



OFFSHORE SAILING LEADERSHIP SYMPOSIUM ZOOM DITTY BAG

Download and/or Update Zoom to the latest version - <https://zoom.us/download> Using Zoom in a browser limits the functionality so downloading to your device allows you to fully participate in the conference. To have the best possible experience, please also make sure your Zoom is up to date, you can check by going to "Check for Updates" under the zoom.us menu bar.

Please do not share the Zoom Link. We are limited in our number of participants - and only have room for the planned attendees. Storm Trysail members will have the opportunity to stream the morning events on a YouTube link that has been shared with them.

Test Zoom before the Symposium - if you are not accustomed to using Zoom - please try it out. If you would like - you can join us at 3:00 pm on Friday, 13 November, for our pre-Symposium Test-Zoom. You can get more information about Zoom, including tutorials, here: <https://support.zoom.us/hc/en-us>

Location, Location, Location. Your personal location is important: Make sure you have a good **quiet space** with **plenty of light** (so others can see you). Good audio is critical - a headset/ear-pods with a microphone is recommended.

If you have to "Dial In", which we do not recommend, please send an email with your name and phone number to admin@stormtrysail.org, or text or call Tech Director Kate Wilson Somers at 401-864-8424

Morning Keynote and Panel Sessions Zoom Set Up

- When you click on the link, you be placed in a Waiting Room and let in by the Technical Moderator. Please try to enter by 8:45 AM.
- Turn on your video so we can see you!
- You will be muted upon entry and you may unmute yourself to say hello but once the Presenters start we will mute everyone and you won't be able to unmute yourself. Only the Moderators can.
- You have the option to toggle between the Speaker and Gallery Views by choosing these buttons:

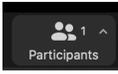


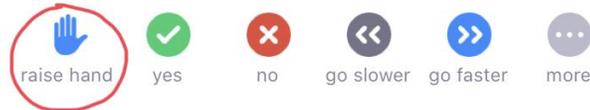
- We recommend Speaker View will be better for the Keynotes/Panelist talks and then switching to Gallery View for the questions period. We will "Spotlight" all the panelists so they appear on the top of your view.

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ZOOM GROUND RULES



- Be sure to have the “Participant”  and “Chat”  screen open, this will allow you to both chat and ask questions or “Raise your Hand” so that we can see who would like to ask a question. (Note for iPads you can’t have both open simultaneously but you can on computers).
- If you would like to ask a question live on video, please choose the “Raise Hand” button and we will unmute you to ask your question to the group



- Feel free to add comments or questions in the chat as they occur to you.

Afternoon Breakout Sessions Zoom Set Up

- Turn on your video so your teammates can see you
- Unless you are in a noisy place or in the same room as another teammate, no need to ‘mute’
 - If you are in a room with other participants, choose ONE PERSON to have a “live” mike to prevent nasty echos and feedback. You can still be on your device and 6 feet apart.
- Recommend using “Gallery View” to see everyone at the same time
- Be sure to have the “Participant” & “Chat” screen open so that you can see and ask questions.
- The Moderators will send you a time to wrap up and then will automatically bring everyone back into the main Zoom for the afternoon session.

Phone Numbers for HELP!

Kate Wilson Somers 401-864-8424
Whitney Kneisley 917-450-7547
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