



# 2020 Fall Conference / October 15-16

ZOOM Webinar hosted by Blue Ridge Audio Visual and Lighting

## Virtual Meeting Information

### Virtual Meeting Equipment Requirements and Registrant Connection Information

LGA will use the Zoom webinar platform to connect attendees with the session panelists and moderators. We appreciate you taking the time to set up your system before the webinar to connect you to the conference experience and to make sure your equipment works properly.

Registered attendees will receive an email with webinar instructions from [no-reply@zoom.us](mailto:no-reply@zoom.us) the day before the webinar opening. Registrants will receive the email at the address on file with LGA. If you would like to connect using another email address, please inform staff when you register. If using your work email, please check with your IT department to make sure this domain name is whitelisted before the conference so you will receive the email. If using a personal email, please check spam, junk, quarantine folders for this email.

Whitelisting Zoom emails for IT staff: <https://support.zoom.us/hc/en-us/articles/360032808951-Not-Able-to-Receive-Email-Messages-from-Zoom>

Zoom allows access using a computer, tablet, or smartphone. You will need access to the email address you register with on the device you decide to use. That email will include a link to the webinar and call-in number. The link you receive is unique to you and cannot be shared with others. That same link will give you access to all of the sessions. If you choose to attend, disconnect, and reconnect, you will use the same link.

If you are able to download the Zoom application, you are strongly encouraged to do so. If you cannot download the Zoom application, you are encouraged to use Google Chrome as your browser to minimize interruptions the day of the event.

After clicking the link, you will be asked to open the program. Opening from the program button provides the most reliable connection. Follow the prompts so you can connect to the session. Please do not share this link. It is unique to your email address and will not work if shared. You will need to register with the email address you will use the day of the webinar.

If your equipment does not include speakers, you have internet connection issues, or there are any other issues with connecting via computer, you can use the call-in number to connect.

For those connecting via internet, each session will begin with a title screen, then once the session begins you will either see the faces of the panelists and moderator, or their presentation. You will need speakers in order to hear their presentation. If you would like to ask a question, click the "Q&A" button or the "Chat" button at the bottom of the screen. You can select to send the question to the entire audience or the panelists and moderator only using the dropdown menu provided in the text box. Those connecting by phone can email their questions to [info@lgava.org](mailto:info@lgava.org). Those questions will be given to the moderator to share.

If connecting by computer, unless you are presenting, you will not be allowed by the software to activate your camera. You do not need to have a camera to connect to the conference or see others.

LGA is working with speakers to provide handouts to registrants before the conference begins. Once uploaded, the materials can be found after you login on the website and select "Conference Materials" under the "Conference" tab.

**Thank you for your support of LGA education.**