2021 National Convention
Zoom Tip Sheet

Devices and Internet Connections

To fully participate in our Convention, you must log in from a device that has internet access and is running the Zoom application. With an audio-only connection, you will be able to hear the presentations and discussion, but you will not be able to cast votes or join the conversation.

Instructions provided here and inside the Convention will be easiest to follow if you log in from a computer. If you access the meeting from a tablet or smartphone, your controls may be different.

Logging in to Convention

To access the Convention, click the link you received when you registered, or copy and paste it into your browser. This should prompt Zoom to open if you already have the program, or should initiate a download of Zoom if you don't have it.

To ensure you don't miss a minute of Convention, please follow the above steps 10-15 minutes before Convention begins each day. Once Zoom has opened, you will be in the "waiting room." Meeting leaders will let you into the "ballroom" several minutes before meeting business begins. Please use that time to put on your "virtual name tag" (as described below), turn on your camera if you would like to, verify that your sound is working, and check that you have access to other important features. The pre-meeting slides will help you with these steps.

"Virtual Name Tag"

At the beginning of the meeting each day, please put on your "virtual name tag." This helps your fellow Ikes recognize you – plus it will ensure that your votes are counted accurately.

First, click on Participants in the control bar to open the list of attendees.

Hover over yourself and click More.

Click Rename, and enter the name under which you are proudly enrolled as a member of the Izaak Walton League.

Raising Your Hand and Unmuting

If you would like to be recognized by the meeting leaders to ask a question or make a comment, follow these steps.

Click the Reactions button, which may be under the More button, depending on the size of your screen.

Click the Raise Hand button.

Once you raise your hand, it will remain raised until you lower it by clicking the Lower Hand button under Reactions. Please be sure to lower your hand whenever you do not have a question or a comment.

When it is your turn to speak, remember to unmute yourself by clicking the button with the microphone icon. If that icon does not have a slash through it, you are already unmuted.

Please remain muted whenever you are not speaking. This will help to reduce background noise so we can all hear our presenters.

Written Questions and Comments

For side comments and tech help, or if you have difficulty unmuting yourself, use the Chat button.

When you open the chat window, you'll find a dropdown allowing you to direct your comment to specific people. Technical questions can be directed to Janette Rosenbaum, while general questions and comments can be sent to the meeting leaders or simply to everyone.

Be sure to check that dropdown every time you send a chat message. It is easy to lose track of your "target" and send a message to the wrong person.

Voting

Voting at our Convention will be conducted via polls that pop up in the Zoom interface. Each voting process has its own rules for who is allowed to actively participate, but due to constraints of the virtual platform, all polls will appear for everyone.

If you are eligible to vote in a poll, simply follow the prompts.

If you are not eligible to vote, please do not vote – the same way you would not attempt to vote while observing a voting session at an in-person Convention. Thank you for upholding the integrity of our voting processes!

Breakout Rooms

For the Parade of States, we will use a Zoom feature called "breakout rooms."

After you enter the "ballroom" Tuesday evening, a pop-up will invite you to choose which state room you'd like to visit. If you do not see the pop-up, click Breakouts in the control bar at the bottom of the screen.

Click Join next to the name of the room you want to go to, then confirm your selection.

At any time, you can move to a different room by clicking Breakouts in the control bar and selecting a new destination.

To return to the ballroom or bow out of Convention for the night, click the blue Leave Room button and select one of the sub-options.

Note that if you are using an older version of Zoom, you will not be able to move between breakout rooms without assistance from the moderators. To get the newest version of Zoom, go to **https://zoom.us/download** and click the first Download button.