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 prior to the beginning of the conference. This email will contain links to the scheduled sessions. When you click on one of these links you will be prompted to enter your name and email address. After entering this information and clicking 'Submit', a link to enter the webinar will appear on your screen.

If you need to leave and then re-join the conference, refer to the email with the schedule links and click on the appropriate time.

Registrants will receive this 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 you have issues receiving the email, please check spam, junk, quarantine folders for this email. If your email address you enter at the webinar check-in does not match the one with which you registered, you will not be granted access.

Zoom allows access using a computer, tablet, or smartphone. If you are able to download the Zoom application to your device, 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.

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.

After entering the webinar, you will have a choice to join audio by your computer or phone call. If your computer equipment does not include speakers, you have Internet connection issues, or there are any other issues with connecting to the audio via computer, you can use the call-in number to connect. Instructions for dialing by phone are included on the "Zoom Links" email.

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 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 drop down menu provided in the text box. Those connecting by phone can email their questions to 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.