2022 NCIHC AMM Zoom Events User Guide

NCIHC

Preparation Checklist
for the NCIHC Annual Membership Meeting (AMM)

✅ **The AMM is a Zoom event, so be sure you have your own zoom account to use for this event.**
If you do not have a Zoom account, you can set one up for free. **Use this link** or copy and paste the following: https://zoom.us/signup

✅ **What email address do you use with your Zoom account?**
You need to use the same email address that you use for Zoom when you access the AMM event.

✅ **Be sure your Zoom app is the latest and greatest version.**
Otherwise, you may miss out on some of the cool features of our event. **Click here to download** the Zoom app or you can click here to check for upgrades.

Everyone on the AMM team had to either upgrade Zoom or Chrome, so please check.
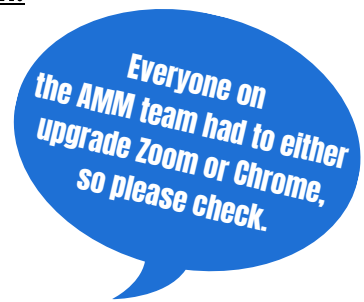
✅ **It is best to use Chrome as your browser.**
Check to be sure you have the most up-to-date version of Chrome by **clicking here.**

✅ **For the best experience, do not access the AMM with a phone or tablet.**
Lobby access is not supported via phone or tablet and will limit what information you have access to. Zoom Events will not allow you to call into this event.

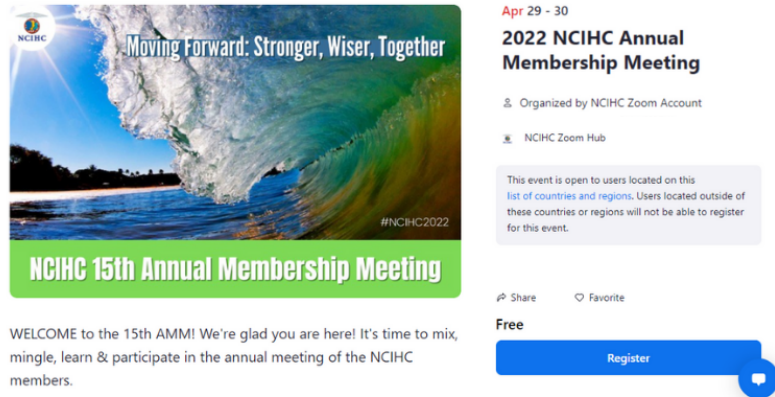✅ **Older desktop computers, laptops, and tablets.**
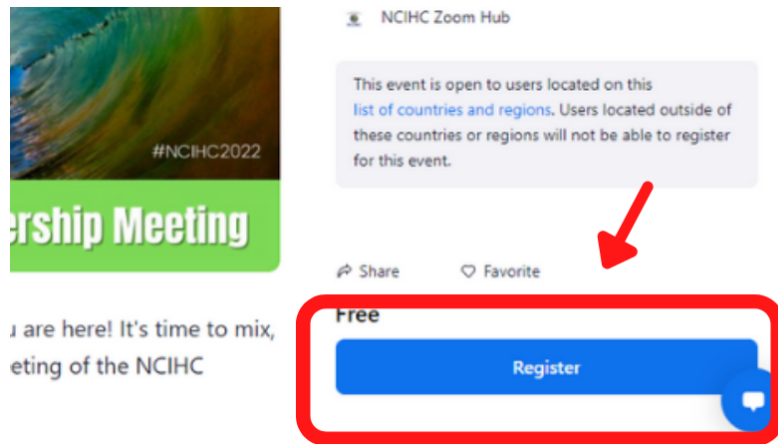Older PCs must have Windows 8.6 or higher.

