

Zoom Instructions for Annual Church Gathering Session

Date: Saturday, April 25, 2020 10:30 a.m. to noon
Please join 20 minutes early

Test Meeting:

Date: Thursday, April 23, 2020 7:00 p.m

A time to ensure your computer is connecting probably. Test out polling, chatting and interpretation features.
Important for first time Zoom users.

Notes:

With a large audience we need to moderate the session more than we would if the meeting was live.

- The **links** will be provided to you by email. If you need assistance, please contact Mollee Moua at mmoua@mcec.ca.
- Mollee Moua will be available as **Tech Support** throughout the Session and Test Meetings. You can reach her by email at mmoua@mcec.ca, through the zoom chat or by telephone at toll free: 855-476-2500 x 701.

Before the Meeting

- It is our suggestion that you **download the app** to your computer as opposed to using the web browser version as the web version does not have access to the full features of the program. If you are on a tablet, you may also have limited options available to you. The instructions here are based on using the downloaded app version on your computer.
- If you **attend the meeting by phone** or if you use the phone for audio, please contact Mollee Moua at mmoua@mcec.ca with your phone number so that she can verify you in the waiting room and admit you into the meeting.
- **Meeting questions can be submitted before the meeting** via email at annualchurchgathering@mcec.ca

Entering the Meeting

- When you log into the meeting, you will be placed into a **waiting room** until ushered into the meeting room. This allows us to verify participants.
- Upon entering the meeting, please **open your "participant" and "chat" windows** (located at the bottom of the zoom screen).

- You may choose "gallery view" or "speaker view" (top right corner of zoom window). Gallery view will give you the ability to see up to 49 participants. Speaker view will focus on the person who is speaking. **We recommend speaker view for when the meeting is taking place.**
- In the "participant" window, you will be able to raise your hand.

During the Meeting

- In the "chat" window, you are able to ask questions. **Please chat your questions to Brent Charette during the meeting** as he will be moderating the chat discussion. Brent will ensure the proper people field the questions. Please do not chat directly with the presenters as they will not necessarily be monitoring the chat feature.
- **Voting will be done through the "polling" feature.** Instructions will be given at that time.
- **Translation is available.** Please be in touch with Mollee Moua for more information. Please also note that you will need to choose translation when you return from a breakout room. There will be one breakout room session in the meeting.
- Please note that **this conference will be recorded.** If you do not wish to be recorded, please ensure that your camera is off and your microphone is muted. You can also change your visual name. You can still participate in chat and polling options but your identity will not be public.
- Tech Support During Sessions: Mollee Moua mmoua@mcec.ca, toll free 855-476-2500 x 701
- Chat Moderator: Brent Charette via zoom chat or by email bcharette@mcec.ca.