
Northwest Participant and Clinical Interactions (NW PCI) Network Annual Conference
Zoom Video Conference Information and Instructions
Friday, April 30, 2021

Dear NW PCI Annual Meeting Participant,

We are excited to convene the NW PCI Network Annual 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-2021/>

(no password required)

2. Zoom Connection Information:

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, microphone, 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>

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/92809389602>

Meeting ID: 928 0938 9602

If you are calling in, you can find your local number here: <https://washington.zoom.us/u/abB2uBeV5V>

Connecting Audio

Second, follow the prompts on the screen to connect to phone or computer audio. If you connect using your phone for 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. Find your local number:

<https://washington.zoom.us/u/aKvxcoSOn>



3. Etiquette Common to Video Conferenced Meetings

- **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).
 - Please 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.
- **Video:** We encourage everyone to join the meeting through video if at all possible. Seeing people brings a lot to the virtual meeting! If you need to leave, have a side conversation, check your phone or other activities, please turn off your video to minimize distractions.