



A Guide to help Ensure a Great AMM Experience

DO THIS NOW (Deadline: complete by Wednesday 4/7/21)

1. During the AMM, what type of device will you be using?



Give some consideration to what device you will be using to access the AMM. A hard-wired computer will provide the best experience.

If you have access to multiple devices that can be used during the AMM, please be sure all devices have the most up-to-date version of Zoom and Google Chrome. Taking the time to prepare now will really help you to have a more enjoyable experience at the meeting.

2. Install or update CHROME

Link for the latest version of **Chrome** or to update.

[Google Chrome - Download the Fast, Secure Browser from Google](#)

For a Mac don't use Safari, use Chrome for Mac instead for best results.

For Windows use Chrome or FireFox (don't use Internet Explorer or Mozilla)

3. Install or update Zoom

Link for the latest version of **Zoom** or to update.

<https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version>

4. Go to Zoom Test Meeting (make sure headphones/mics work at this practice link)

<https://zoom.us/test>

Review Checklist (Deadline: complete by Thursday 4/8/21)

Checklist for the best Zoom experience during the AMM (Minimize drain on bandwidth)

- Use the best Internet connection you can. In general, wired connections are better than wireless (wifi or cellular) connections. Wifi connections are better than cellular (3G/4G/LTE) connections.
- Avoid other activities that will steal bandwidth. On your Zoom device, and the other devices sharing your Internet connection, avoid large downloads or uploads, streaming video (Netflix, Hulu YouTube), cloud backup or file synchronizations and any other high-bandwidth activities.
- Be sure to have the most up to date browser (Chrome preferred) and Zoom.
- Join a Zoom meeting from a location where you can use fast, reliable, wired internet connections.
- Close other unneeded applications on your computer. Closing other applications on your device will help Zoom run better.
- Mute your microphone when you're not speaking. Zoom will devote part of your internet connection to an audio stream for you even if you aren't speaking. Be mindful of surrounding noise when your mic is on for any activity or discussion.
- Disable HD webcam video. Sending high definition (HD) webcam video requires more bandwidth than sending non-HD. Disabling HD video will free up more of your Internet connection for other parts of your Zoom meeting.

Other Very Important Information (Keep handy!)



Please realize that all workshops are listed in Central Time.

Continuing Education Units CEUs

Below is a list of the events you must be present for to fulfill the requirements for the CEUs. You must be properly identified on the screen in order to receive credit. When you log on, make sure to update your screen name to reflect your full name. Directions for updating your screen name are noted further into this guide.

- Friday's Keynote Speaker address
- Saturday's Keynote Speaker address
- All 3 rounds of the Language Access Cafe
- Language Access Cafe-Reports and Open Dialogue

How to navigate Zoom during the AMM

Having Technical Difficulties?

Please do not interrupt the Annual Membership Meeting. You can request help by sending an email to info@ncihc.org or leave a voicemail at 202-505-1537. Someone will get back to you as soon as possible.

Update your screen name

Update the name that appears on your zoom screen (if necessary) to reflect your full name for CEU purposes. After entering a Zoom meeting, you can change your name by clicking on the 'Participants' button, then hover your mouse over your name in the participants list. Click 'Rename'. Enter the name you'd like to appear in the zoom meeting. See below.

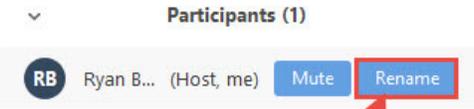
1

After launching the Zoom meeting, click on the "Participants" icon at the bottom of the window.



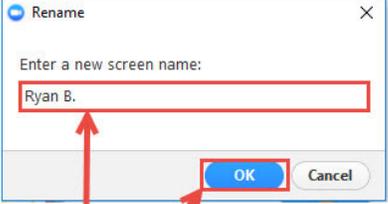
2

In the "Participants" list on the right side of the Zoom window, hover over your name and click on the "Rename" button.

