

Guidelines for 4 Hybrid Small Group Networking Sessions w/Virtual Convention Participants at NACSW's Convention

Setting Up/Connecting/Logging On (*there will be a tech support volunteer available on-site to assist you if needed*)

- If you are in Glendale 1, please plug the Ethernet cable into your laptop so that you will have access to hard wired Internet. If you are in Glendale 2, NACSW will purchase enhance Wi-Fi connection for your laptop.
- If needed, ask the tech support volunteer onsite to help you: a) plug your laptop into the LCD projector so that on-site participants can see virtual participants; b) plug laptop speakers into your laptop so that virtual participants can be heard by on-site participants; c) connection your laptop to the LCD projector in the room so that on-site participants will be able to see the folks who have logged into the session remotely.
- At least 10 minutes before it is time for your small group networking session to begin, click on the Ring Central Zoom link you received from NACSW several weeks ago.
 - In case you don't have ready access to your link:
 - If you are in Glendale 1, your link is:
<https://meetings.ringcentral.com/j/4044321200>
 - If you are in Glendale 2, you link is:
<https://meetings.ringcentral.com/j/4027173113>
 - If you have any difficulties logging into your session, there will be a tech person nearby to assist with trouble shooting the log-in process
 - Type in your name and click on "Join the Meeting."
 - Click "Join with Computer Audio."

Facilitating Participation of Both On-site and Virtual Participants

- Please make intentional efforts at regular intervals (asking for questions or comments) of both on-site and remote participants
- We will invite a virtual moderator to assist virtual participants to help support any non-content related questions so that you can focus on facilitating the the group conversation

- NACSW will be providing a handheld wireless microphone to amplify voices of on-site participants so that they can be heard better by virtual participants. For the best amplification, please ask on-site participants to speak into the very top of the microphone. Remind both on-site and virtual attendees to give their names each time they speak so on-site and virtual participants can know who is speaking.
- Periodically check the Zoom chat feature to see if any of the virtual attendees have typed in questions or comments in this feature
- If at any point there is feedback coming in through the remote session, you might want to mute all of your participants by pressing Alt+M (if you have a PC) or Cmd+Ctrl+M (if you have a Mac). Then virtual attendees can unmute themselves one at a time if they want to add to the discussion.