

Virtual Delegate Participation: 2022 Directors' Forum Conference

For our Virtual Delegates, the entire conference (Friday and Saturday) 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. [Download the Zoom app now](#) to have the best user experience.

How to join the conference:

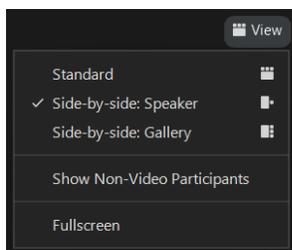
Your Zoom Meeting link and co-ordinates to attend all the conference sessions on *both* Friday and Saturday is here: [2022 Directors' Forum Conference Zoom Meeting](#). Should you require it, the Meeting ID is **889 153 2540** and the Passcode is **m7r4Es**. You will also receive a reminder email from us approximately one hour before each day begins.

Click “Join Meeting” or “Join the Zoom Meeting” in this email to join the conference.

The conference begins at 9:15a.m. EST on Friday, October 28th. Technical support will be available from 8:45 a.m., so please join early to work through any technical issues you may have before we begin.

View:

Once you are logged onto 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.

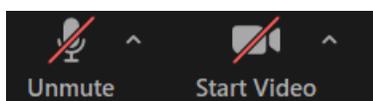


When there are no slides being shared, your view will automatically switch back to “Speaker” view, with only the video on screen.

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.



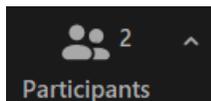
Virtual Networking Breakout Rooms:

During the networking breaks, virtual delegates will be invited to join the “Lobby” breakout room. Here, virtual delegates can network as a group, or arrange to meet up in another breakout room with another individual or small group. There will be 4 additional breakout rooms all with different names. The Bar, Lounge, Café and Boardroom. 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:

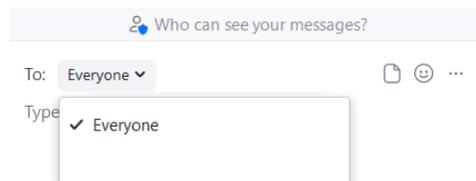
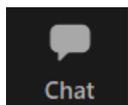
If you wish, you can open a list of participants that are also logged into the conference virtually. This list can remain hidden, or appear at the right of your screen.

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 for you.



Tech Support:

If you have any questions regarding process or technical issues, please **chat directly to Leo Racette or Anthony Piscitelli**, who are our virtual tech support team and moderators for the duration of the conference. Please make sure to join the conference early to work through any technical issues you may encounter.