✅ **Use the best Internet connection you can. Protect your bandwidth!**
Wired connections are typically better than wireless (wifi) connections. Avoid other activities that will steal bandwidth. Close unneeded applications. Avoid streaming video (Netflix, Hulu YouTube), large downloads or uploads, cloud backup or file synchronizations, and any other high-bandwidth activities.
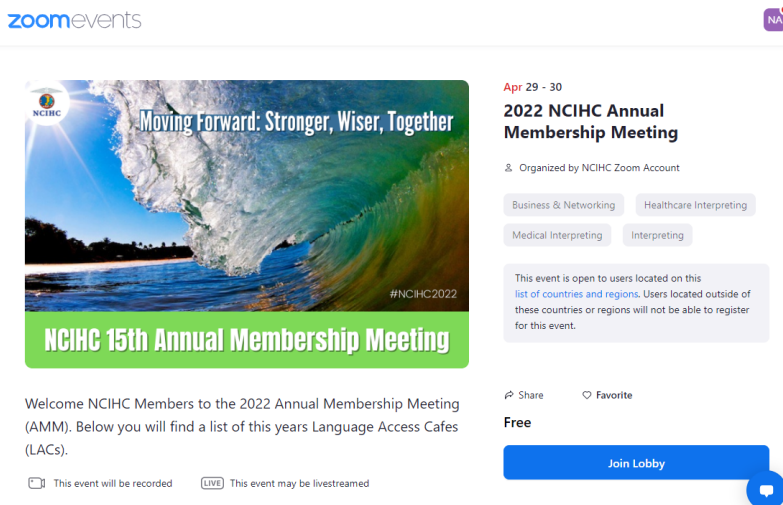
1. Click on (or copy and paste) the Event link. Then you will see the event landing page.

2022 NCIHC Annual Membership Meeting

Apr 29 - 30

Organized by NCIHC Zoom Account

NCIHC Zoom Hub

This event is open to users located on this list of countries and regions. Users located outside of these countries or regions will not be able to register for this event.

Share   Favorite

Free

Register

---

2. Click on the blue "Register" button and use your Zoom login username and password.

NCIHC Zoom Hub

This event is open to users located on this list of countries and regions. Users located outside of these countries or regions will not be able to register for this event.

Share   Favorite

Free

Register

---

3. After you login, you will be back at the Join Lobby screen. Please click on the blue "Join Lobby" or "Register" button again.

2022 NCIHC Annual Membership Meeting

Apr 29 - 30

Organized by NCIHC Zoom Account

Business & Networking   Healthcare Interpreting
Medical Interpreting   Interpreting

This event is open to users located on this list of countries and regions. Users located outside of these countries or regions will not be able to register for this event.

Share   Favorite

Free

Join Lobby

Welcome NCIHC Members to the 2022 Annual Membership Meeting (AMM). Below you will find a list of this years Language Access Cafes (LACs).

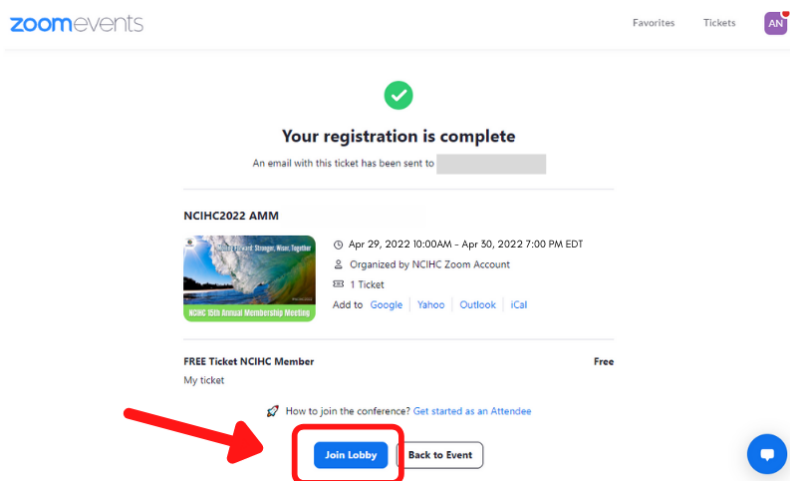This event will be recorded   LIVE This event may be livestreamed

