Welcome to Gathering Voices 2022: Embracing Diversity

We hope that you find this online conference useful and if this is your first Zoom conference experience, I hope that it runs smoothly for you. You should receive a copy of the **programme** along with these **joining instructions**.

The Gathering Voices website is gatheringvoices.info/gvox22

Safe space

We want Gathering Voices to be a safe space.

- Please keep your video cameras off and your microphones muted, particularly during the main sessions. There may be times when we invite you to share (for example, in the breakout groups).
  You are not obliged to share your video or audio if you don't feel comfortable doing so.
- There is a chat facility built into Zoom. We have set it up so that you can talk to everyone in the breakout group, everyone in the main session, the team (hosts and co-hosts), but not have one-to-one conversations. We will post relevant links and information to the chat during the meeting.
- Please do not screen capture or record the conference. We will record the feedback session, discussion panel, and some of the worship session - you will be told before we start recording.

Registration and joining the conference

Conference registration is through Zoom. There is a link on the Gathering Voices website. To help keep our conference safe, we need you to pre-register for the conference, for which you will need a Zoom account - a free account is fine.

You should receive an email containing a **personal meeting link** when you register for the conference on Zoom.

This is sent to the **email that you registered with**. Please check that you have the link - the Gathering Voices team can ask Zoom to resend the email, but we do not have access to the link itself.

Please do not share your personal link with others - it causes Zoom problems when we go into breakout groups!

Before you join

Before you join, please check your video and audio settings, and make sure that they are muted.

We will start admitting people into the main session at 13:50 - we would like to start promptly at 14:00

You may want to change the display name - we suggest first name and initial, and your pronouns (for example `Ron N (he/him)`). You can do this in the app when you enter the meeting code, or during the meeting by clicking/tapping *Participants* on the control bar. (You can also ask a host to help - use chat).

You may want to change your profile picture. On the mobile app you can only do this when you are not in the meeting: open *Settings* (cog-wheel in app) and tap on your name for options. In the desktop app you can do this during the meeting: Click *Participants* then hover over your name and click *More>* to *Edit Profile Picture*.

There are some other settings we suggest you change. These are available through the settings cog-wheel icon in the Zoom application before you join the meeting - some may be available in the desktop Zoom app during the meeting but not in the mobile app. (There are also extra settings on the web site)

Zoom settings (Mobile app Meeting settings)

- Turn ON *Always Mute My Microphone* so that you you don't forget.
- Turn ON *Always Turn Off My Video* so that you you don't forget.
- Turn OFF *Show Non-Video Participants* - this will hide thumbnails of participants that are not sharing video so you can see the speakers more clearly.

Zoom settings (Desktop app)

- In *Video*: Enable *Turn off my video when joining meeting* so that you you don't forget.
- In *Video*: Enable *Hide non-video participants* - this will hide thumbnails of participants that are not sharing video so you can see the speakers more clearly.
- In *Video*: Enable *Display up to 49 participants per screen in Gallery View*
- In Audio: turn ON *Always Mute My Microphone* so that you you don't forget.

Breakout groups

Breakout groups are an opportunity for you to enter into conversation about the topics the we are looking at in the conference. Each room with have a leader/facilitator (a guest panellist).

During the breakout session, you will be able to unmute your audio and share your camera - the room co-host will let you know about this.

- You can leave the breakout room and return to the main session or leave the conference entirely if you wish to.
- There will be someone available in the main room to talk to you if you need any additional support during the time allocated for breakout discussions.
- At any time you have the option to turn off your video and mute yourself.

Raise a hand

At any time, you can *raise or lower your hand* (in Zoom) if you need to get the attention of a host - however, we prefer it if you send a chat message to the host.

Desktop app: Click *Participants*. Zoom shows *Participants* panel. The button to *Raise Hand* or *Lower Hand* is at the bottom right of the panel.

Mobile app: Tap *Participants* then tap on your name. Zoom shows the option to *Raise Hand* or *Lower Hand*.