



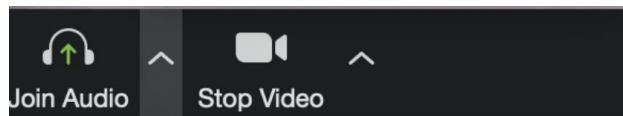
Summit Tech Instructions

This guiding document is intended to assist you across all three days of the 2020 Virtual Summit - Ensuring Equitable Involvement in Regional Water Planning. We highly recommend that you join the summit via computer (whether laptop or desktop) rather than by smartphone.

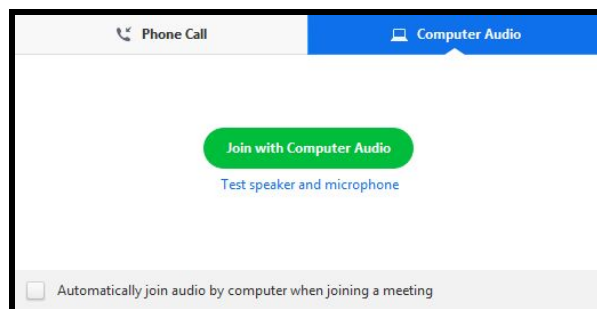
For any questions specific to the Summit, please contact summit@lgc.org.

Day 3 - October 14th, 8:30 am

1. Day 3 of the summit will be using the Zoom platform. In preparation, you can [download Zoom here](#). If you do not want to download the application, you can choose to join via the [web client](#).
2. Join the link sent to your email by **akeller@lgc.org**
3. To Join audio
 - a. Choose your audio source from the popup window, or from the bottom panel



- b.
 - i. **Either** - Click JOIN WITH COMPUTER AUDIO



- ii. **OR** - Dial in on phone
 1. If you are choosing to use your phone as your audio for the convening:



**Local
Government
Commission**

Leaders for Livable Communities

- a. Dial your local phone number from below. If you get a busy signal, try one of the alternative numbers:

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

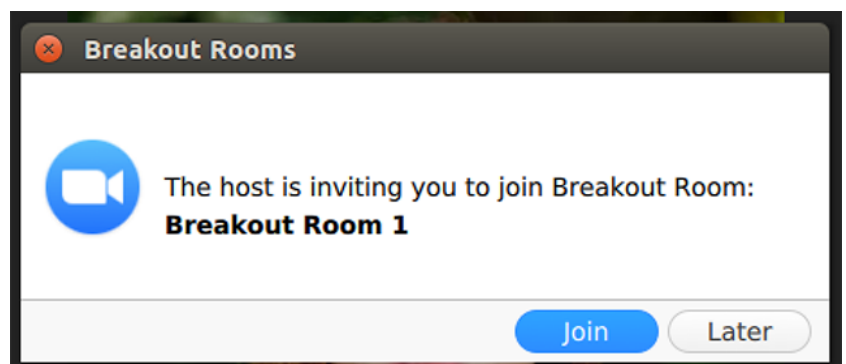
+1 929 205 6099 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US
 - b. Enter Meeting ID: **943 8522 5551**
 - c. Enter your **participant ID** (listed on the meeting log in page) when prompted
4. When joining, you will be automatically muted. The event team will also turn off your video for the first sessions of the event.
5. **Please note, joining at 8:30 am ensures you are all set up for the opening which will start promptly at 9:00 am.**

