

ACCOUNTABLE NOW 2020 ANNUAL WORKSHOP (NOVEMBER 17-19)

How to access

This year's workshop will be held virtually via Zoom. The Zoom link and instructions for joining the event will be shared in the Google Calendar invite created for this event. If you have not already received an invitation, please reach out to hpayo@accountablenow.org. In addition, we will send a reminder email to all registered participants with the Zoom link 1 day prior to the event. To enhance security, the password for connecting to the meeting will also be shared in the morning 1 day prior to the event.

We are offering an **IT session on November 16 from 13:00-13:30** (GMT+1). If you are unsure of how to connect or if all of your tech is working as they should, please make use of this time! This IT session can be joined using the same Zoom link as in the calendar invite.

*** Please ensure that you have [downloaded Zoom](#) or have updated to the current version prior to the event (we recommend the day before so that any potential technical issues can be resolved).

Simple Guidance on Zoom

1. When we send through the meeting link and you click on it, your computer will be prompted to download and run the zoom application immediately. We recommend that you **DOWNLOAD THE ZOOM DESKTOP APP** to your laptop or PC. This can be downloaded from zoom.us/download. You should download the link titled 'Zoom Client for Meetings'.
2. Even though the platform is quite intuitive, if you do not feel comfortable using Zoom, we suggest that you take advantage of the IT session on November 16 (13:00 CET) and do a test run with it before the call.
3. If there is an issue that you cannot resolve, please consult their help manual [here](#). Their manual is quite helpful for getting people started with the app and on the basic guidance on how to use the platform.
4. If you are still stuck, please reach out to us via email (events@myt.uk.com) and we'll try our best to help.

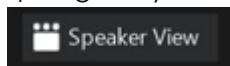
How to raise your hand in Zoom

1. If you need to raise your hand in Zoom to ask a question or to get attention, please click on the participants button at the bottom of the Zoom screen.
2. Once you click on it, a panel will emerge to list all the participants. At the bottom of that panel, you will be able to see a button that says "raise hand". Please use this feature when you want to speak!

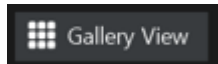
3. You can refer to [this video](#) (hosted on YouTube) for further information.
4. We strongly encourage participants to make use of the Chat function for Q&A, or to share comments. We will be monitoring the chat throughout the event and can address these questions.

Zoom Troubleshooting Tips

1. My video/camera isn't working. [Read tips on troubleshooting a camera.](#)
2. You can join a test Zoom meeting to familiarize yourself with the Zoom and test your microphone/speakers before joining a Zoom meeting. Click 'join' on the link: <http://zoom.us/test> (you will need to have downloaded Zoom to access the test site)
3. I accidentally closed Zoom whilst in a breakout session. Don't panic! Find the link to the main meeting and reconnect. The host will then send you back into your breakout room.
4. Speaker View or Gallery View?
You have the option to view the meeting with a Speaker View (the main speaker is spotlighted). Recommended for main sessions.



Or Gallery View (where you can see all participants). Recommended for the break-out sessions.



Your Zoom name

Make sure to correctly name yourself on Zoom with your: **name/organisation/preferred pronoun**.

Household Rules

1. **Read the prep documents prior to the meeting.** This way, we enter each session with everybody on the same page. These documents are shared on the event page <https://accountablenow.org/events/annual-workshop-2020/> and links will be shared via email to all participants.
2. **Try to block out the entire session each day for the call.**
3. **Always have your camera on!** A virtual meeting does not have to be different than an in-person meeting - with the camera we can feel more connected to one another.
4. **Please put your microphone on mute if you are not speaking.** Doing so minimises the amount of background noise present in the call, and eliminates disruptions.
5. In the same vein, **make sure you have a quiet space** to take part in the session.

6. **Stay engaged and minimise the distractions around you.** Video interactions are just like in person interactions, so please try to focus and limit multitasking.
7. **Participate and let your voice be heard.** We need your knowledge and expertise!
8. Your thoughts and comments are invaluable - **please provide them in a constructive and positive way.**
9. If you do not want to interrupt the current speaker, you can always **use the chat function to voice any additional input.**
10. **Again, please download and install the software in advance** so that you have time to familiarise yourself with the platform, test it, and check your mic and camera settings prior to the call.

* The same Zoom link will give access to all three days of the workshop and the IT session. This Zoom link will be added to the Google Calendar invite and will be shared via email one prior to the event.

** The meetings will be recorded, and this will be shared with all the registered participants after the event. If you have any concerns about this, please let us know.

*** We strive to make this event as inclusive as possible. If you have any special request to participate in the conversation (physical or technological needs, no microphone, slow internet connection, instructions to use the platform etc.) please reach out to us and we will try our best to accommodate. Please feel free to ask any questions that you may have before or during the event at hpayo@accountablenow.org.



Technical Support for this event will be provided by Maximize Your Time.