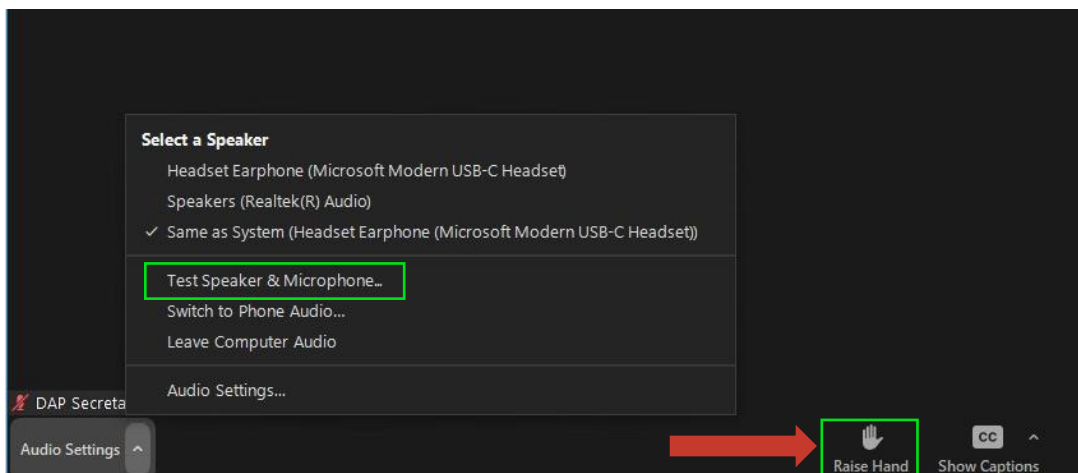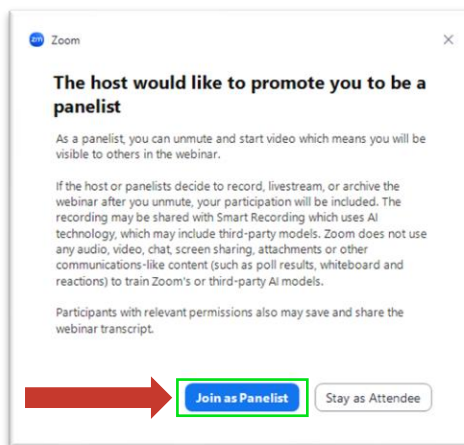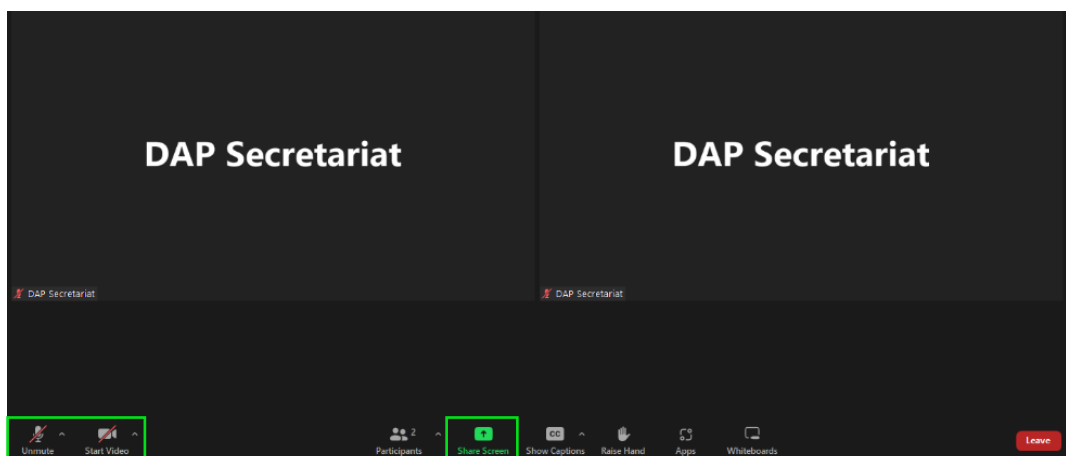
Zoom meeting

Presenting

04 When it is your turn to present or otherwise address the panel, the DAP Secretariat will remotely make you a **panelist**. Please click **Join as Panelist** when prompted to allow you to participate fully.

05 Once you have been promoted to **panelist**, you will be able to turn on your audio and video, as well as share your screen (in the instance you have a pre-approved presentation to show). You will also become visible in both the meeting and on the live stream.

Note: The process for connecting to a meeting is similar on a mobile device, but may require you to download the Zoom app.

Don't need to speak or appear at the meeting? You can watch a live stream of the meeting on YouTube or via the DAP website.