Leading Accessible Virtual Programs

Chicago Cultural Access Consortium

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# How to Participate in the Program

1. Click on the Zoom link to join the presentation.
2. Allow Zoom to access your computer audio, all participants will be muted throughout the presentation.
   1. If you cannot access the presentation’s audio:
3. Check that your volume is up and that you do not have a device in the headphone jack.
4. Use the phone number and meeting ID provided in the email to call into the meeting. Please mute your computer so that you and others do not experience echoes.
5. You can allow Zoom to access your camera if you choose, however all participants’ cameras will be off during the presentation.
6. Rename yourself if you choose to – however you present yourself will be visible to all participants during the presentation and in recordings of the program afterwards.
7. We recommend you view the presentation through “Speaker View” found in the top-right of the Zoom screen on computers and top left of iPads.
8. We recommend you utilize that chat feature in case you experience tech issues or want to pose a question during the Q&A section of the presentation.
   1. Chat button can be found on the bottom of the Zoom screen on computers. On iPads screens, click on “Participants” on top right of screen, then select chat.
   2. All public and private chats will be part of the written transcripts of the presentation shared afterwards.
   3. To send a chat, type your message in the bottom section, then press “return” or “enter” on your keyboard.
   4. We recommend placing your chat box to the side of your Zoom screen so that it does not block your view of the presentation.
9. To exit the presentation, select the “leave meeting” button on the bottom right of the Zoom screen for computer users, top left for those using an iPad.
10. Additional Zoom tips and tutorials can be found here:
    1. [Link to Quick Videos for Help](Link%20to%20Quick%20Videos%20for%20Help) https://bit.ly/3c5OxIQ
    2. [Link to In-Depth Tutorials](Link%20to%20In-Depth%20Tutorials) https://bit.ly/3e8hK7O