4. This should bring you to Review Ticket screen. Be sure to check the 3 boxes (1) and then click on the blue button to "Confirm Registration". (2)
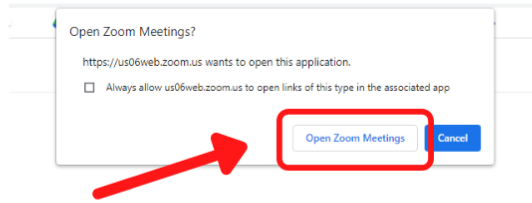
Note: you may need to click on the register button a second time before it brings you to this page.
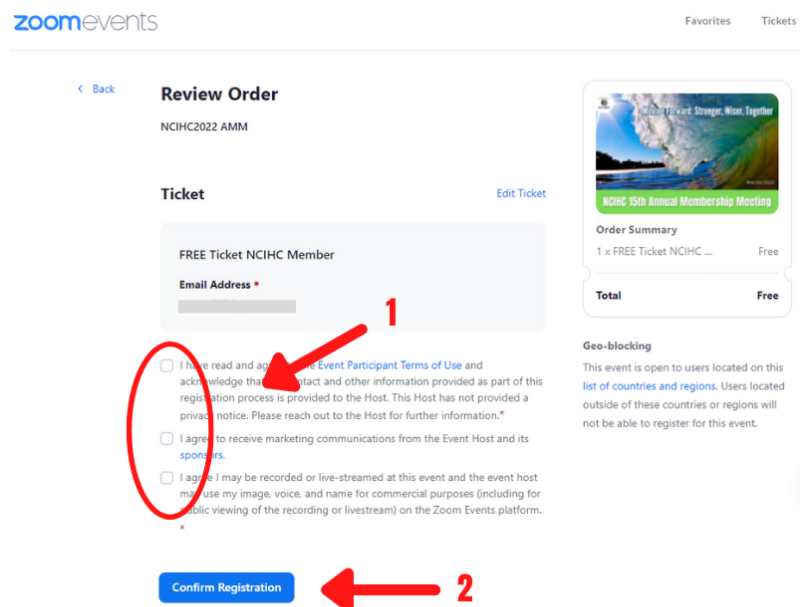
5. Now that your event registration is complete, click on the blue "Join Lobby" button.
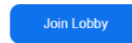
6. Click on Open Zoom Meeting

Open Zoom Meetings?

https://us06web.zoom.us wants to open this application.

☐ Always allow us06web.zoom.us to open links of this type in the associated app

Open Zoom Meetings   Cancel

Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Join Lobby** below

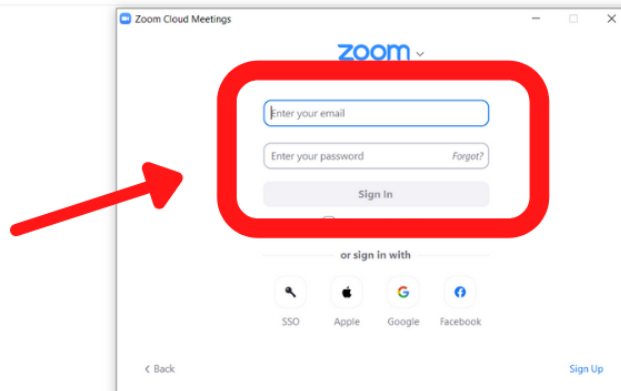By clicking "Join Lobby", you agree to our Terms of Service and Privacy Statement

Join Lobby

Skip and Join In-Progress Session

7. Click on the blue "Sign In" button.
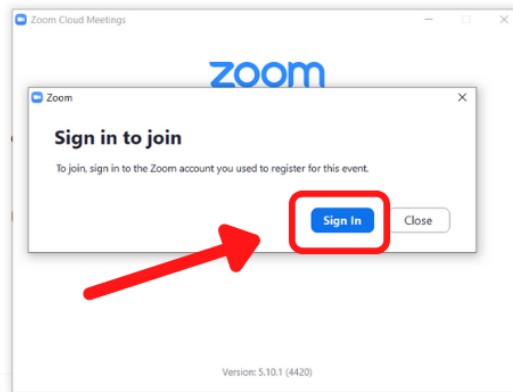
Zoom Cloud Meetings

zoom

Zoom

Sign in to join

To join, sign in to the Zoom account you used to register for this event.

Sign In   Close
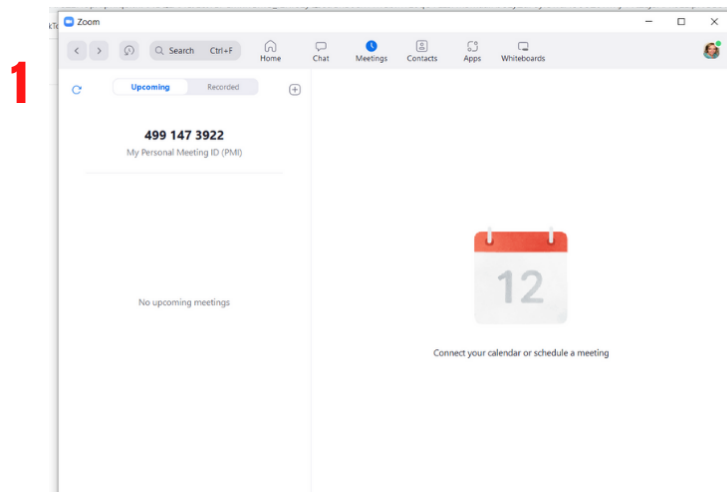
Version: 5.10.1 (4420)

Click Join Lobby to enjoy best and full event experience. Latest client version will be installed. You will need to accept the upgrade to complete the installation. Don't have Zoom Client installed? Download Now

8. Log in again using the same Zoom username and password as you did before.

Zoom Cloud Meetings

zoom

Enter your email

Enter your password   Forgot?