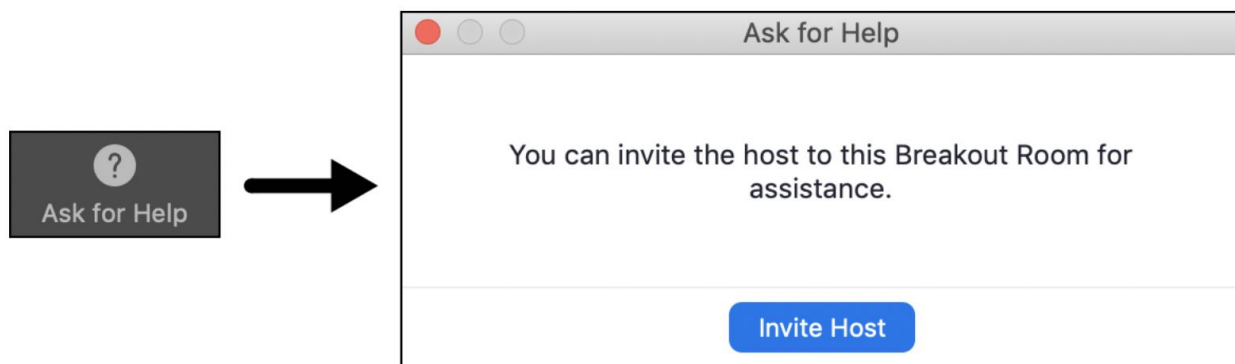
When we go to Breakout Rooms at 10:30 for Session 3 - Translating Collaborative Planning, you will be asked to turn on your video and unmute yourself to fully participate in the discussion.

You will be assigned to a breakout group and will receive a notification to join that group. Please accept the request on your screen. If you do not see the notification, make sure all your windows are visible.

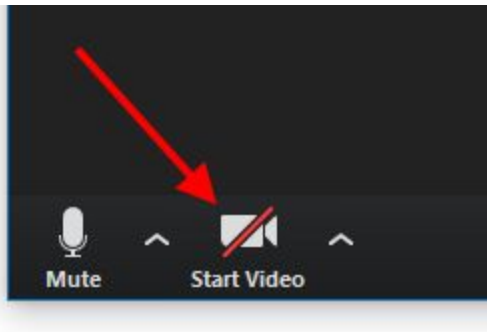


Once you click join, you will then be directed to your room, which may take a few seconds.

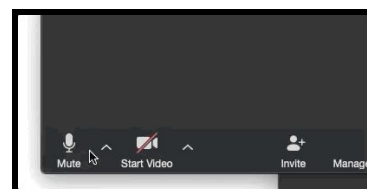
When you are in a breakout group, you can request assistance, by clicking the “ask for help button” which will invite the host to your breakout session.

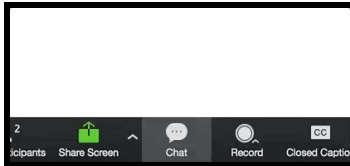


If available, turn on your video camera by clicking “start video”



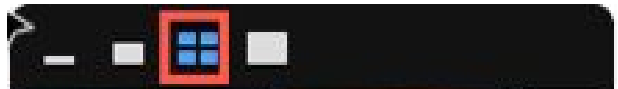
To Mute yourself: In the lower left corner of the zoom screen, click the microphone icon



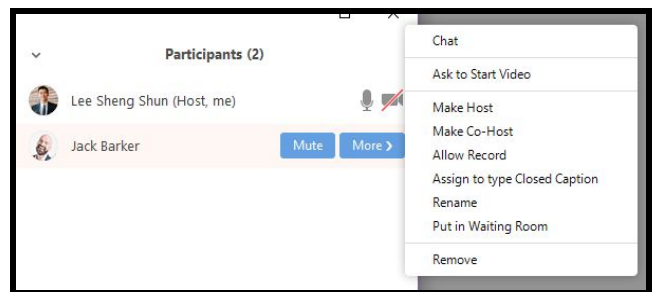


To use the chat box: If you have a question/comment at any point in the day, you can use the chat box function at the bottom of the screen and communicate with individuals or the group.

To see multiple speakers: use Gallery View by selecting the 4x4 Grid icon, at the top of the panel.



To rename yourself: move mouse to activate menu on bottom of screen, click participants option, click/highlight your name in participant list, choose rename and type in the name you would like to use



Additional support can be found at: <https://support.zoom.us/>

If you have never used Zoom before, you can [join a test meeting](#) to familiarize yourself.