

# Welcome to Gathering Voices 2020

## Vision: Seeing more queerly

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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 have received a copy of the **programme** along with these **joining instructions** - please don't be daunted: There is information about Zoom in this document.

## Safe space

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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.

## Before you join

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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 pronoun preferences (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)

## Mobile app settings (Meeting)

- 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.

## Desktop app settings

- 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) and a co-host (Gathering Voice team member). You have been allocated to a breakout group.

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.

## Zoom how to...

A quick reminder how do to perform some tasks during the Zoom meeting.

Zoom controls on mobile app - tap the Zoom app window if they are not on screen.



Zoom controls on desktop app - they should appear when you hover over the Zoom window.



## [Mobile app] Change displayed name during meeting.

<https://www.alphr.com/how-to-user-name-in-zoom/>

You can change your screen name before you join the meeting either for the current meeting, or if you edit your profile on [Zoom website](#), you can change it for all future meetings.

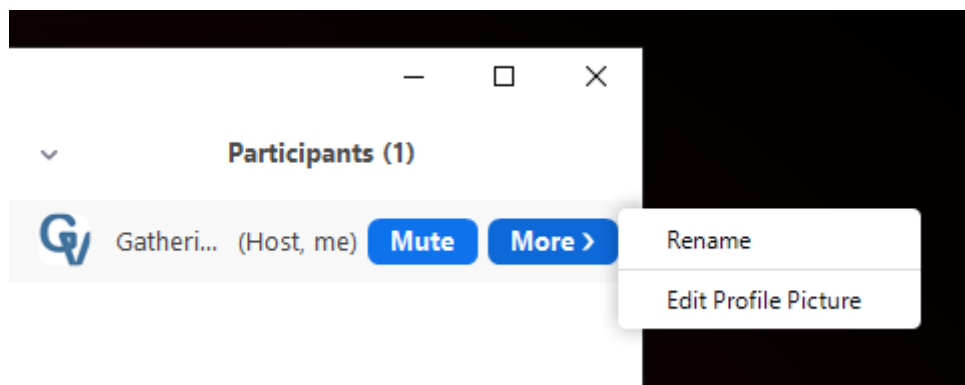
If you want to change your displayed name during a meeting:

1. Tap screen (in Zoom app). Zoom displays the buttons overlay.

2. Tap *Participants* (people icon). Zoom displays participants window. You are at the top of the list.
3. Tap arrow next to your name. Zoom shows your options.
  - Hint: You can raise and lower your hand from here.
4. Tap *Rename*. Zoom displays *Enter a new screen name* for you to type in.
5. Tap *OK* to save your change.
  - Tap *Cancel* if you change your mind - Zoom won't make any changes.
6. Tap *Close* in the top left of the screen. Zoom now uses your updated name.

## [Desktop] Change displayed name during meeting.

1. Hover mouse over Zoom window. Zoom displays the buttons overlay.
2. Click *Participants* button (not the  $\wedge$  symbol next to it). Zoom displays participants.
3. Hover the mouse over your name. Zoom displays some options.
4. Click *More>* and choose *Rename*. Zoom displays *Rename* window with *Enter new screen name:* box.
5. Enter a new screen name in the box.
6. Click *OK* to save your change. Zoom now uses your updated name.
  - Click *Cancel* if you change your mind - Zoom won't make any changes.



## Mute/unmute audio

Use the microphone icon in the buttons overlay at the bottom of the screen to mute or unmute your audio.

Hint: If you do not see the buttons, tap the Zoom app screen (mobile) or hover your mouse over the Zoom meeting window.

To help the conference run smoothly, we ask that you mute your microphones and hide video during the main session, and if a host asks you to.

**You do not need to share your audio or camera if you are not comfortable doing so. At any time you can leave the breakout room and move back to the main session, go into the waiting room, or leave the meeting.**

## Share/hide video (camera)

Use the camera icon in the buttons overlay at the bottom of the screen to display or hide images from your camera.

Hint: If you do not see the buttons, tap the Zoom app screen (mobile) or hover your mouse over the Zoom meeting window.

To help the conference run smoothly, we ask that you mute your microphones and hide video during the main session, and if a host asks you to.

**You do not need to share your audio or camera if you are not comfortable doing so. At any time you can leave the breakout room and move back to the main session, go into the waiting room, or leave the meeting.**

## Chat with the group

Zoom has a built-in chat facility.

Desktop app: Use the chat (speech bubble) icon in the buttons overlay at the bottom of the screen to display or hide images from your camera.

Mobile app: Tap the *More ...* button and tap *Chat* to open the *Chat* window.

Hint: If you do not see the buttons, tap the Zoom app screen (mobile) or hover your mouse over the Zoom meeting window.

We have set up chat so that you can chat with everyone in the main session (or in your current breakout room) or with the host. You cannot have one-to-one conversations within our Zoom meeting.

## Raise a hand

At any time, you can raise or lower your hand 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*.