

NW PCI Annual Meeting
Virtual Meeting Information
Wednesday, April 15, 2020

Dear Participants,

We are excited to be able to convene this meeting virtually! Here is information about connecting to the meeting, accessing meeting materials, and best practices for attending a virtual meeting.

- 1) You will connect to the meeting through Zoom
- 2) There is a webpage to access conference materials

1. Conference Materials Website:

<https://www.iths.org/blog/event/nw-pci-annual-conference/> (no password required)

2. Zoom Connection information:

Compatibility Testing

If you have never used Zoom or will be participating from a new device, you should download the Zoom client: <https://zoom.us/download>. Please allow time to do this and to test your connection prior to the meeting. See “Compatibility Testing” on Page 3 for instructions to test your Zoom setup and online Zoom help.

Connect to the Online Meeting Room

First, join the Zoom videoconference 1) by clicking the meeting link or 2) opening <https://www.zoom.us/> from your browser, choosing “join a meeting” and entering the Meeting ID.

ZOOM meeting link: <https://washington.zoom.us/j/775139376>

Meeting ID: 775 139 376

Connecting Audio

Second, follow the prompts on the screen to connect to phone or computer audio. **If you connect with phone audio, you must enter your participant ID**, shown on the screen, so that your audio and video will be linked. Otherwise we will not be able to move you to virtual breakout rooms.

Phone audio:

Dial in numbers (choose any one):

- | | | |
|-------------------|-------------------|-------------------|
| • +1 669 219 2599 | • +1 602 753 0140 | • +1 786 635 1003 |
| • +1 669 900 6833 | • +1 470 250 9358 | • +1 253 215 8782 |
| • +1 720 928 9299 | • +1 470 381 2552 | • +1 267 831 0333 |
| • +1 971 247 1195 | • +1 646 518 9805 | • +1 301 715 8592 |
| • +1 213 338 8477 | • +1 646 876 9923 | • +1 312 626 6799 |
| • +1 346 248 7799 | • +1 651 372 8299 | |

Troubleshooting:

If you have any questions or technical difficulties, please contact Aurora Fonseca-Lloyd at auroraf@uw.edu or via private chat through Zoom. The following people can also help you via Zoom chat if Aurora is unavailable: Laurie Hassell at lhassell@uw.edu or Dean Speer at ballet@uw.edu.

3. Video Conference Etiquette

- Questions:
If you have a question during any of the sessions, please enter it into the “Chat” window at the bottom of the meeting room interface. You can type out your question or type ‘I have a question’ and the facilitator will call on you to state your question. In breakout sessions we will have more open discussion.
- Speaking:
When you would like to speak:
 - REMEMBER to unmute yourself (You will be muted by default when you join the meeting)
 - Say your name first, so we all know who is speaking.
 - When you are done speaking, please mute yourself again to minimize background or other noise that is disruptive to the meeting.
- Setting up your screen/video:
We encourage everyone to join the meeting through video if at all possible. Seeing people brings a lot to the virtual meeting! Presenters will be able to appreciate the feedback better if they can see you, rather than only hear you.
 - Please make sure that you are dressed as if you were at an in-person meeting, and that there is nothing personal or distracting in your space that is showing in the video.

Please make sure to turn on your video/camera, and make sure to have the “participants” box and “chat” box open. You can pin the boxes to the right side of your screen by clicking on the icons at the bottom. This is how your screen should look.



4. What to expect

Here is some information to help the meeting run smoothly:

- Please start getting connected by 8 am (Pacific Time) in case you encounter any technical issues that need to be addressed. The meeting will start promptly at 8:15 am (Pacific Time).
- If you need online help during the meeting you can send a private chat to Aurora, Laurie or Dean who are facilitating the meeting.
- Some sessions have virtual small group discussions where attendees will be moved into smaller virtual rooms and then returned to the main room at the conclusion of the session/activity. You do not need to do anything to transfer into and out of virtual breakout rooms.
- If you're disconnected at any time, follow the instructions above to log back into the meeting. If necessary, Aurora will transfer you to the virtual breakout room.

5. Compatibility Testing

If you are a first-time participant or will be participating from a new computer or web browser, you should download the Zoom client: <https://zoom.us/download>

It is recommended that you test your computer prior to attending a Zoom meeting

The connection test checks your computer to make sure all system requirements are met (internet connection, web browser, speakers, mic, etc.). To test connecting to an actual meeting room go to: <https://zoom.us/test>

If you are unable to join the test meeting room, please visit the Zoom Support Center: <https://support.zoom.us/hc/en-us>

If you encounter compatibility problems that you cannot solve, please contact Aurora Fonseca-Lloyd at auroraf@uw.edu

You may also find the “How to” videos from Zoom helpful: <https://zoom.us/resources>