



ACLA

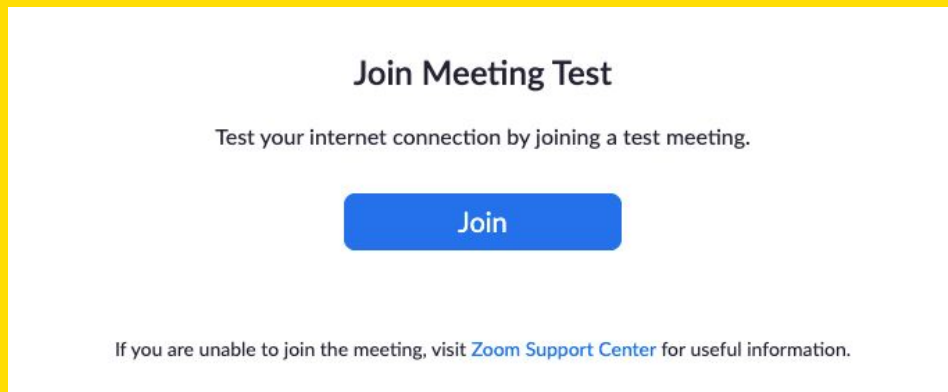
ACLA 2025 Annual Meeting Seminar Organizers Training

Agenda

- Download & Test Zoom
- Access the virtual conference platform
- Tech support during the conference
- Navigate and join a session as an organizer
- Managing your session
- Testing your audio & video
- Zoom screen sharing
- Camera view management
- Registration & membership reminder

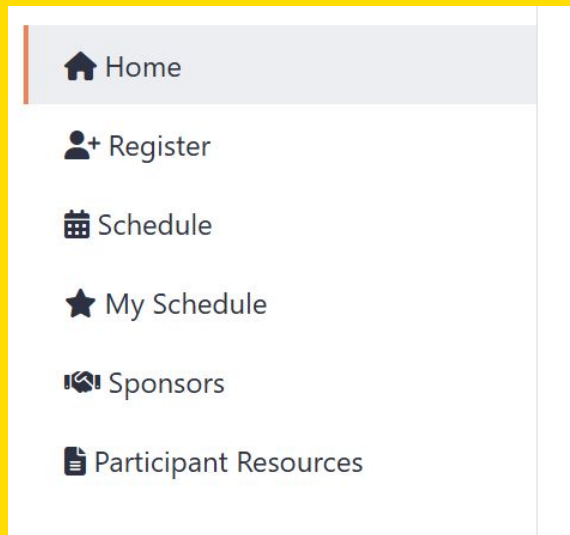
Download & Test Zoom

- Be sure to download and test Zoom on the device that you'll be using during the conference
- You can use zoom.us/test to practice, test your internet connection, and check your device settings
- If Zoom is already downloaded, consider checking for updates ahead of time. Updates can take several minutes to complete and will keep you from joining a session until they're complete.



Access the virtual conference platform

- Click the link on [ACLA.org](https://acla.org), or navigate to acla.org/virtual-conference
- For full access, make sure you're logged in to your [ACLA.org](https://acla.org) user account
- Browse the schedule, save sessions, view information on our sponsors, and access resources in the links on the left navigation panel of the virtual conference platform



Tech support during the conference

- While on the virtual conference platform (acla.org/virtual-conference), click “Get Support” in the top navigation bar at any time to access tech support
- Fill out the form and explain the problem — an ACLA staff member will respond to you soon!
- As always, you can also reach us at info@acla.org. Please use the “Get Support” form for any inquiries requiring immediate attention.



