**Using Zoom at the SDS Conference**

**Quick Facts**

* Click the meeting link to sign on to an SDS session or event.
* Don’t forget to [download and install Zoom](https://www.bates.edu/helpdesk/2020/03/23/how-to-zoom-downloading-and-installing-the-zoom-application-prior-to-your-first-zoom-meeting/) before the conference begins!
* Participate in live chat during your session, panel or event!
* Sessions will be live and recorded so that folks who could not attend can still access SDS events. By turning off your mic and camera you can opt out of appearing in the video recording.
* Closed Captioning and other options are available. If you have a question about using these options, please type your question into the “chat” bar on Zoom. A co-facilitator in the meeting will attend to your question as quickly as possible.

**Here’s some more detailed information:**

**Signing On**

**How do I get to my event?**Simply click on the Zoom link provided by SDS. Links can be found in your SDS program or the event announcement.

**Download Zoom:** Be sure that you download Zoom prior to your event. Follow this link for more information about downloading Zoom: <https://www.bates.edu/helpdesk/2020/03/23/how-to-zoom-downloading-and-installing-the-zoom-application-prior-to-your-first-zoom-meeting/>

**Waiting Rooms:** Workshops and other events may place you in a waiting room as they set up for the virtual meeting. If you are in a waiting room before a meeting starts, the host will grant you access when they are ready to start.

**Participating**

**Mute/Unmute:** When you enter a workshop your microphone (mic) will automatically be muted. This is important because an open mic in a larger meeting can create feedback and other distracting noise. Depending on the size of the workshop, talk or event you are attending, there may be an option to participate orally, via captionist, or via interpreter. The moderator or presenter will let you know if this sort of participation is possible in your event.

**Chat:** Let’s talk to each other! The open in-meeting chat lets you send chat messages to the larger room, the host, panelists, and other attendees. Please note that depending on the size of the session, hosts and panelists may not be able to answer individual attendees.

**Question & Answer:**For larger events, a moderator will be maintaining a Q&A window, allowing you to ask questions to the host and panelists. Friendly moderators will let you know if/when your question is selected and the speaker/panelist will answer your question live.

**Visual/Audio Recording:** Please note that many of the sessions at the SDS and Multiple Perspectives conferences will be recorded. Part of the reason we are doing this is so that folks who cannot attend are able to view conference sessions and panels for a limited time after the event.

PLEASE NOTE: When the recording starts, a pop up box will ask you for your consent. Declining will cause you to exit the meeting. If you do not want to be recorded during the session, please simply turn off your camera and microphone.

**Visual/Audio Options**

**Closed Captioning:**Closed Captioning will be available at all sessions. Please note that in Zoom you need to click the CC button on the control bar to access this function. The button will give you the option to view closed captioning as subtitles (with optional sizing), or to view the transcript as it is updated.

**ASL Interpretation:** For certain SDS events including our Keynote, ASL interpretation is available. Those who requested signing have it, but it may not be visible to you as different kinds of signing are happening concurrently.

**Tech Support:** Each session will have a designated tech support person who will be able to answer a limited number of questions related to issues with zoom, connectivity and other logistical concerns. From within a session, privately ask the Host via Chat for the Tech, or visit the Zola Help Desk through SDS.

**Other Questions?**Here are some helpful links on how to use Zoom:

<https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee-?mobile_site=true#h_42f6b81f-ad7c-4ce2-af89-97e7d06a2e90>