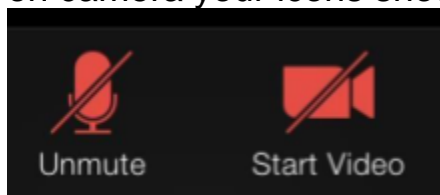**Zoom Instructions and Guidelines for ACHD's Virtual Annual Meeting**

ACHD is using Cvent to host the virtual Annual Meeting, which integrates with Zoom. All educational sessions will be launched through Zoom. If you already have a Zoom account and are familiar with Zoom – great! If you do not have a Zoom account, you will not need one to access a Zoom meeting. If you're interested in creating a Zoom account, click here for more information.

1. You will see a bar at the bottom of the meeting screen. Look for an icon that says "join audio" which will give you the option to call in by phone with the numbers listed or to use your computer audio.

2. Once you are in the meeting, you will be automatically muted. All educational sessions will be conducted through Zoom Webinar. During these sessions, if you have any questions, please submit your questions through the Q&A function. If you have casual chat, please use the chat feature. ACHD staff will be monitoring both the session chats and Q&A. Depending on the session, speakers may wait until the end of the session to answer questions, or field questions as they come in. Either way, please submit your questions at any time during the session. If permitted by the speaker, we will be unmuted to ask your question directly to the speaker. **NOTE**: During the educational sessions, your video and audio will not be available unless the speaker gives you access to ask your question directly.

3. Interactive sessions will use Classic Zoom, where you will be able to share your webcam and audio. Unless you are actively talking to the group, please be sure to **keep yourself muted**. If you choose not to show yourself, simply turn off the video icon. If you are muted and not on camera your icons should look like this:

4. Please make sure your name shows on the screen. It may only show your phone number if you call in by phone. To do this, hover over your image or phone number and look for the three dots in the right corner and click on it. It will give you an option to rename. Type in your name. If you are using only an iPhone, you will click on the participant icon and choose yourself and then choose "rename."

5. If you are not familiar with Zoom, we highly recommend visiting Zoom and reviewing their tutorials for participants.

We will monitor all sessions and the chat box feature to help answer any questions you may have. If you need assistance during the meeting with any of the above, **please call 1-916-634-4217 for help.**