



## Virtual Conference Guidelines for ACTO 2020 Conference Participants

### Guidelines for Attendees – Enjoy the conference!

#### General Guidelines:

Print handouts from Showcase in advance (if any).

Please be on time for each workshop, as any tardiness can disrupt the flow of the trainer and other participants.

If you have any questions or issues during the workshop, please address them with the moderator directly via chat.

Once the workshop has started, place your microphone on mute.

If you can please shut your door and remind family members you are in a meeting.

When eating or drinking, please turn off your video and keep your audio muted.

Control your pets – barking dogs and cats on your laptop will distract others.

Dress professionally, at least from the waist up!

Please MUTE yourself if you need to step away (bathroom, kitchen) or conduct an offline conversation.

Stop Multitasking.

Frozen screen – log out and back in or turn off your video to reduce bandwidth.

Consider turning off cell phone (or at least the ringer) and email.

#### When in a Group Discussion:

Please allow others to ask questions. If you have a question or comment wait until the person is done and the presenters have answered the question. Too many people speaking at once over zoom may result in difficulty transmitting and understanding information.

Please be respectful toward other participants and presenters in the group.

#### While You Wait for a Session to Start...

- Open Chat or Q&A panel
- Tell us in chat:
  - Where are you calling from?
  - What is your role/title?



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### ***Prior to the conference:***

#### **Audio/Visual Recommendations**

- Test EVERYTHING the week prior to the conference to allow time to adjust your environment (headset, web cam, find mute button, etc.)
- Avoid computer screen glare. Adjust lights, turn screen away from windows.
- Background – Choose a private space (remove clutter, piles of paper, clothing).
- Only keep essential windows and programs open on your computer (will help with bandwidth).

#### **Connectivity and Bandwidth**

- Ensure connection is fast enough for video/audio. This video will show you how to check your download and upload speed. <https://youtu.be/WfoaM-Df1d0>
- Have backup plan in case of connection loss.
- Have phone/audio connection problems use the phone number included in the zoom invitation. Call the number and enter the Zoom code provided.
- Keep the Zoom log-in and phone numbers handy at all times. Know how to log back in.

**Please review the Zoom guidelines we have prepared below and go to [Zoom.us](https://zoom.us) for details on how to best use this platform.**

You can access and control in-meeting settings using the menu along the bottom of your Zoom screen. You can mute or unmute yourself, turn your video on/off.

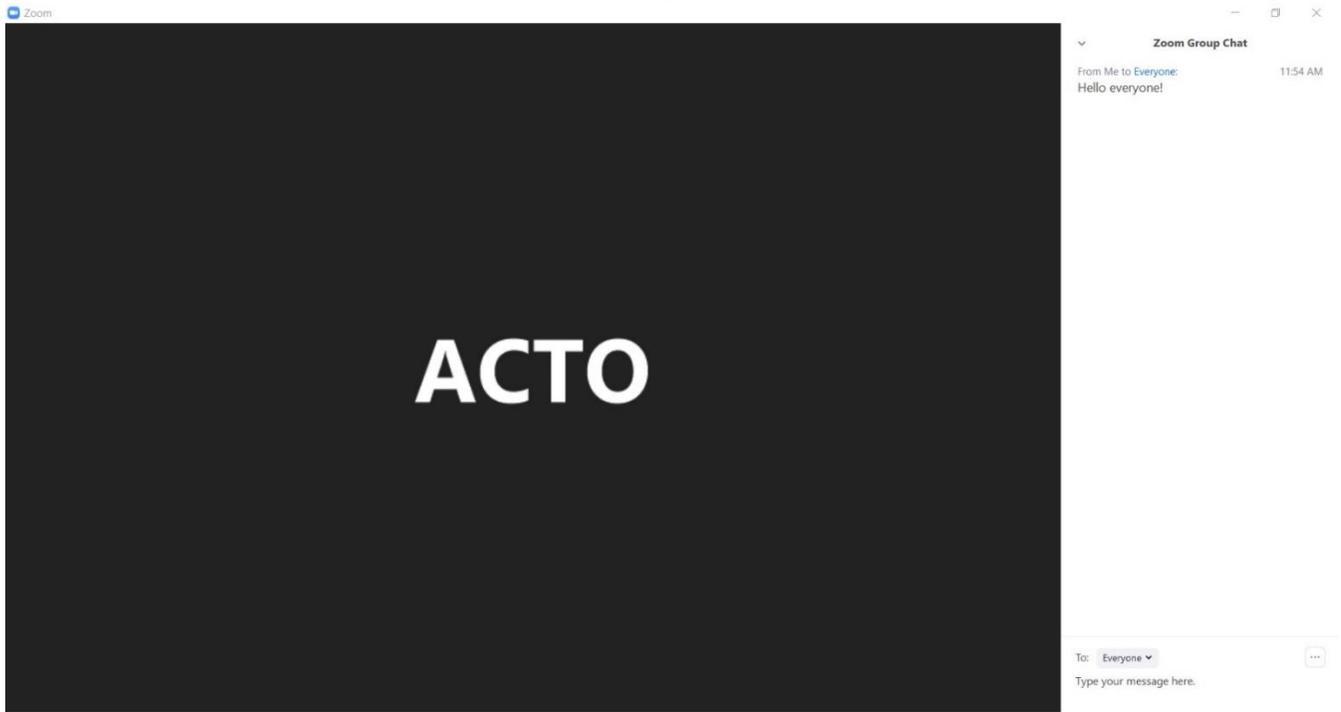
Zoom Help Center: <https://support.zoom.us/hc/en-us>

Getting Started: <https://support.zoom.us/hc/en-us/categories/200101697>



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Click the chat icon to open your chat box. Read messages posted by others and type your own message.



Use the dropdown menu to choose who you would like to send your message to. You can send it to Everyone, your host or a specific participant.

