Facilitating Racial Equity Collaborative (FREC) TECH TIPS

Get Ready to Attend the FREC 2020 Overcoming Racism Conference

Recommendations

· It is best to use a computer (laptop/desktop) instead of your phone to participate in the conference . A laptop allows you to use the gallery view in zoom and see everyone on the screen. It also creates the feeling that we are meeting in person.

· If you can it is preferable that your laptop be hard-wired (connected directly via an ethernet cable) to your internet box that way you avoid being dropped with an insecure Wi-Fi service.

· We recommend that you work from a quiet place with a laptop or tablet with a built-in microphone and camera and with good internet connection.

· Create a quiet place where you can participate comfortably and undisturbed during the conference.

· Please do not participate in the meeting while driving for safety reasons, as well it will be challenging to fully participate. Public spaces also are not ideal, as they can get noisy.

If you are not familiar or comfortable with Zoom, please click one of these for a tutorial:

· [Getting Started on Windows and Mac (Links to an external site.)](#)

· [Getting Started with iOS (Links to an external site.)](#)

· [Getting Started with Android (Links to an external site.)](#)

Download or Update to the latest version of [Zoom app](#) (Links to an external site.) *(Zoom client for meetings)– to your computer or device (a laptop or computer is best) otherwise you won't be* able to join the breakout rooms.

Zoom Guide

· **View**: You can select the view of presenters and attendees that you prefer—either Gallery View full of video tiles or Speaker View, which highlights the current speaker—by clicking on the tile icon or people icon in the top right corner of the Zoom pop-up window.

· **Participants**: Click on the "Participants" icon in the center of the bottom row of tools to see a list of all participants, including yourself, and to make changes such as changing your name.

· **Name**: You may rename yourself to include your first name, last name and organization

> o   You can do this by clicking the blue "…" either in the top right of your video feed tile or over your name in the Participant list and selecting "Rename"

Make sure you set up these settings prior to the session. Then go to Settings:

· *Settings > Video* and check *"Always display participant's name on their video".*

· *Settings > Video*, check "Touch up my appearance," and Zoom will soften the focus on your camera, theoretically minimizing any skin issues (!!)

During the workshop sessions, use these visual cues to:

· "Jazz hands" or "Prayer hands": to give thanks and to show appreciation

· Use chat box to pose written questions of the faculty

· Use raise hand function to ask a question verbally

How to prepare for the conference morning keynote, performance and workshop sessions

· Select an area where there is no light behind you (lamp or an open window with the light shining in), but that there is light in front of you. When there is background light behind you it obscures your face and blinds the folks looking at you. It shows up as a glare.

· Arrive early, at least 10 mins early, and be prepared to start on time.

· Open a Zoom meeting (not the meeting with the link we send you, but a new meeting) and test your camera and sound. See how you look on camera.

· Turn off all other applications and notifications, as the conference is not a passive experience, it will be engaging, and to be fully engaged you will not want to be multitasking, checking emails, and messaging.

· Avoid background visual and audio distractions where possible. When not talking, mute your line

· Introduce yourself before speaking, e.g. "This is Rosemarie...,"

· Keep side conversations to a minimum, but use the Chat space to raise your hand or pose a question

· Workshop presenters will incorporate breaks throughout the workshop sessions.