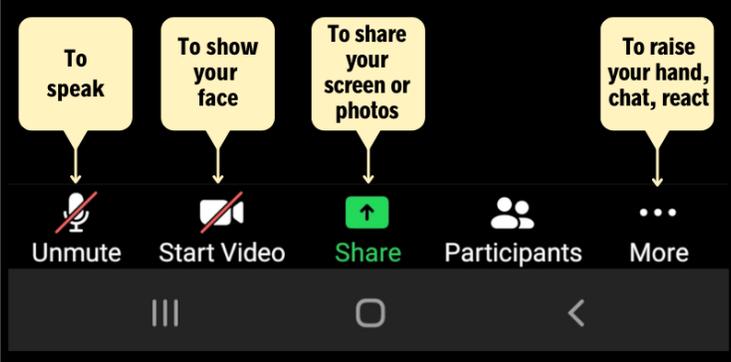


3

Type in the display name you'd like to appear in the meeting and click on "OK".



Using Zoom on your Mobile Phone



To speak

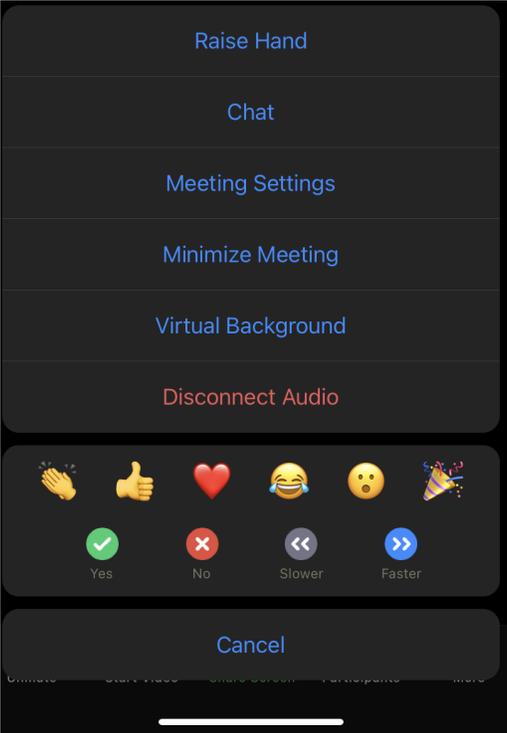
To show your face

To share your screen or photos

To raise your hand, chat, react

Unmute Start Video Share Participants More

Click on 'More' (in above graphic) for additional options like the ones you see on the next page.



Raise Hand

Chat

Meeting Settings

Minimize Meeting

Virtual Background

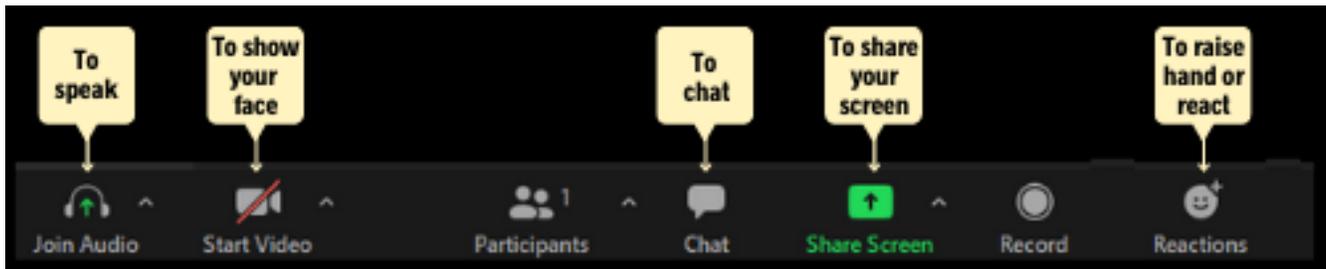
Disconnect Audio

👏 👍 ❤️ 😂 😮 🎉

Yes No Slower Faster

Cancel

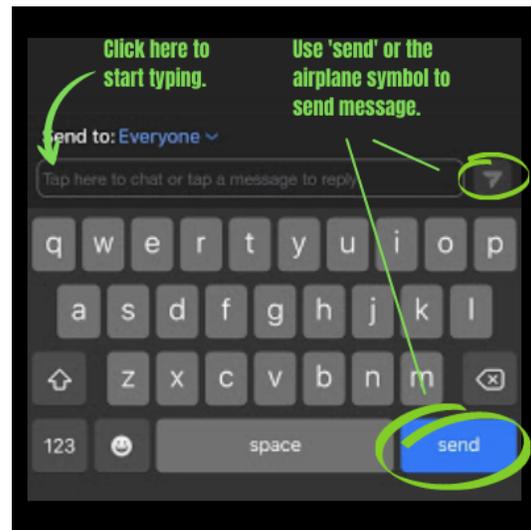
Using Zoom on a Computer, Laptop or Tablet



