

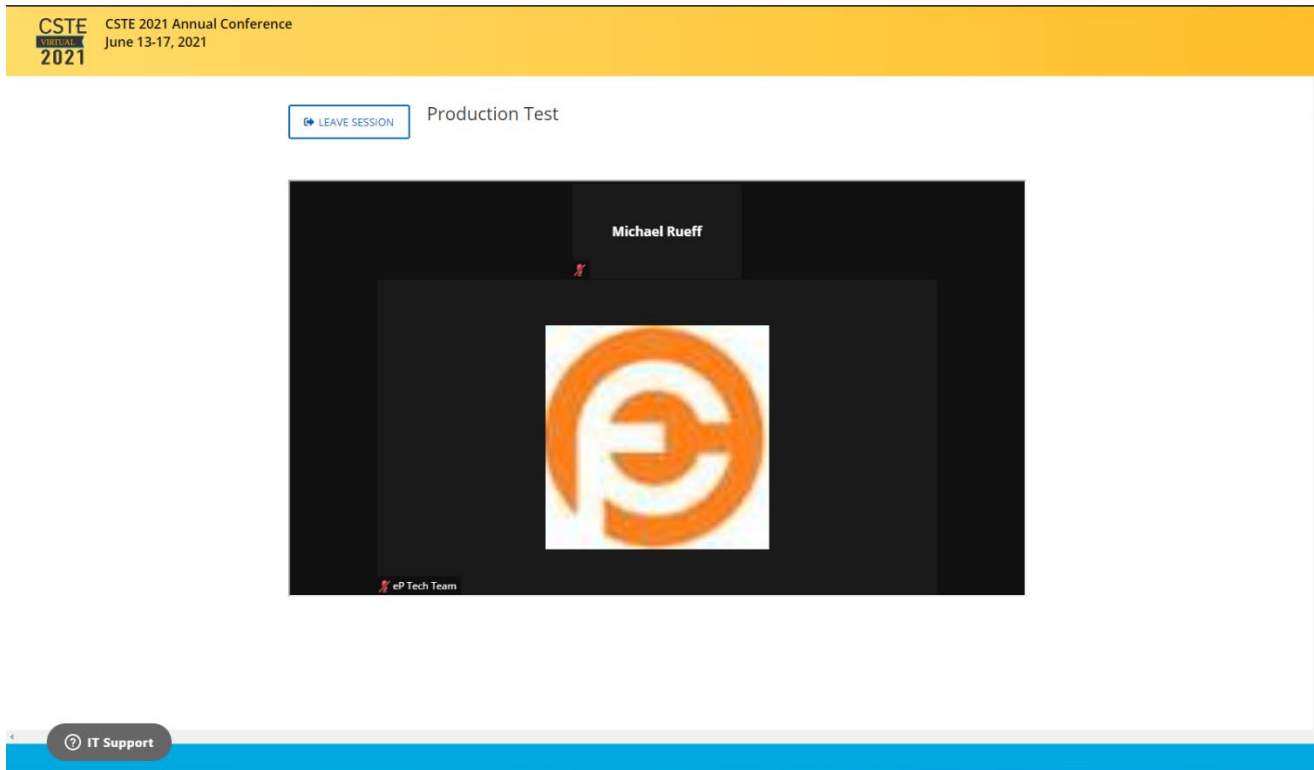
Zoom Tips for CSTE Virtual Annual Conference

All of the sessions for the CSTE Virtual Annual Conference will be facilitated through Zoom within the eventPower platform. Below are helpful tips for navigating and utilizing Zoom Meetings and Zoom Webinar.

Please note that virtual backgrounds are not supported within Zoom through the event platform.

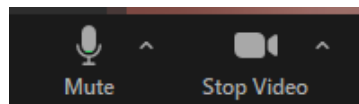
Zoom Meeting Features and Settings

All Workshops, Roundtables, and Networking sessions will be run through Zoom Meetings. Below is how the Zoom Meeting will appear within the eventPower platform.

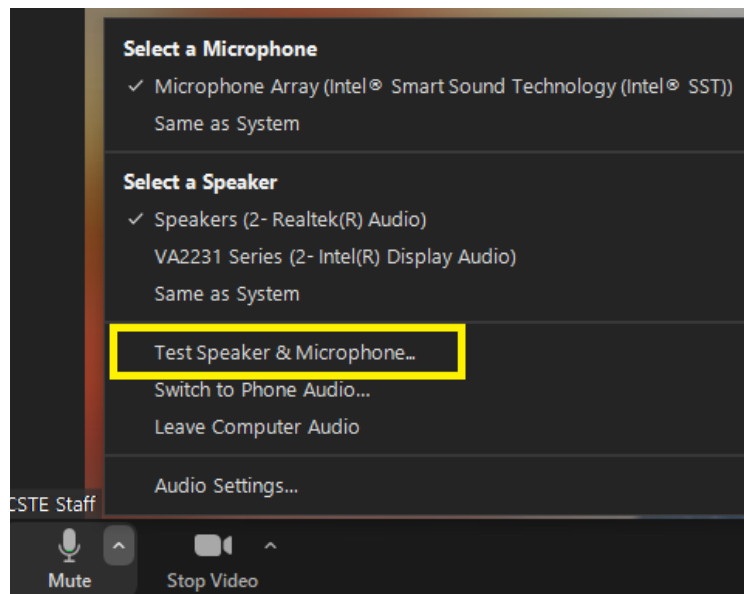


When you hover over the Zoom Meeting window you will see the standard features you might expect in a Zoom Meeting.

