

Delegate Technology

- You come into this meeting muted
- When you are called on by the ABC Chair to speak, she will unmute you
- Miles will be timing everyone who's speaking
- Please be mindful that if your video is on, we can see everything your camera can see
- In the event of background noise or inappropriate video content, we may need to mute participants or stop their video

Documents Needed for ABC

The ABC Resource page has documents and Zoom help guides:

<https://acaworldconvention.org>

Choose the "ABC Documents and Technology" link

Tech Help – Chat

Email – abcsupport@acawso.org

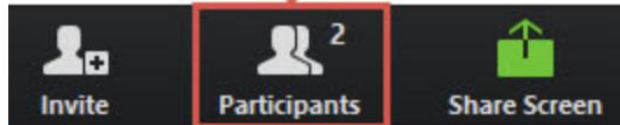
Delegate Technology

Please rename yourself to the Naming Convention: The WSO Number for group you're representing - First name and Last initial

(For example: NC0001 Sharon F)

1

After launching the Zoom meeting, click on the "Participants" icon at the bottom of the window.



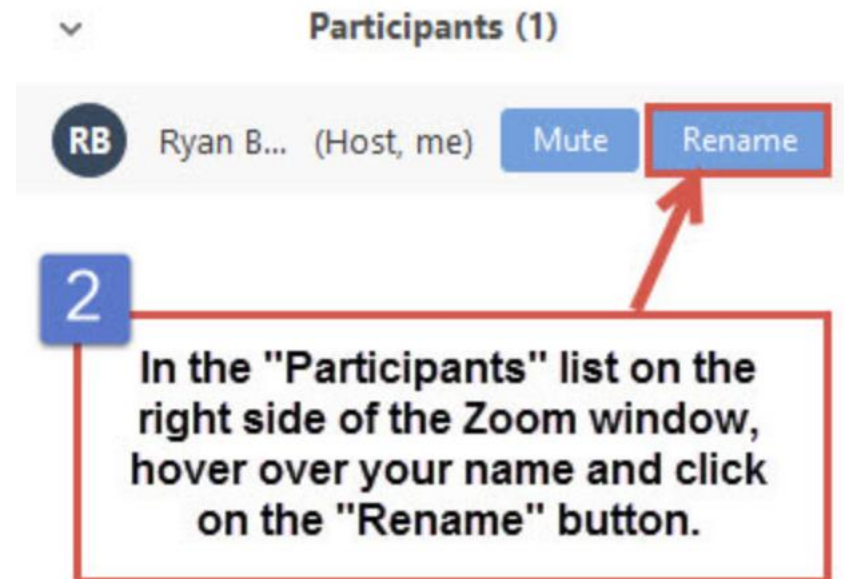
Invite Participants Share Screen

Participants (1)

RB Ryan B... (Host, me) Mute Rename

2

In the "Participants" list on the right side of the Zoom window, hover over your name and click on the "Rename" button.



Rename

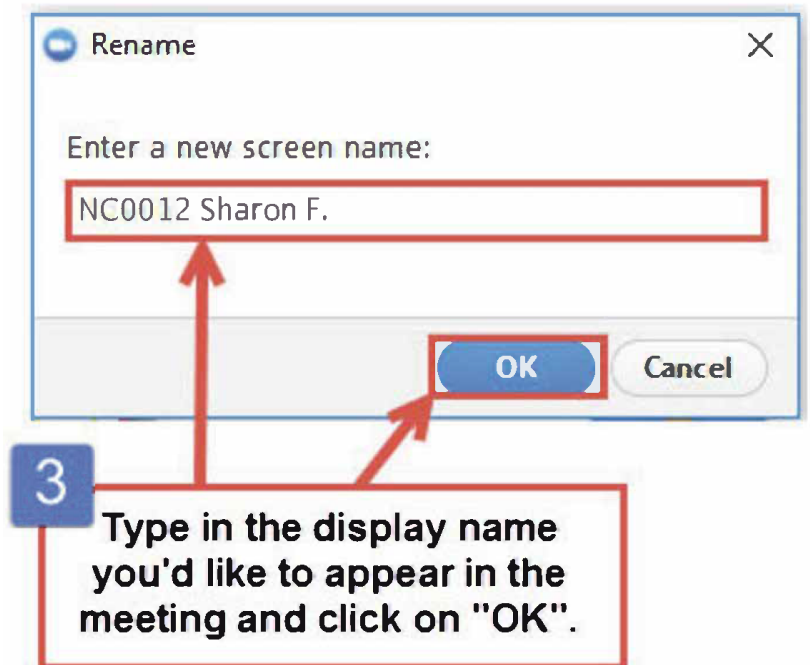
Enter a new screen name:

NC0012 Sharon F.

OK Cancel

3

Type in the display name you'd like to appear in the meeting and click on "OK".

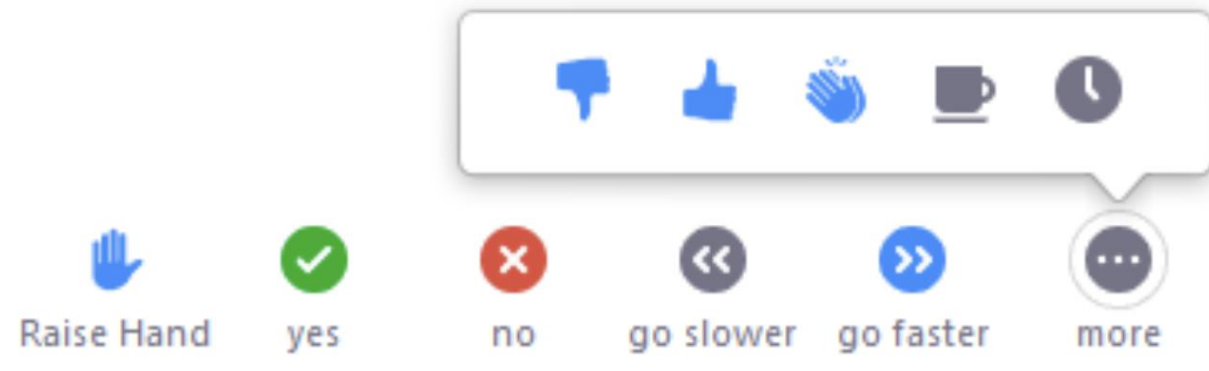


Using Nonverbal Communication

- Tap or click "Participants" (on your particular device)

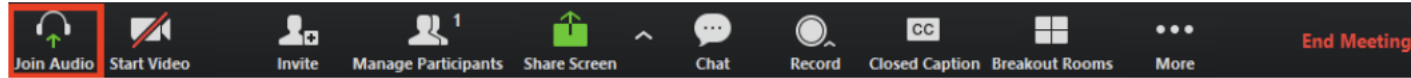


- Choose the one you need

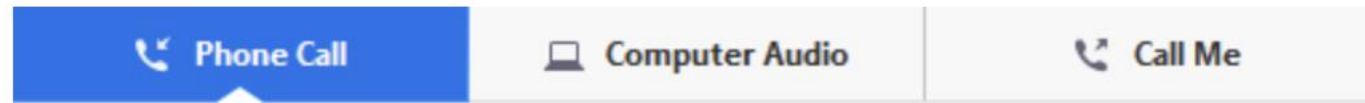



For the ABC, we ask that you connect your phone to the computer

- Access the audio controls – choose connect with phone



- Dial one of the phone numbers, enter Meeting ID and Participant ID (you may have to scroll to see the Participant ID)



 Dial: +1 669 900 6833
+1 646 876 9923

Or 877 853 5247 (Toll Free)
888 788 0099 (Toll Free)

Meeting ID: 727 288 954

Participant ID: **44**