When Using the Chat Function

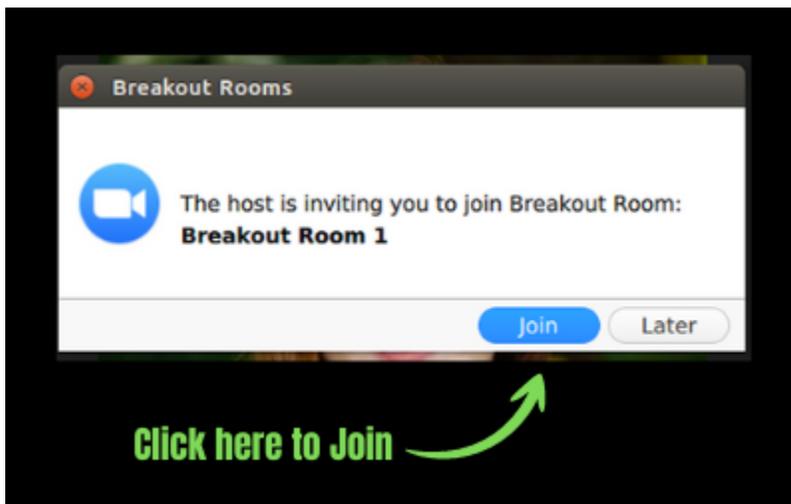
Depending on the device you are using to participate in the AMM (computer, tablet, phone) the directions may vary slightly.

1. Click on either "Chat" or "More" and then choose "Chat"
2. Click in the box to type your message
3. To send your message, click on "Send" or on the airplane symbol.

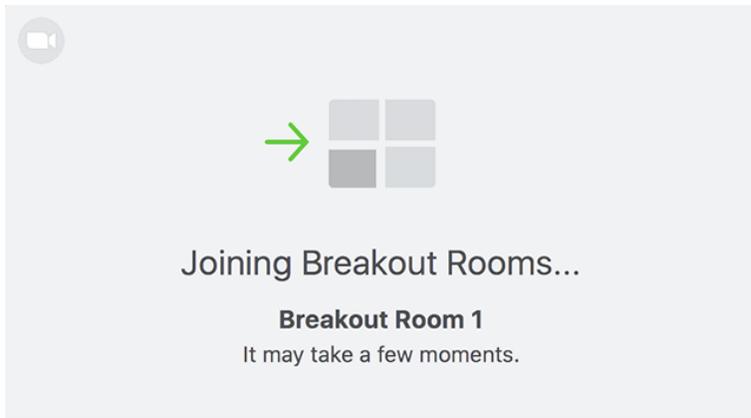


Breakout Room - Randomly assigned by host

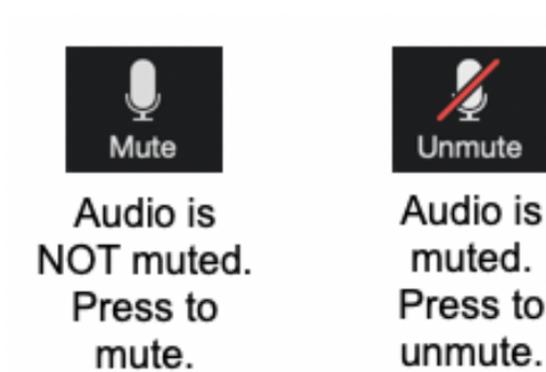
When you see this dialog box, make sure you click on the 'Join' button as shown below.



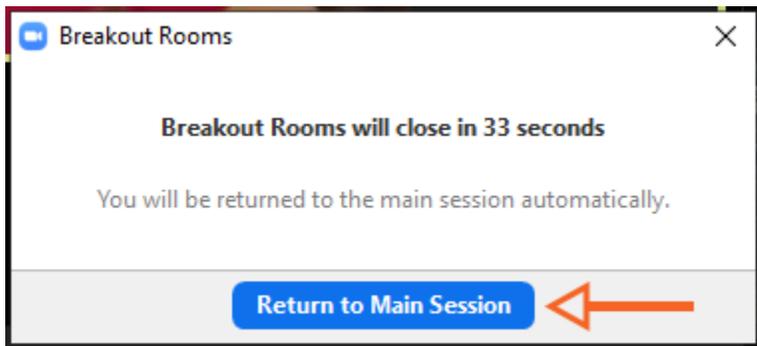
Then you will see a screen message similar to this shown below



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.

