Conference Instructions for Attendees

Conference Platform: Zoom

You will need Zoom to attend the conference on your computer, tablet or phone.

- If you don't already have Zoom, download the free version of Zoom.

- If you have Zoom, ensure you have the latest version (an update was released on 9/21/20). Click on your Zoom profile photo in the top right corner and select "Check for updates".

Zoom Best Practices Guidelines

- Connect via ethernet cable (Wi-Fi connections could be unstable and cause audio/visual interruptions).

- Close all programs running on your computer to allow for maximum bandwidth.

- Attendance will be taken. Please ensure that your Zoom participant name is the same name used for conference registration.

- At the top of your Zoom screen, click [View Options] and select "Side-by-side" mode.

- Sharing your video - Backgrounds matter! Use uniform, front facing lighting (avoid having a window behind you). Do not wear clothing that is the same color as your background.

Plenary Sessions

- All Plenary Session attendees will be muted, and videos turned off for the entirety of the session.

- American Sign Language (ASL) Interpreters will always be visible.

- Closed Captioning (CC) will be provided. To access, select [Closed Caption] in the Zoom toolbar at the bottom of the screen.

- If questions are allowed, type your question in the [Q&A] box in the Zoom toolbar at the bottom of the screen.

Breakout Sessions, Exhibitor Rooms, and Lunch Room

- Upon entry attendees audio and video will be on or off depending on their personal Zoom settings.

  - During Breakout Sessions, attendees should follow the presenter instructions regarding sharing videos and unmuting.

- o   During Lunch and in Exhibitor rooms, sharing video and audio is strongly encouraged!

- ASL will only be available if an attendee has requested this service in advance. To view:

  1. Click on [Participants] in the Zoom toolbar at the bottom of the screen.

  2. Find the active ASL Interpreter.

  3. Roll over their name and select "Pin Video".

     - o   If using multiple screens, place the pinned video on one screen and the presentation on the other.

     - o   If a breakout session has breakout rooms, the host will manually assign attendees requiring ASL with an interpreter.

- Closed Captioning will only be available if an attendee has requested this service in advance. To view, select [Closed Caption] in the Zoom toolbar at the bottom of the screen.

Photos

We will be taking screenshots/photos throughout the day. If you do not want your photo taken, please keep your video off.

If you need assistance…

- Visit the **Conference Support Center**, to meet with Work Without Limits staff for assistance

- o   In addition to assisting with any general conference needs, this is "home base" for ASL and CART services. Users and providers should access the Support Center at 8:30 AM EST to be paired up. Should you get separated from your service and/or want to visit an Exhibitor, return to the Support Center**.**

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— PUTTING ABILITIES TO WORK —

Disability:IN Massachusetts

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