

# Thursday Evening Reader

## Cheat-Sheet

### 2020 WWW Virtual Conference

This cheat-sheet will guide you through preparing for Thursday evening readings and using Zoom. As a reader on Thursday night, you'll need to know the basics of connecting to Zoom and how the night will be structured.

As to the readings, you'll want to check guidelines on your excerpt selection, length, and the structure of the evening.

As to Zoom, our goal is to make things as easy as possible for readers. We realize some of you have never used a virtual meeting platform before so we've put together this set of instructions to help guide you through using Zoom for the first time.

#### IF YOU PLAN TO PARTICIPATE:

We will need you to notify your Award Chair no later than **September 20** so she can provide the list of participants to the Conference Chair. The Conference Chair will need to set up the permissions within Zoom and needs the time to add each participant and set up the agenda for the evening.

#### PREPARING YOUR READING:

You will have **THREE** minutes for your reading. You may add a brief set-up to your piece to put it into context (such as: this is from the beginning/middle/end of my book/story/article and includes....). We know a three-minute excerpt is not long but that is usually where attendees' attention begins to drift. In a virtual setting, attention shifts may be where they leave their screens. As well, many finalists and winners may want to read and the three-minute limit allows everyone to participate without extending the evening too late.

You should select a reading that is interesting and entertaining as well as one that reflects your writing skill. You are a finalists and winners for a reason so this is your chance to show off! Select your excerpt to highlight your work. Usually, a page and a half to two pages can be read in three minutes.

Practice reading your excerpt and time yourself. It's possible you may need to adjust the length. If you feel you need to start/end at certain points, you might need to trim a few lines from the middle. Practice until you read smoothly and have the time where it needs to be.

## THURSDAY NIGHT:

The night will open with a welcome and then our contest and competition finalists and winners will have the chance to read excerpts from their entries. We will advise you in advance of the order so you are aware of when you will read.

We will UNMUTE you when it is your turn and mute you when you are done. All you need to do is intro your piece and read. Please adhere to the three-minute length.

## PREPARING FOR CONFERENCE:

You will **NOT** need to download and install anything. You will be able to join the conference using links/meeting IDs that we send to you before the conference. You will not need an account because WWW will use their account to invite you as a meeting participant.

If you wish to, you can download the free Zoom software/mobile app. One advantage of this is that you can explore Zoom a bit before the conference. If you do so, the app is free and takes only a minute or two to set up. **Download the correct version from here:** <https://Zoom.us/download>

**BROWSER:** Zoom works best with google chrome. Here's a video showing how to install it on a pc laptop (installing chrome, and installing Zoom). It's a recommendation but not a requirement. I use Edge and have never had an issue.

[https://www.youtube.com/watch?v=DLS1pYyzUh8&feature=emb\\_title](https://www.youtube.com/watch?v=DLS1pYyzUh8&feature=emb_title)

Online and other help:

Senior Planet Colorado also offers great Zoom basic training. See <https://seniorplanet.org/get-involved/online/> to see if they have any training events scheduled. Their workshops are free and they offer periodic repeats of their How to Use Zoom session (one hour).

WWW has recruited Zoom Buddies who will help walk first-timers through the process prior to the conference. Contact [wwwconference2020@hotmail.com](mailto:wwwconference2020@hotmail.com) and we'll hook you up!

There are a ton of YouTube videos on Zoom if you want to explore them. Remember, you only need the basics as an attendee: joining a meeting and basic meeting control buttons.

If you prefer to read in more detail about Zoom, you may check out the Zoom Help Center online. Just look up what you want to know and click on the links. As an attendee, you'll only need to focus on a few of the articles so don't get intimidated by all the info (that's what the conference organizers, hosts, and presenters need to worry about!).

<https://support.Zoom.us/hc/en-us/articles/206175806>

## USING THE CONFERENCE PROGRAM TO FIND THE LINKS/MEETING IDs:

We will send all registered attendees a virtual program about two weeks before conference. This program will have all the links you need to join workshops, social times, award ceremonies, and meetings. If you registered for a Thursday add-on session, that link will come in a separate email. PLEASE be on the lookout for these. Only those registered for conference will receive the program and you should not share it with non-registrants.

We have structured the conference in the easiest way we could devise—like an in-person event with different rooms (actually each “room” is an all-day “meeting” that people join/leave for different sessions. When you look at the program, you’ll see many sessions have the same link—that’s because they are in the same room (at separate times).

Each session will have a link (meeting ID) associated with what we are calling rooms. In Zoom terminology, each ID is really all-day meetings which people can enter and leave at will but we are calling them rooms to make it easier. You’ll need the meeting ID to enter the meeting room.

Review your program ahead of time to get familiar with the final schedule and determine which sessions you want to attend. On conference days, just pull up the conference program and keep the conference program file open during the conference so you can easily click on the next link. While you are in a session, you can minimize the conference program so it isn’t in the way.

#### ON CONFERENCE DAY:

All sessions will be open 15 minutes prior to the listed start time. This is so everyone can exit and those attending the next session can join and get comfortable, chat, and get settled—just like at the in-person conference. Volunteers will be available should you have questions and will remind everyone of important pre-session instructions.

Open the Conference Program file and locate the link/meeting ID of the readings session. Join the meeting by one of the following methods:

From the Conference Program, click on the link and it should take you to the JOIN meeting portal.

