Zoom Guidelines for FGIA Fall Conference 2020 Attendees

Joining the Zoom Meeting

- Please join the meeting by using your registration confirmation link (see conference schedule). **Do not share the link with others;** it is unique to you. To maintain security, please do not forward or publicly post your weblink.
- If you have not received or if you have lost your confirmation email link to join the meeting, please email fvlad@fgiaonline.org.
- After logging in, you will be in a “waiting room” until participants are admitted daily during the conference at 10 a.m. CT.
- To verify identities, log in under your own first and last name and confirm that it displays correctly (right click to rename or edit your name.)
- **Members are encouraged to join using computer audio** (rather than by phone) to easily view meeting presentations, and participate in the chat function.
- Everyone will be muted upon entry into the meeting room. To speak, simply click on the **Microphone** icon in the lower-left of the screen to unmute. Please mute your microphone when you are not speaking to eliminate background noise.
- Members may view meeting participants by clicking on the **Start Video** icon, found in the lower left of the meeting window:
  - Screen Viewing Options
    - **Gallery View:** this shows all participants on the screen (or screens for larger groups) all at once
    - **Speaker View:** this shows only the person speaking in full screen. Your view changes depending on who is speaking.
- Chat Feature - type your questions and comments in the **Chat** window. You may message the entire group, or privately message a participant. All chats (including private messages) are automatically saved. FGIA anti-trust guidelines apply.
- Raise Hand Feature (General Sessions Only) - Click the **Participants** button and select **Raise Hand.** This alerts the meeting organizer and other participants that you have input, without interrupting others. The moderator will state when it is your turn to speak.
- If you have concerns about unwanted visitors logged into the meeting, please private message fvlad@fgiaonline.org. Your concern will be addressed privately to maintain meeting security.
- For technical issues or questions please contact Florica Vlad.

Zoom Overview

- The Zoom web client allows you to join a Zoom meeting or webinar without downloading plugins or software. Web client features function best on Google Chrome. Participants joining through the web client will need to be signed into a Zoom account.
- You can also join the meeting from the Zoom application. Join the meeting a few minutes early to test your **Audio/Video settings**, and familiarize yourself with **other in-meeting options**.
- To learn more about Zoom functionalities, please visit the **Zoom Help Center**.