

2021 Virtual Puzzle Parley Meeting Guidelines

Note that all times are Eastern Daylight Times (GMT- 4)

Saturday July 17th, 12:30 pm – 1:00 pm: Open forum for “meet & greet.”

Saturday July 17th, 1:00 pm: Program Begins. **(All participants muted and video off)**

Sunday July 18th, 12:30 pm – 1:00 pm: Open forum for “meet & greet.”

Sunday July 18th, 1:00 pm: Program Begins. **(All participants muted and video off)**

Before the Event

If you registered for the event, use the links that were emailed to you.

- If you did not register, look for the links (one per each day) at www.puzzleparley.org. Choose the appropriate link for your device (computer / browser on cellphone or audio only on a cellphone).
- If you have not attended a Zoom meeting previously, Zoom will download and install when you click the meeting link.
- To avoid delays or issues, you should download the application for your device prior to the meeting. Go to <https://zoom.us/download>
- We cannot provide technical assistance.
- **Note:** Some features/tools in Zoom are visible only when your mouse is within the active window. Zoom does this to minimize distractions. You may simply need to move your mouse within the window to make them visible.

During the Event

Recording: This event will be recorded, and portions will be made available online at a later date.

Video: Please turn your video off when you are not speaking. This is done by clicking on the Start/Stop Video icon at the bottom of the Zoom window. Turning off your video reduces needed bandwidth and improves the experience when there are many people in attendance. We can turn it off for you, but we cannot turn it back on, so we will send you a message to you asking you turn video on if needed. Active speaker is what the participants see.

Audio: Please mute your audio unless you are speaking. If you forget, we will mute your audio; however, we cannot unmute you, but we will send you a message to unmute yourself. The Mute icon is in the lower left corner of the Zoom window.

Speaker View: Suggested viewing option is to make the Zoom window as large as possible and select Speaker View. The View option icon is in the upper right corner.

Handling Participant Interactions

The flow of the program will be controlled by “the host”. Host control will pass to each presenter or their designated partner. The host will watch for any questions in **Chat**. Please address your questions to **everyone** so there will not be duplicates of the questions. Do not address the presenters directly during their presentations; otherwise, private Chat messages to other participants or presenters are OK.

Zoom Chat: Chat will be used for discussion and comments. Chat is a separate window used for typing questions. It is opened by clicking on the Chat icon in the bottom center of the screen. Keep your chat window open if possible so you can watch for personal and public messages from the participants, hosts, or support staff.

Timekeeping

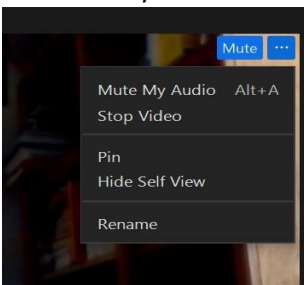
Please help us stay on time. We may not get to all questions following each presentation, but all questions will be saved and will be responded to if possible.

Support Ensuring a Quality Webinar

- Three individuals will act as technical support for the event.
- In the event of major issues, each has the ability to start, terminate, and re-start the meeting.
- If for any reason the meeting “crashes”, please be patient. The meeting will be re-started.
- We cannot provide support for individual issues.
- Any persons causing disruptions to the meeting will be disconnected and unable to join the meeting a second time.

Tips and Tricks Ensuring Your Connection

- Wired connections are better than wireless (WiFi or cellular) connections; WiFi connections are better than cellular. Join from a location where you can use a fast, reliable, wired Internet connection.
- **Disable HD webcam video:** Sending high definition (HD) webcam video requires more bandwidth than sending nonHD. Disabling frees up more of your Internet connection for other parts of your Zoom meeting. See: [Disabling HD video in Zoom](#)
- **Close other, unneeded applications on your computer.** Closing other applications that you do not need during the session will help Zoom run better.
- **Avoid other activities that will steal bandwidth.** Don't start other bandwidth-intensive activities just before, or during, a Zoom meeting on your all devices that share your Internet connection—avoid large downloads or uploads, streaming video, cloud backups/file synchronizations, and other high-bandwidth activities.
- **Turn popup notifications from email and browsers off.**
- You may choose to **rename yourself** by clicking on the three dots in the upper right of your Zoom image.



- Finding controls:

A “blanked” Zoom screen.

Controls visible by moving the mouse.

