



2020 AUG Fall Virtual Meeting & Workshop

Zoom & IdeaBoardz Instructions



AUG knows that some of you are familiar with Zoom and remote webinars while some are fairly new to it. AUG thought it would be helpful to highlight key instructions for the webinar so we're all on the same page. We look forward to a very informative and productive webinar.

Zoom Webinar

Joining the Webinar: Click on the link 'Access Online Event' which was provided in your registration confirmation email. Once the meeting start time has arrived a 'Launch' button will appear. Please click the 'Launch' button. This will place you into a waiting room until the meeting starts or if the meeting has already started it will bring you directly into the webinar.

When joining the Zoom webinar, you may be asked to register before entering the meeting. So, please try to allow for extra login time by logging in early so you are ready to go at the webinar start time. If you are having issues logging into the webinar please contact April Krieg at april@aprilkrieg.com.

Muting: When you join the webinar all attendees will be muted. At the end of the webinar vendors along with attendees will be able to speak. After the vendors have given their updates attendees can raise their hands in order to speak. The host will unmute each person to allow them to speak.

Video and Screen Sharing: Only the host and panelists will be able to have their video on and share their screens. Attendees will only have audio capabilities when the host allows.

Questions: If you have a question during the webinar please use the Q&A button at the bottom of your screen. This will allow the presenters to either answer the question verbally if time allows or with a text response. Please don't use the chat to ask questions as we won't be able to share those questions with the other participants.

Polling: There will be a poll taken to vote for AUG Board Members during the business meeting. When the host shares the poll you just need to click on your response in order to complete the poll.

Recording: The whole webinar will be recorded in order to be posted to AUG's website for those that were unable to attend.

IdeaBoardz

IdeaBoardz is a free team collaboration tool that allows groups to collectively brainstorm, gather input, and reflect on ideas by sorting and voting. AUG will be using IdeaBoardz so all attendees can sign the webinar's guestbook. Some members may be joining from conference rooms where there will be multiple people. By all attendees using IdeaBoardz as a guestbook AUG will insure that we have an accurate attendee list.

You do not need to sign up for an IdeaBoardz account to enter your information into the guestbook; simply use the link provided to you in the Zoom chat window at the beginning of the meeting.

To add your name:

1. Use the link provided in the chat window to go to the guestbook.
2. Click the **green plus sign** next to meeting attendance.
3. Write your full name and affiliation on the sticky note and press enter.
4. Return to Zoom when done.