Sign In

or sign in with

SSO   Apple   Google   Facebook

< Back   Sign Up

Click Join Lobby to enjoy best and full event experience. Latest client version will be installed. You will need to accept the upgrade to complete the installation. Don't have Zoom Client installed? Download Now

9. This will put you on your own Zoom landing page. (1)

From here, click off this window and find another open browser window that has the blue "Join Lobby" button on it. Click on the Join Lobby button again. (2)
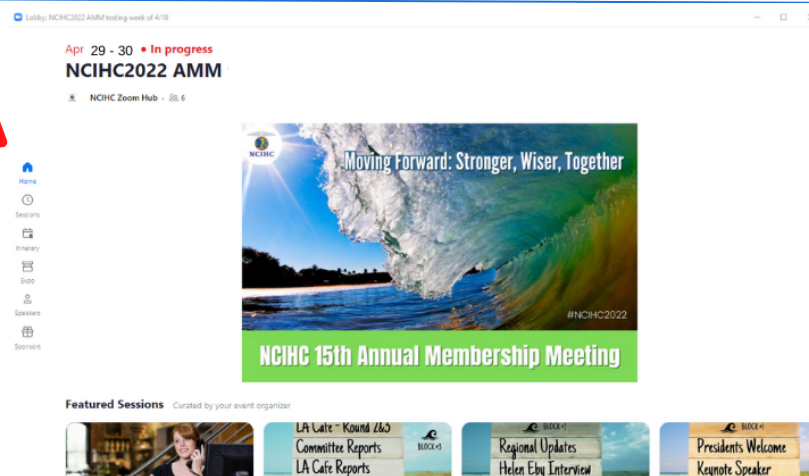
From here, the AMM Lobby window should open.

1

2

Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Join Lobby** below

By clicking "Join Lobby", you agree to our Terms of Service and Privacy Statement

[Join Lobby]

Skip and Join In-Progress Session
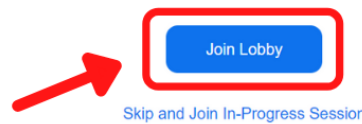
Click Join Lobby to enjoy best and full event experience. Latest client version will be installed. You will need to accept the upgrade to complete the installation. Don't have Zoom Client installed? Download Now

10. This is what the AMM Lobby should look like. It should have the 6 navigational icons on the left side. If this is what you see then you are in the right place!

If you do not, then go to the next step.

11. Find a browser window that has the blue "Join Lobby" button or follow directions until you get to this screen.

Click **Open Zoom Meetings** on the dialog shown by your browser
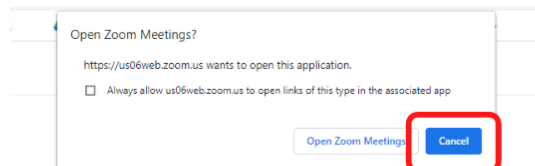
If you don't see a dialog, click **Join Lobby** below

By clicking "Join Lobby", you agree to our Terms of Service and Privacy Statement

Join Lobby

Skip and Join In-Progress Session

Click Join Lobby to enjoy best and full event experience. Latest client version will be installed. You will need to accept the upgrade to complete the installation. Don't have Zoom Client installed? Download Now

12 You may need to Click "Cancel" to close this window (1) and the select "Skip and Join In-Progress Session" (2)

Open Zoom Meetings?

https://us06web.zoom.us wants to open this application.