My Account



About ACLA



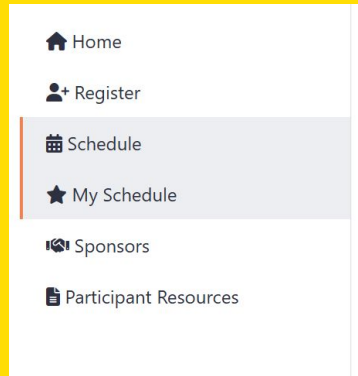
FAQ



Get Support

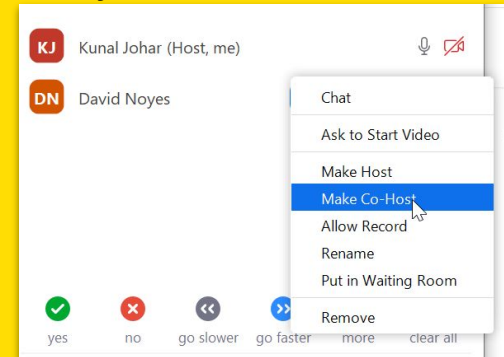
Navigate and join a session as an organizer

- Organizers & presenters can join sessions 15 minutes before the scheduled start time
- Navigate to “My Schedule” in the virtual conference platform to view and start/join your session and any sessions you’ve starred in the full schedule (You can also join sessions directly from the full schedule)
- As an organizer, you’ll start the meeting for your seminar. Click “Start session” to start the meeting.



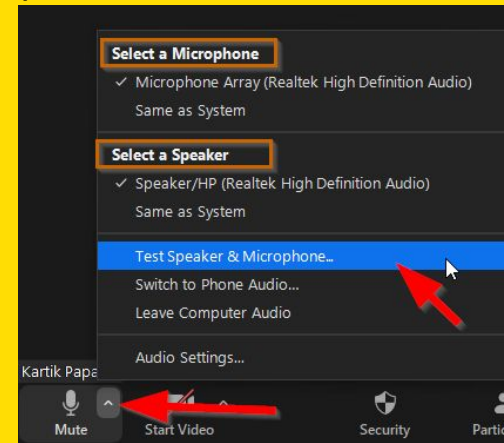
Managing your session

- If your meeting has a waiting room enabled, admit attendees by clicking “Admit” from the pop-up or Participants menu as they attempt to join the session
- If a presenter needs to share their screen but is having trouble accessing the feature, open the Participants menu from the icon bar on the bottom of the screen, hover over that person’s name, select “More” from the menu, then select “Make Co-host.” Alternatively, you can hover over the presenter’s video and click the ellipsis icon, then select “Make Co-host.”
- Keep an eye on the clock — each seminar session lasts 105 minutes. If a presenter goes over time, you might need to remind them or cut them off to be sure everyone has a chance to speak.



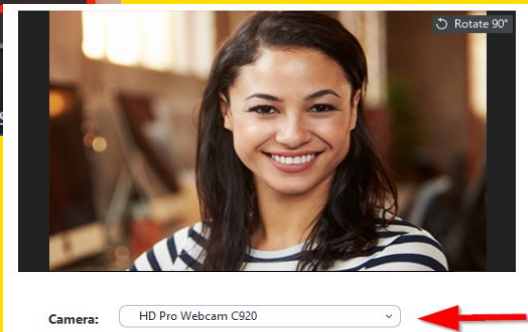
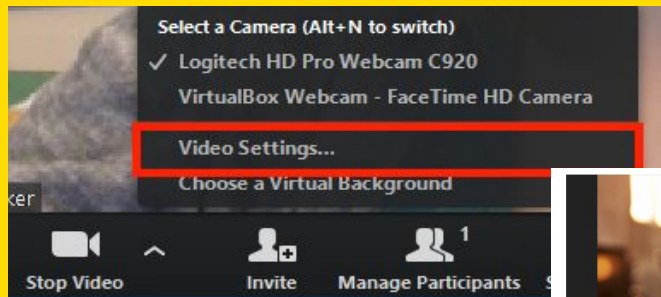
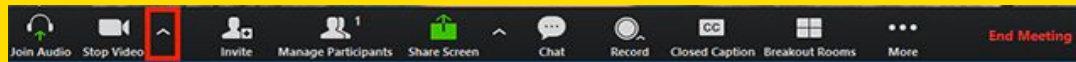
Testing your audio & video

- When you join your session, take a moment to be sure your audio and video settings are correct
- To test your settings ahead of time, use zoom.us/test for a practice meeting
- You can use [Zoom's Learning Center](#) to learn about Zoom before the meeting. We suggest visiting their trainings on [joining & navigating a Zoom meeting](#) and [configuring your audio & visual settings](#)
- Click the microphone icon to unmute/mute. Click on the up arrow for options.



