**Zoom Instructions for MMN Conference:**

AUDIO:

Please MUTE your microphone during any of the presentations. You should only need to be UNMUTED during breakout sessions or possibly during Q&A Sessions. Most of the time, the Host will automatically mute all participants. The MUTE button is in the lower left corner of your screen. The Host CANNOT unmute any participant (for privacy reasons) but can allow participants to unmute themselves. Muted, it will look like the figure below.

VIDEO:

If possible, please turn off your video except during breakout sessions or Q&A sessions. Turning off your video helps to preserve the overall bandwidth, which is especially important if you have a limited bandwidth connection yourself. Turning off your video also minimizes distractions to other participants if you are moving around. When you are speaking, such as in a Breakout room, having your video on is important so others can more easily identify you and it can help them to understand you.
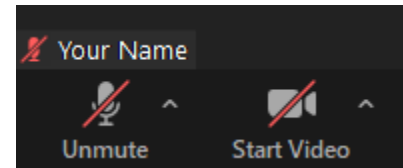
USER NAME:

The **User Name** on Zoom is like your **Name Tag** at a live conference. I would not put just "Jim" on my Name Tag, I would put "Jim Nussbaumer". Please enter a complete **User Name** on your screen, not just a nickname or "I-Pad". This is important so we know who is attending. If you wish, you may follow your name with your organization if you are representing a specific Malawi related organization.

When you are logged on, your name shows up in the lower left corner of the screen. If you Right Click on your name, you will have an option to "Rename" yourself. Not only does your User Name show up on your logon but it also shows up in the Participants list, accessible at the bottom of your screen. This will show all users in your current room (Main room or a Breakout room).
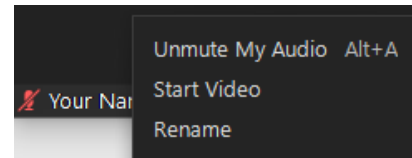
What VIEW to USE:

Zoom offers 2 different VIEWS or what to show on your screen. On a computer screen, the VIEW control is in the upper right corner of the window. You can switch between Gallery or Speaker. On a mobile device (Android or iOS) it shows the active speaker by default – with a thumbnail of another participant in the lower right corner. You can swipe left and right to change the image shown there.
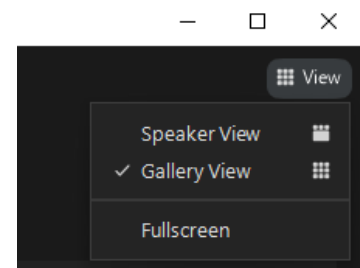
Gallery View: shows multiple users at a time on your screen. This may be up to 25 or 49 depending on the meeting settings. This is fine if you are in a small group where you want to see everyone, whether they are talking or not. It is also useful in a larger group where there is interactive talking back and forth – such as in a social time. The video image of the active speaker will be surrounded by a yellow box.

Speaker View: shows only the person that is actively speaking. It is triggered by audio coming from one participant. In a presentation, such as most of the conference will be, this is the preferred View as it is easier to concentrate on the program and all other participants except for the speaker are

supposed to be muted. If the person (or video) speaking does not appear in the center of your screen, you can click on the small screen they are showing in and it will become the main image.

QUESTIONS DURING PRESENTATIONS:

While Zoom is intended as an interactive media, it can be disruptive to have someone ask questions while a presentation is going on. For that reason, we will mute all participants. However, if you have a question or comment, you may submit it at any time using the CHAT feature. Because a CHAT message sent to EVERYONE displays on everyone's screen, please DO NOT send to EVERYONE. We will designate a specific participant to be a CHAT collector. This is Phyllis Wezeman. She will keep track of the questions and comments during the presentations and will summarize them and ask them during the Q&A time. This may not be immediately following each presentation but may be saved for a later period. In the participants list on CHAT, her name will be near the top of the list.

ZOOM HELP:

Even though many of us have used Zoom during the pandemic period, you still may be new to it – or you may run into a problem with it – either difficulty getting on or related to some feature you are having trouble with. If possible, you should consider trying to do an on-line search (Google) to find the answer. If you need personal help, we will have someone standing by who is an experienced Zoom user, Cindy, who will try to assist. You may call her at 719-242-6782. Do not try to phone one of the presenters or organizers during the sessions. If you are successfully logged into the session but still have a Zoom question, you can send it via CHAT to the designated CHAT collector and they may be able to assist.

BREAKOUT ROOMS:

There will be times during the sessions when we will allow participants to move to one of several Breakout Rooms. This may be during a scheduled discussion or feedback time or it may be during a social time. The Host will setup a number of breakout rooms and make them available at the appropriate time. You will not see them until he turns them on. When that happens, you will see an Icon and label at the bottom of your screen. If you click on that Icon, you will see a list of rooms and an option to Join one of them. During a discussion or feedback time, they will be understandably labeled. During social time, they will just be called Room 1, Room 2 etc. When you click Join on a room, you will be moved to that room. Any number of people can Join any single room. The host may choose to randomly assign you to one of the Breakout Rooms.   If you do not Join a specific room, you will stay in the Main room. At this time you be allowed to unmute yourself. You may also want to turn on your video.   When you are in a Breakout Room, you can always "Leave" that room and go back to the Main room or you may choose to Join another room. There will be a big LEAVE button in the lower right corner. At the end of the Breakout period, the host will close the rooms and you will be given a 60 second warning and the room will automatically close and put you back in the main room.

SOCIAL TIME:

Since one of the values of a live conference is the ability to meet and discuss with other people with similar interests, we are trying to provide something similar in this Virtual Conference. For one hour before the start of the formal agenda each day and at break times, we will turn on Breakout Rooms and you may arrange with one or more other participants to meet in a Breakout Room. If there are very many people in the Main room, and 1 or 2 people start a conversation, it can sort of lock out others. We suggest you use CHAT to tell someone else to meet you in a certain room. You could also do a CHAT to

Everyone saying "*Lets meet in room X to discuss (whatever your topic is)*" It might be Education or Covid or Travel or whatever.

It is perfectly all right to stay in the Main room and just listen to the chatter back and forth – but with 75 to 100 people in a room, it is not possible to see them all and it can be hard to get a word in edgewise. Do as you see fit.