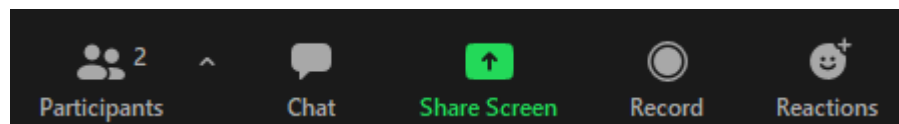
In order to rename yourself or change how your name appears, click the Dots in the upper-righthand corner of your own video, and select "Rename." This is a great way to include your company name or organization after your name. To mute and unmute your microphone and to turn your camera on and off is located in the bottom-left corner of the screen.



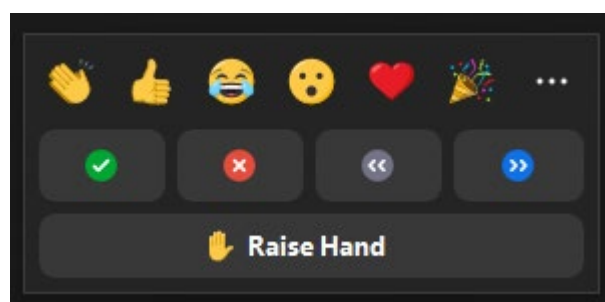
If you are having trouble hearing or being heard even though your microphone may not be muted, you can check your audio settings by clicking on the arrow next to the microphone and selecting “Test Speaker & Microphone” – this solves most audio problems.



Along the bottom of the Zoom Meeting window, you will see the following key functions:



- **Participants** – This gives you a list of all of those in the Zoom Meeting with you.
- **Chat** – Chats within Zoom are housed in one window. You can send chats to all the participants (“Everyone”) or direct messages to one participant. But be careful! Zoom’s default is to keep the last person messaged as the next recipient. Meaning that if you send a chat to Sally (for example) and then Carl messages you, Zoom will still keep Sally as the recipient of your next message if you just start typing. So you will need to change who the message is going to if you are chatting more than one person. Always double-check that your message is going to the right person!
- **Share Screen** – Attendees will not be able to screen share. This setting will not be enabled.
- **Record** – Attendees will not be able to record. This setting will not be enabled.
- **Raise Hand/Reactions** – This allows you to raise your hand or give feedback to the presenters, such as telling the presenter to slow down or speed up.

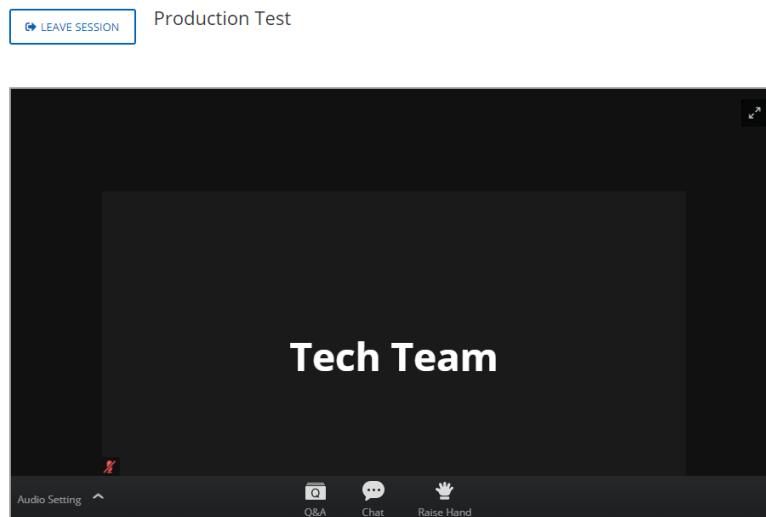


Located along the top right corner of the Meeting are your Different View options:

- **Gallery View** allows you to see everyone on the screen at once. Depending on your settings, you can see up to 49 participants on one screen, but the default within Zoom Meetings is 25. You can change this within “Video Settings,” which you can find by clicking the carrot next to the camera.
- **Speaker View** displays one participant prominently and follows along with who is speaking.
- **Hide Non-Video Participants** hides anyone who does not have their camera turned on. You will still be able to hear them if they speak.

Zoom Webinar Features and Settings

All Breakout sessions will be run through Zoom Webinar – below is how the Zoom Webinar will appear within the eventPower platform.



IT Support

Attendees of a Zoom Webinar will not be on camera or microphone, but will be able to watch the presenters presentations and interact with text Q+A. Unlike in Zoom Meetings, attendees are not able to change the display of the webinar from Gallery View to Speaker View. Below are the key features in a Zoom Webinar:

- **Chat** - Attendees are able to chat all panelists or all panelists and attendees. Direct messages between attendees are not supported within Zoom Webinar.
- **Raise Hand** - The raise hand feature in webinar allows attendees, panelists, co-hosts, and the host to raise their hand to indicate that they need something from the host, co-host, or other panelists
- **Q+A** – Attendees are able to ask written questions to the presenters. **All questions for the presenters should be submitted through the Q+A and not through the chat.**