2026 Directors' Forum Conference

VIRTUAL DELEGATE Participation Guidelines

For our Virtual Delegates, the entire conference (Saturday and Sunday) will be taking place over *Zoom*. We recommend that you participate in the conference from a computer (desktop or laptop), not a smartphone or tablet. If you don't already have it, download the Zoom app now to have the best user experience.

How to join the conference

Your Zoom Meeting link and co-ordinates to attend all the conference sessions on *both* Friday and Saturday is here: **2026 Directors' Forum Conference Zoom Meeting**. Should you require it, the Meeting ID is **889 153 2540** and the Passcode is **m7r4Es.** Click "Join Meeting" or "Join the Zoom Meeting" to join the conference. You will also receive a reminder email from us approximately one hour before each day begins.

A designated DFC Board member virtual monitor will be on hand throughout the conference to assist you with your needs and place you into breakout rooms, etc.

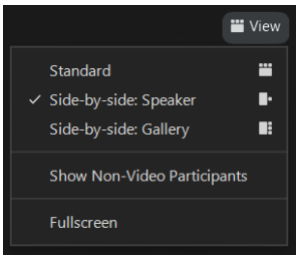
You can login to the meeting on:

- **Saturday, October 24th** at **8:30am** EST (conference begins at 9:00am EST) and
- **Sunday, October 25th** at **8:00am** EST (conference begins at 8:30am EST).

Joining us a bit early is a great opportunity to meet and network with other virtual delegates, while also ensuring that we've addressed any technical issues and that you're good to go!

View

Once you are logged into the Zoom conference, you have the ability to change your "View" setting to suit your preferences. We recommend using the "Side-by-Side: Speaker" option found under "View" at the top right of your screen. You can then move the slider in the middle to make the presentation and video as large or small as you like.

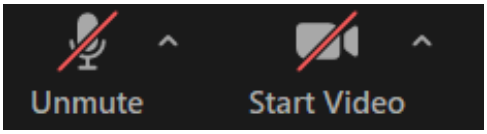


When there are no slides being shared, your view will automatically switch back to "Speaker" view, with only the video on screen.

Mic and Video

Your mic and video will be off at all times. Due to the nature of the virtual set-up, we can only see/hear the *speakers* during the conference.

Your mic and video control can be found in the bottom left corner. During networking breaks and breakout rooms, virtual delegates will be able to unmute and turn on their cameras if they wish and communicate with fellow virtual delegates.



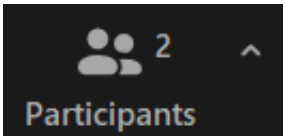
Virtual Networking Breakout Rooms

During the networking breaks, virtual delegates will be invited to join the **Network Lounge** breakout room. Here, virtual delegates can network as a group or arrange to meet up in another breakout room called the **Network Café** with another individual or small group. When arranging to meet in a smaller group, choose a room and let your party know where to join you. If others are using that room when you arrive, choose a new room. Virtual delegates have the ability to move between rooms freely.

Participants

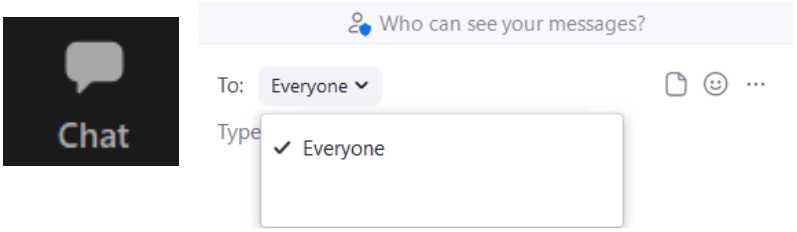
If you wish, you can open a list of participants that are also logged into the conference virtually. This list can remain hidden or appear at the right of your screen.

You can find the Participant control at the bottom of your screen.



Chat

To ask questions or make comments during the conference, please use the **Chat** function at the bottom of your screen to message “Everyone.” Pending time, questions will be read aloud on your behalf by the virtual monitor on duty.



Tech Support

If you have any questions regarding process or technical issues, please **chat directly to the Virtual Monitor** who will be your support team and moderators throughout the conference.