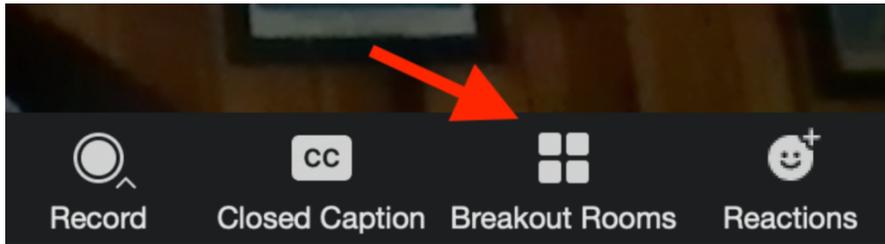


When your breakout session is coming to an end, you will see a message similar to what is shown below.

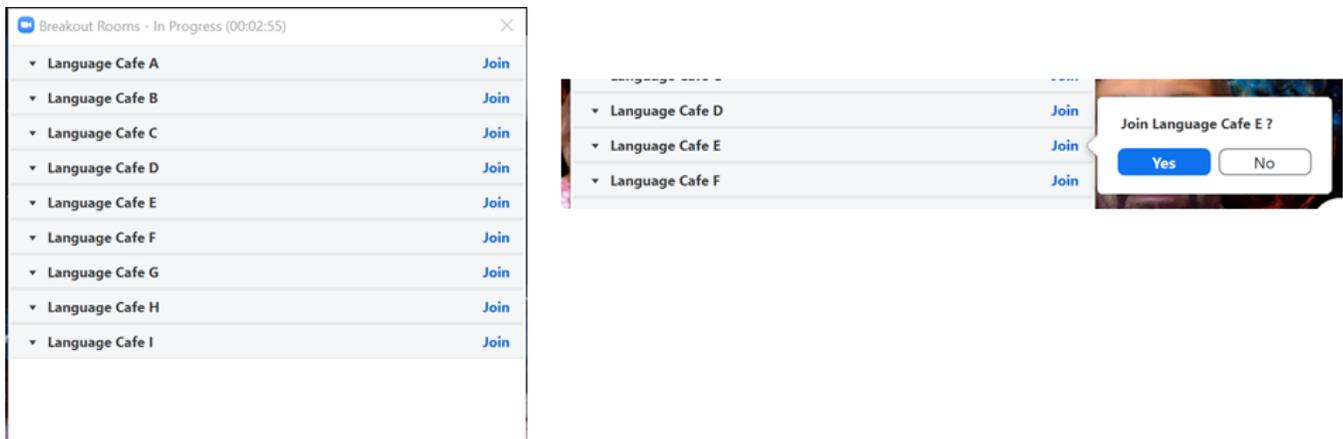


Breakout Room - Self selected / Free to choose room of choice

When it is time to choose your breakout room, click on the Breakout Room icon.



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.



Language Access Cafe Topics

A list of the Language Access Cafe topics will be displayed in the main meeting room prior to you joining any of the Language Access Cafe Breakout rooms. Topic A will be in Breakout Room A, Topic B will be in Breakout Room B, etc. Here is a list for your reference.

- A. Domestic Violence in Asian Communities -- Lessons Learned and Implications for Other LEP Communities
- B. Language Access for Health Equity!!
- C. Using Peer Feedback to Make Interpreter Training More Inclusive
- D. Evaluation of Language Proficiency Standards and Requirements
- E. Intersectional Trauma: The Importance of LGBTQ-Affirming Interpreting Services
- F. Humor, Jokes, and Sarcasm: Who has the Last Laugh?
- G. Fair Labor Conditions for Interpreters
- H. The Educational Setting: An Interpreting Crossroads
- I. Improving understanding of the NCIC Code of Ethics and Standards of Practice-- What's missing?

Empty Room Time Limit

During the LA Cafe breakout rooms, if no one joins the room after 15 minutes have gone by, then the LA Cafe Facilitator and support staff are able to leave the room and join another room.