☐ Always allow us06web.zoom.us to open links of this type in the associated app

Open Zoom Meetings   Cancel

1

Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Join Lobby** below

By clicking "Join Lobby", you agree to our Terms of Service and Privacy Statement

2

Join Lobby

Skip and Join In-Progress Session

13. If you receive a message like the one circled in red, this means you need to updated your Zoom app.
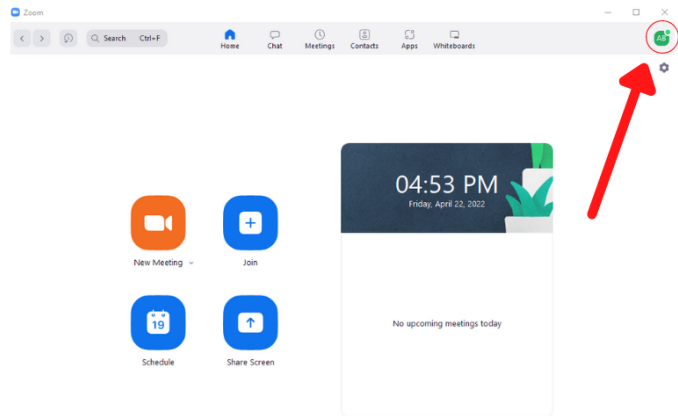
No sessions currently in progress

If you are visiting from desktop computer, you can join the event lobby to explore more about this event via Zoom Client version 5.7.6 or higher.
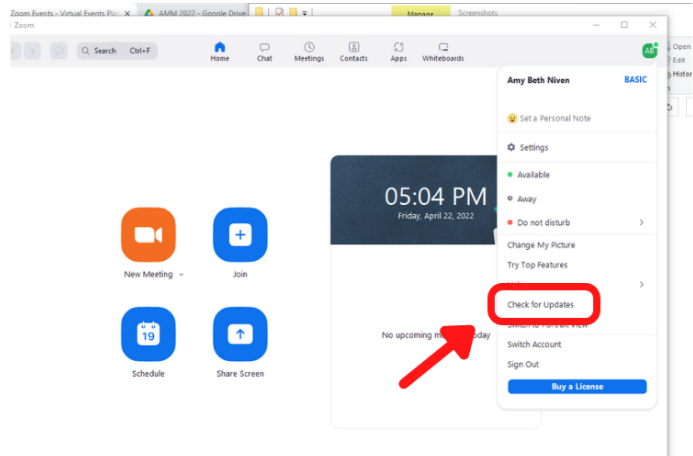
View Event

If you did NOT receive a message like that, proceed to the next step.

14. If you need to updated Zoom, go to your Zoom app and click on the square icon at the top left.


15. Then select "Check for Updates"

   After the update is finished, log out of Zoom and restart your computer.

16. Once you are logged out, go back to the original AMM Zoom Event link and click on it. Follow the directions in this guide until you get to the AMM Zoom Event lobby which should look like this. You have arrived! Now you can use the navigational controls in the red (and green) box to move about the AMM.
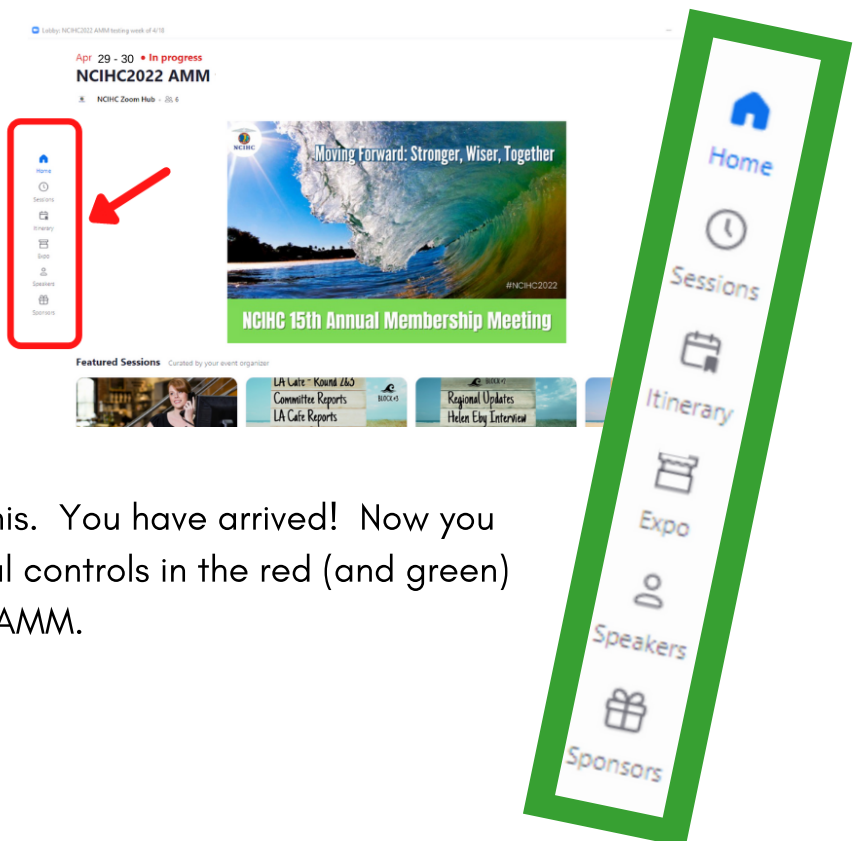
17. The "**Home**" icon will bring you back to the lobby
    The "**Sessions**" icon will list all of the event sessions
    The "**Itinerary**" icon will show your flagged sessions.
    The "**Expo**" icon will take you to the Expo Center
    where you can visit our sponsors.*'
    The "**Speaker**" icon will list all of the event speakers
    and their biography
    The "**Sponsor**" icon will list all of the event sponsors
    where you can access their booth resources.

