

ACCME 2020 Online Meeting Quick Start Guide

What equipment do I need?

Before the day of the meeting, make sure you have access to:

- ✓ A computer with a stable Internet connection
- ✓ A webcam - built-in or external attachment
- ✓ A microphone & speakers/headphones to [join via computer audio](#) or a phone to [join via phone audio](#)
- ✓ Zoom App installed - <https://zoom.us/download> (no account sign-up required).
- ✓ Test your Zoom connection, audio, and try using the Zoom app's functionality before the meeting, at <https://zoom.us/test>. Questions about using Zoom? Check out [Zoom's FAQs](#).

How will I connect to the meeting?

Watch your email! All registered participants will receive a "Connect to ACCME 2020 Online" email with your unique access links for plenaries, concurrent sessions, and colleague chats. *Please note, that the Zoom access links in this email are unique to your participation – forwarding or sharing these links could impact your ability to access the meeting.*

If you have registered for the **Research Live Chats**, visit www.accmemeeeting.org between 3:00 and 4:00 pm CT on Thursday, May 7th and visit the [Virtual Poster Session](#) pages. Each research project will have its own "Chat with [Researcher]" button to access their chat session. A password for these chats will be in the "Connect to ACCME 2020 Online" email, so remember to have that handy!

Problems? If you don't see your email by Wednesday, May 6th, check your junk or spam folder. The "Connect to ACCME 2020 Online" email will be sent via our registration platform (Cvent) and the sender will appear as Marcia Martin, so make sure to update your "safe senders" list accordingly. If it's not in junk or spam, please email us at education@accme.org before the end of the day on Wednesday, May 6th.

What happens when I click on the session Zoom links?

When joining any of the sessions, you'll enter a "waiting room" until the session begins. We will let you in a couple minutes before the session starts so that we can begin on time. For the concurrent sessions, colleague chats and research chats, Zoom will ask if you want to "Join with Video." We encourage you to use your webcam to enable you to meet with your peers **face-to-face**. By default, your audio will be muted when you join a session. You will have the ability to unmute and mute your own microphone for every session except the plenaries.

What do I do if I have connection issues?

If you have any issues connecting, first try to close out of Zoom and rejoin the session. If that doesn't help, you can take a look at Zoom's [Troubleshooting page](#), their [FAQs list](#), or search their online [Help Center](#).

Pro Tips

- ✓ For computer audio - use headphones to reduce echo or feedback.
- ✓ Unmute yourself quickly & easily by pressing and holding your space bar; great for a quick comment or question!
- ✓ When your webcam is on, center yourself in the screen & avoid backlighting or lighting that washes you out.
- ✓ You are welcome to use a virtual background, if you'd like, as long as it is not distracting.
- ✓ Sharing your video *may* slow your connections; if you experience a choppy connection while using your video, try stopping your video to see if that helps.
- ✓ Switch up your view! Click on the icon in the top right corner of your Zoom screen to toggle between "speaker view" and "gallery view". See Zoom's [changing the video layout](#) page for help.

Virtual Meeting Etiquette

Help us ensure our community can connect, learn from each other, and be supported during the ACCME 2020 Online Meeting. Consider following these best practices to optimize the meeting for all.

- ☑ **SUPPORT EACH OTHER**
Feel free to send someone a compliment on their comments or questions in the meeting chat. Keep chats and comments appropriate, courteous, and professional.
- ☑ **BE READY TO SHARE**
During most concurrent sessions, you will go to breakout groups of 6-10 people for discussion. We'll also be asking for your thoughts, ideas, and takeaways via the chat box and polls.
- ☑ **CONNECT AND NETWORK!**
When welcomed, share contact information (via private chat or in your breakout groups). Feel free to leave a comment or compliment on a [Researcher's project page](#).
- ☑ **HELP OUT YOUR COLLEAGUES**
If you're a Zoom pro, help answer technical questions from other attendees in the chat!
- ☒ **DON'T BE LIKE THAT**
Please avoid sharing unconstructive or hurtful comments or feedback—whether via verbal comments or chatted messages—that make others feel unsafe or not valued.
- ☒ **ENSURE THAT BREAKOUTS ARE AWESOME**
 - eliminate excessive background noise
 - use headphones to avoid echoes
 - do not use offensive background images
 - don't dominate the conversation
 - don't talk over other attendees*Note: If one of your breakout group members is being disruptive, you can send a chat message to the session host and a staff person will assist you.*
- ☒ **DON'T SOLICIT OR MARKET TO ATTENDEES**
Do not use meeting chats, private chat messages, or breakout rooms to solicit or market your business or services to other meeting participants.