



How to get the most out of your Great Dames Reimagine Conference virtual experience:

- Engage with other Dames during the conference. We're here to forge meaningful connections!
- As you participate in our conversations, look for women you'd like to contact after the conference.
- Introduce yourself to each other and share contact info in the chat room.
- Share your ideas in chat and social media. We want to learn from you!
- Contact us at info@Great-Dames.com to help you connect with conference participants.
- Enjoy the opportunity to meet Dames from across the globe. We are all kindred spirits with purpose.

How to Participate in a Zoom Video Meeting (the simplest way):

Many of us have been working via digital formats for a while now. If you are new to Zoom meetings, here are some simple instructions. Please review and practice before the meeting. We will have limited ability to assist you with connectivity issues during our meetings.

What You'll Need

1. A computer, tablet or phone with a webcam and speaker.

- Laptops and mobile devices such as iPhones and iPads have webcams and speakers built into them. Try to log in via computer rather than a mobile device for greater functionality and visibility.
- If you are using an older computer that doesn't have these features: (a) *For video*, you can buy an inexpensive webcam on-line and connect it to your computer with a USB cable and (b) *For sound*, you can use your regular headphones or speakers.

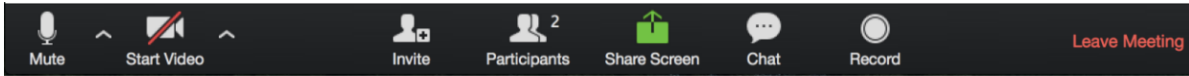
2. A reliable internet connection.

3. **The Zoom app.** You don't need to have a Zoom account to attend a video meeting; you just need to have the free app on your device. **Download the free Zoom app before the meeting.** After you have the app, you're all set for future meetings.

How to Join a Meeting

1. The day before each day of the conference, the host will send you an invitation via email. The invitation will have a lot of information in it, including the date and time of the meeting, written like this:
Date Time: Sept 21, 2020 012:00 PM Eastern Time (US and Canada)
2. Look for this line: Join from PC, Mac, Linux, iOS, or Android: **[Click Here to Join](#)** **Note:** the zoom link will change each day of the conference, so look for an email with new zoom connection info every afternoon.
3. Click on the zoom link **10-15 minutes before the meeting** time to give yourself time to get settled in.
4. **The first time you do this:** If you don't already have the Zoom app on your device, you will be asked whether you want to get it. You do! Follow the simple prompts to download and run it.

5. You will see another prompt asking whether you want to join the meeting. When you click on the “join” button, you will be taken directly into the meeting *if the host has already arrived*. If she isn’t there yet you will be put into a waiting room until she signs in – at which point you will automatically be joined in.
6. You will know you’re in the meeting when you see the host and others on your screen. You need to **ensure people can see and hear you**. You’ll see a toolbar like the one below. (It may look slightly different, depending on the device you are using.) If there is a red slash mark through the microphone icon or the video icon, they are turned off. You can turn them on by clicking on them. All participants will enter the conference meetings on **mute** and will stay on mute until they participate in breakouts and large group discussions.



7. We hope you **join our conference with the video on** so we can see you. Our speakers and participants need to see you to better connect with you. The energy level and feeling of community is much higher if you join by video. If you can’t be on video but still want to be part of the meeting, you can call in using the phone number provided in the bottom portion of the invitation you received in your email. After you dial the number, you will be asked to type in the meeting ID you see there.
8. We encourage you to use the **Reimagine conference virtual background** that we sent to you. It’s simple to use a virtual background. 1) After you sign in to Zoom; 2) Click Settings, 3) Click Virtual Background, 4) Click on add your own image by clicking **+Add Image** and download our Reimagine virtual background; 5) After the conference, to disable Virtual Background, choose the option None.
9. When the meeting is over, click on the “Leave Meeting” line on the right-hand side of the toolbar.

Tips for video calls

Here are some tips on how make the most out of video calls.

- Sit close to the screen. Your face should fill most of it.
- Use an external microphone or headset.
- When you’re not talking, please **hit mute**.
- Even when you’re on mute on a video call, please stay engaged. Nod your head. Focus on the screen. Our speakers deserve our attention.
- Don’t sit with the window behind you. A little effort on lighting goes a long way.
- When you’re talking, try to look at the camera, not the screen.
- When you’re talking, **unmute yourself**, then talk slowly.
- Enjoy the virtual experience!