    *Expo Center avatar – when you visit the Expo Center
    you will be prompted to fill in your title and
    organization name. After completed, your personal
    avatar will be created. You can navigate your avatar
    around the expo floor by using the navigational tools
    to on the bottom right-hand side. Or use your arrow
    keys to move around.
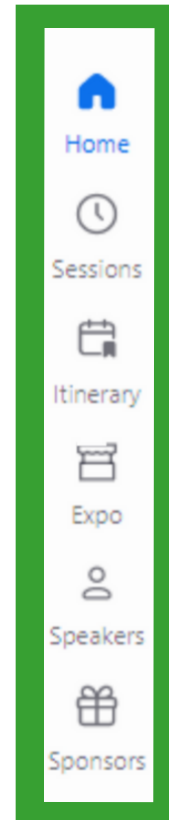
18. If you get disconnected from the event, go back to
    your original link and log back in.

If at any time you get stuck,
be patient, *take a deep breath*, and just keep trying!
If you can't figure it out, reach out to us.

Technical assistance

email: info@ncihc.org
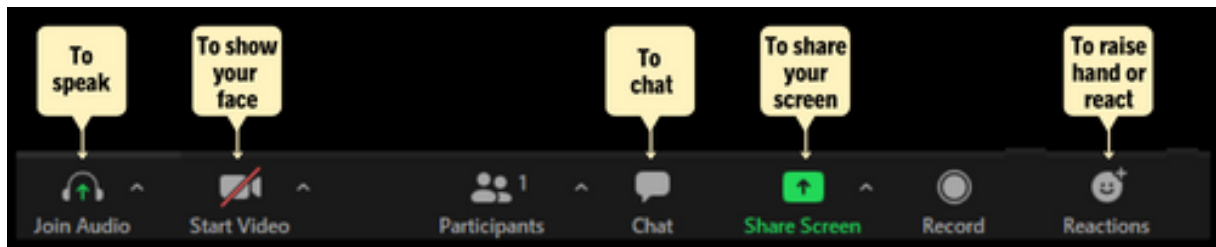Include your name (first, last) and best number to reach you.
or
leave a voicemail message after calling
202-505-1537
Include your name (first, last) and best number to reach you.

Zoom Events Meeting Controls
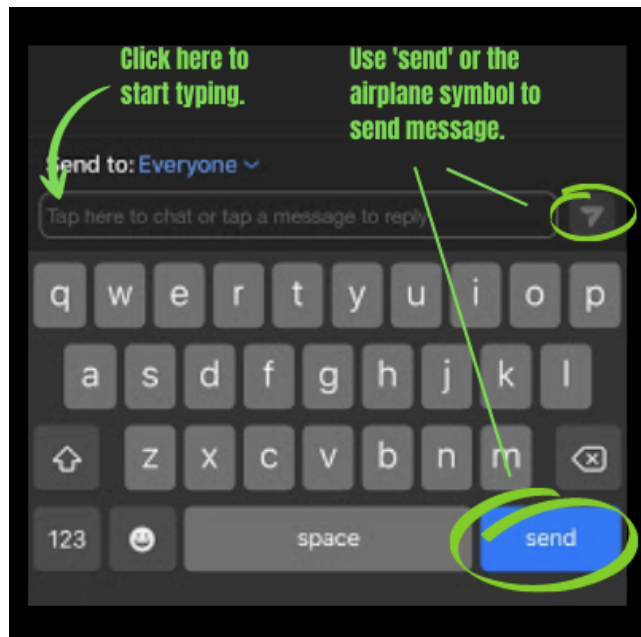These icons typically appear at the bottom of your window.

