**Using Zoom for the Virtual ACCTA Conference**

In coordinating this year’s virtual ACCTA Conference, we are guided by several values.  We intend to be **inclusive, accessible, and relational**.  We have chosen to use Zoom Meetings instead of a webinar format, to maximize our ability to interact in the sessions, as opposed to them being one-way conduits of information. We want to bring the ACCTA vibe as alive as we can while we gather next week! With this interactive power comes responsibility. You’ll have to be a bit more active in managing your experience, and possibly tolerate some management from the meeting hosts if needed.

* While it is generally recommended to have your microphone **muted** during sessions, we also encourage you to **unmute** yourself as desired to share in-the-moment responses. Hearing laughter and cheers is especially welcome after so many months of being apart!
* You will have the choice to show or to turn off your **video**.
* Sessions will **not be recorded**.
* Presenters may be asking for responses through the **chat** feature. The public chat may also be **saved** if needed, so that presenters and participants can reference any feedback or resources provided there.
* Some sessions will use randomly assigned **breakout rooms** for smaller group interactions.
* Learn more about Zoom [**accessibility**](https://zoom.us/accessibility/faq#faq6) features.
* Consider [**upgrading**](https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version) to the latest version of Zoom, it may enhance your experience. You may not be able to sit at the same table with your ACCTA buddies, but you can move and pin people together. Some new features include:
  + **Custom gallery view organization***:*Simply click and drag videos to the position you want them in gallery view, and this layout will remain in place until released.
  + **Multi-pin***:*You canpin up to 9 participants.

If you are new to Zoom meetings, Zoom provides[helpful guides for getting started](https://support.zoom.us/hc/en-us/categories/200101697)**.**

**Technological facilitation and assistance**

* The technological aspects of the meetings are being overseen by **Jason Hindman**, Host, with assistance from Jay Manalo and Cecilia Sun. They may take the liberty to manage some of your settings, if needed, for the experience of the overall meeting, e.g., turning off your microphone if you have unintentionally left it on for an extended period.
* You can send a private chat message to the host or co-host if you need assistance during the sessions. If you look at the participant list, co-hosts are identified next to their names.

Look forward to “seeing” everyone soon!!

Your ACCTA 2020 Tech Team,

Jason Hindman, Jay Manalo, and Cecilia Sun

[jhindman@caps.tamu.edu](mailto:jhindman@caps.tamu.edu), [mjmanalo@email.wcu.edu](mailto:mjmanalo@email.wcu.edu), [csun@central.uh.edu](mailto:csun@central.uh.edu)