If you don’t want to link directly from the Conference Program, don’t have your Conference Program file open, or printed out the program, you can go to <https://www.Zoom.us/>. At the top of the page, you’ll see a bar with options. Click on JOIN A MEETING. This will take you to a new page where you’ll be asked for the personal meeting ID. Enter the appropriate ID from the Virtual Program.

If you downloaded the program, open the app and click on JOIN A MEETING, then enter the meeting ID where prompted.

#### JOINING THE MEETING:

When prompted to enter your name, do so. This allows us to know who is in the session and monitor for anyone who did not pay a registration (which shouldn’t happen unless someone shared the meeting ID). It also establishes a screen name which shows up to others in the meeting.

At the bar on the bottom of the screen, click JOIN AUDIO. You will need to click JOIN AUDIO WITH COMPUTER AUDIO in order to hear others. Your computer may offer you choices of audio; be sure to select your computer's audio. You can use a Bluetooth headset as long as it is compatible with your computer or mobile device.

You'll also see an option on the bar at the bottom to START VIDEO. Click on it. JOIN WITH VIDEO so others can see you. You do not NEED a webcam to join a session but without one, you will not see others (including the speaker) nor will they see you. If you have never used Zoom, your computer will ask you if you want to allow Zoom to use your camera. You will need to click ALLOW. The camera will turn off when you LEAVE the meeting.

If you're still not sure, here's an instructional video on the basics of the platform. Video link: [https://www.youtube.com/watch?time\\_continue=43&v=9isp3qPeQ0E&feature=emb\\_title](https://www.youtube.com/watch?time_continue=43&v=9isp3qPeQ0E&feature=emb_title)

And, from the Zoom Help Center:

## Joining a meeting

### How do I join a Zoom meeting?

You can join a meeting by clicking the meeting link or going to [join.zoom.us](https://join.zoom.us) and entering in the meeting ID. [Learn more about joining a meeting.](#)

### How do I join computer/device audio?

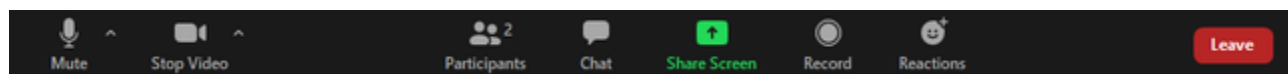
On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. [Learn more about connecting your audio.](#)

## BASICS FOR BEING IN A SESSION/MEETING CONTROLS

When you enter the meeting, you can choose the GALLERY VIEW (at the top right of the screen) and see everyone else in squares in the middle of your screen. The squares will decrease in size as more people join. You'll want to use this view for social events, too. When a someone uses their mic to speak to the group, their square will be highlighted.

During readings, you will want to switch to SPEAKER VIEW (top right of screen) just prior to the session start-time. This will place the speaker in a large square in the center of your screen. The other attendees will be in a small bar across the top of the screen.

This is the bar that will show up at the bottom of the screen.



**MUTE:** Unless you are speaking to the group, it is best to keep your microphone on MUTE. this helps prevent background noise from your home and desk and dogs from taking over the audio feed and ending up in the recording. The HOST can control this feature and will take care of everything for you during the readings on Thursday night. She will UNMUTE you but if she fails to do so for any reason, you may UNMUTE yourself by [clicking the ^ arrow next to Mute / Unmute.](#)

**STOP VIDEO:** You may stop the video camera at any time if you don't want others to see you. But this also means you will not be able to see any of them.

**PARTICIPANTS:** This will show you who else is attending. You can change the screen name others see for you (rename yourself) by hovering over your name, clicking MORE, and choosing RENAME.

**INVITE/MANAGE PARTICIPANTS/SHARE SCREEN:** You don't need to worry about these buttons at all. They will be used by the host, moderator, and presenter. Don't touch them.

**CHAT:** If you click on this button, you'll see a window pop up in your sidebar where you'll see non-speaking participants. This is where you can type messages (bottom of chat sidebar) to share with the group, or to share with the meeting hosts/panelists. You will not need to worry about this feature during the readings on Thursday night

You will not use any of the non-verbal feedback options so don't worry about them. The host will likely not have them enabled.

**LEAVE** (on extreme right) allows you to leave the session. You are then free to join a different meeting or take a break.

#### TROUBLESHOOTING:

Zoom Buddy volunteers are available to walk you through things one-on-one before the conference. Just let us know you need help and we'll connect you with one of them.

During the conference, you can use Zoom's support center or alert the meeting host via the chat feature and we'll attempt to help you troubleshoot.

Here are a few of the most common issues:

If the group can't hear you, or you can't hear the group - you can check your audio settings. Make sure YOUR correct inputs and outputs are selected. Use computer audio and computer video.

If there is an echo, you may have two devices open. Use only one device.

From the Zoom Help Center:

#### **My video/camera isn't working.**

[Read tips on troubleshooting a camera that won't start or show video.](#)

#### **There is echo in my meeting.**

Echo can be caused by many things, such as a participant connected to the meeting audio on multiple devices or two participants joined in from the same local. [Learn about common causes of audio echo.](#)

#### **Audio isn't working on my mobile device.**

[Read tips on troubleshooting audio that isn't working on your iOS or Android device.](#)

If you are still having issues, please [submit a request](#).