When Using the Chat Function.
Depending on the device you are using to participate in the AMM (computer, tablet, phone) the directions may vary slightly.
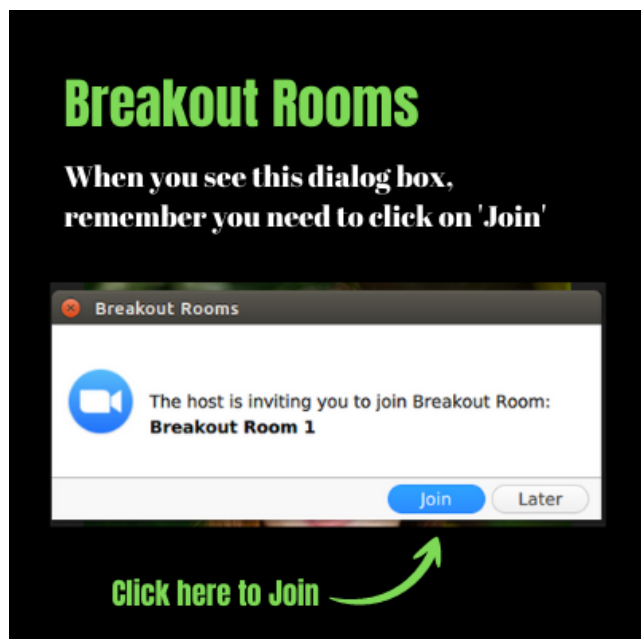
 –Click on either "Chat" or "More" and then choose "Chat"

 –Click in the box to type your message

To send your message, click on "Send" or on the airplane symbol.

Breakout Room - Randomly assigned by host

When you see this dialog box, make sure you click on the 'Join' button as shown.

Breakout Room... continued

Then you will see a screen message similar to this shown.

Please NOTE: Once you are in the Breakout Room, you will be automatically muted.

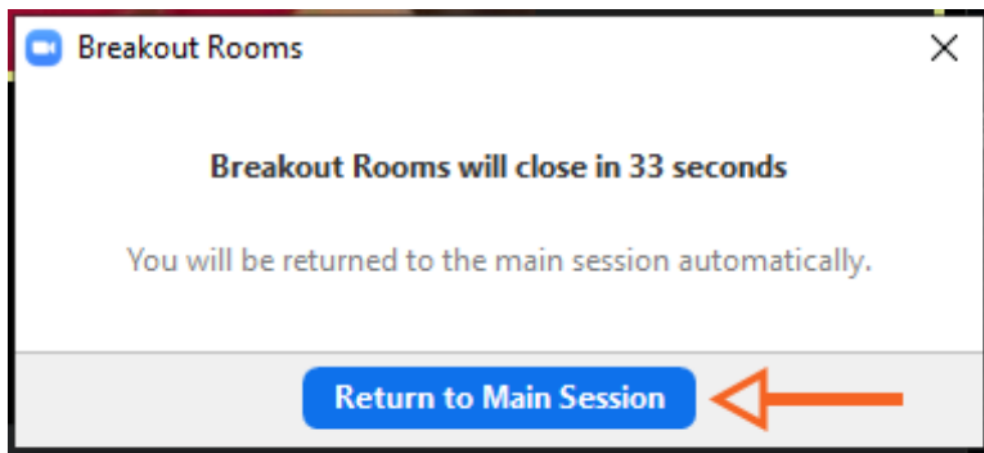Click on the Unmute icon shown below so people can hear you speaking.

Joining Breakout Rooms...