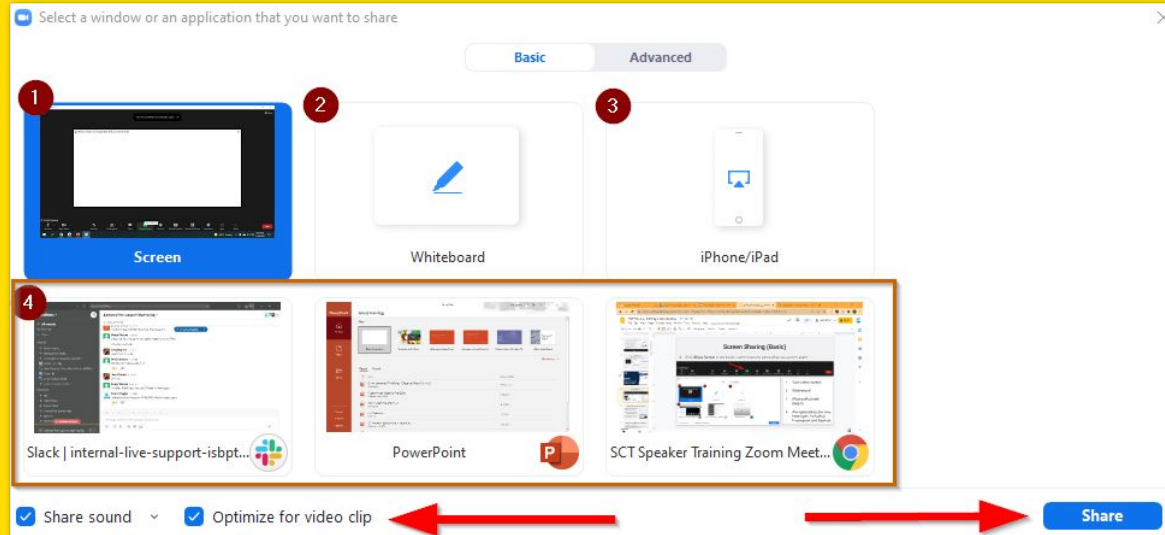
Testing your audio & video cont.

- Click the camera icon to start or stop video. Click on the up arrow for options.
- Select video settings.
- If you don't see your camera's video, click the drop-down menu and select another camera.



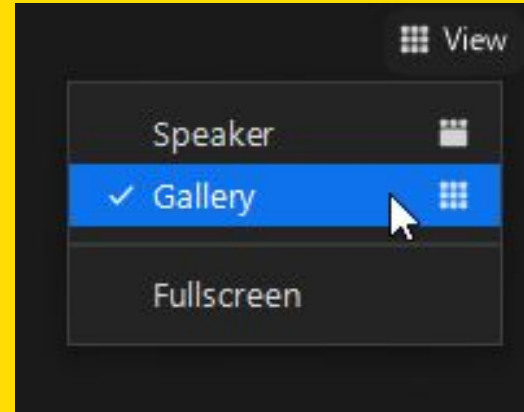
Zoom screen sharing

- Click the green "Share Screen" button, then select the window you'd like displayed to the session
- If necessary, select the "Share Sound" and "Optimize for video clip" options at the bottom of the screen
- Click "Share"



Camera view management

- Each attendee can control their own camera views
- Click the “View” icon in the top-right corner, then select “Speaker” or “Gallery”
- “Speaker” view will show the person who is speaking in a larger view, with three or more other participants in a smaller display
- “Gallery” view lets you see thumbnail displays of participants in a grid pattern. When a participant begins speaking while you’re in gallery view, that speaker is highlighted, making it easier to recognize who is speaking.



Registration & membership reminder

- Make sure you are registered for the conference AND have an active membership if you are presenting in or organizing a seminar! If you have multiple ACLA accounts, check to be sure your registration and membership are on the same account. If you are not registered and do not have an active membership, you will need to do so before you're able to join your session during the conference.

Questions?

- Click “Get Support” on the virtual conference platform May 29 - June 1 for help
- Email info@acla.org until May 29