Breakout Room 1
It may take a few moments.
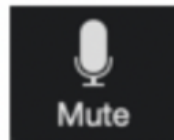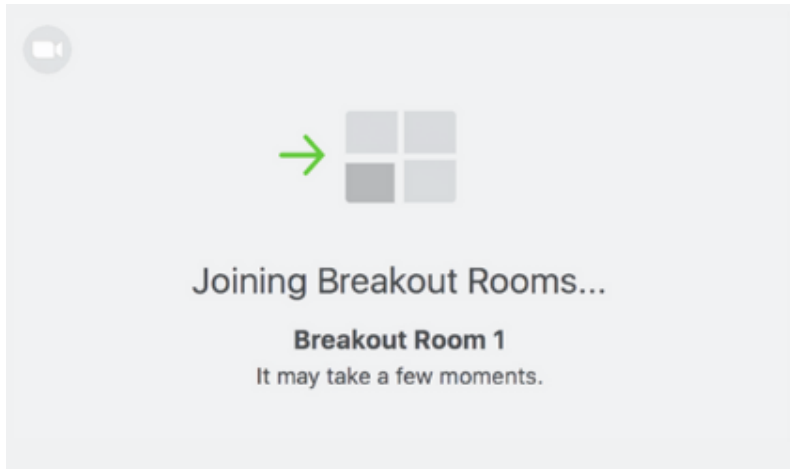
Mute

Audio is NOT muted. Press to mute.

Unmute

Audio is muted. Press to unmute.

When your breakout session is coming to an end, you will see a message similar to what is shown below.

Breakout Rooms   ✕

Breakout Rooms will close in 33 seconds

You will be returned to the main session automatically.
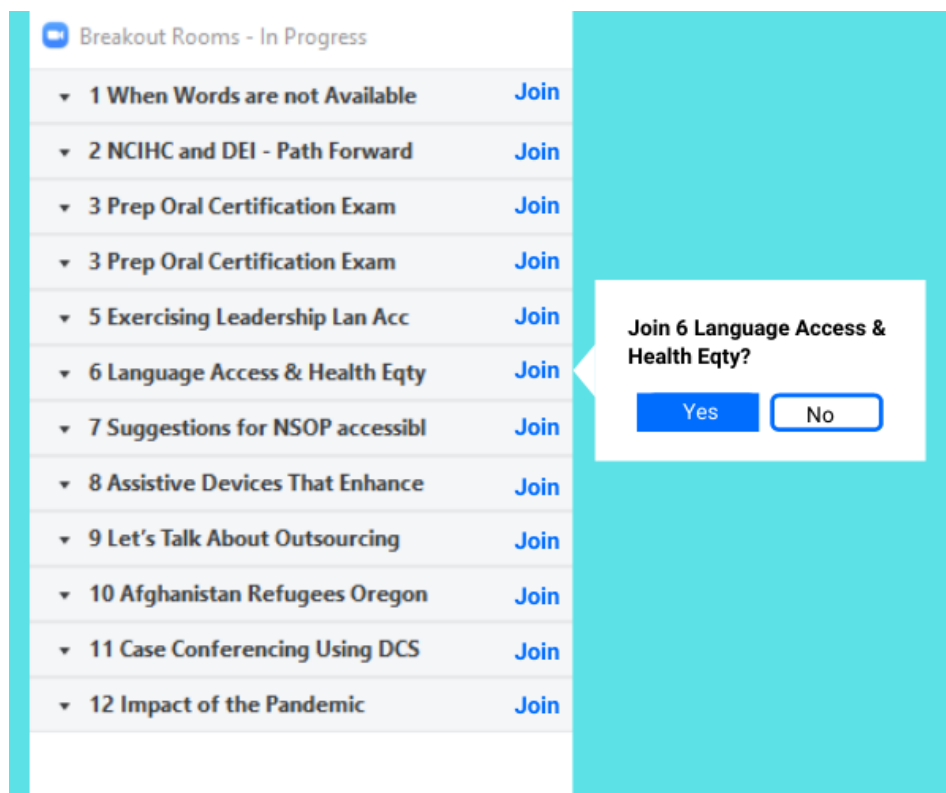
Return to Main Session

Breakout Room - Self selected / Free to choose room of choice

When it is time to choose your breakout room, click on the Breakout Room icon as shown below.
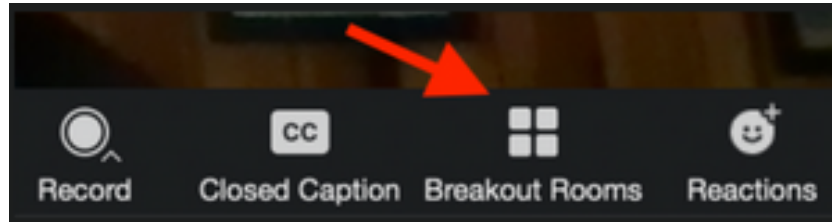
You will then see a list of all the different rooms to choose from. Click on 'Join' and then on 'Yes' in order to enter that Breakout Room.