

## **Mission Connexion Virtual Conference 2021**

### **Workshop Day-Of Checklist (UPDATED 1/7/20)**

**Login Early (15-30 minutes)**

- Note: If your workshop begins at 11:15amPST, you are only permitted to login after 11:10amPST. If you log in earlier, you will disrupt/end ongoing workshops.

**Navigate to the 'Meetings' tab on the left side of your screen.**

**Find/Hover over your Workshop title**

**Click 'Start', which will appear to the right of the workshop title**

**Your workshop will automatically start recording to the cloud**

- You can pause or stop the recording at any time.

**Have your facilitator/co-host login early**

- Admit them from the waiting room.
- Make them a co-host.
- Communicate roles & responsibilities.

**Waiting Room**

- Have your Co-Host admit people (either when you're ready or as people arrive).
- Expect latecomers.
- Note: People will be 'muted' as they enter your workshop. You can dictate whether people can or cannot unmute themselves in the options under the 'Participant' panel in your meeting.

**Spotlight your video by clicking the three dots in the upper right hand corner of your video window and selecting 'Spotlight Video' from the dropdown.**

- Note: This can only be done when there are more than 2 people in the meeting.

**Select Your Preferred view from the upper right hand corner: 'Active speaker view' or 'Gallery view'**

**At anytime, you can manage participants abilities by selecting the 'Security' badge in your toolbar and checking or unchecking any of the 5 options.**

**Share your presentation**

- To share your screen/presentation, click 'share screen' in your tool bar and select the window or application you wish to share.
- Note: If you have a video you are showing be sure to check both the boxes in the lower left-hand corner of the screen share window to optimize your screen share for video sound.

**Share Files by clicking on the 'File' button in the 'Chat' box.**

- You can share files from your computer's desktop or downloads, as well as, Google Drive, Microsoft Sharepoint, Dropbox and others.

**Ask attendees to share questions in the chat box**

- The public chats will be recorded (whenever someone chats to 'Everyone Publicly')
- Note: You can manage who can chat with who by clicking the three dots in your 'Chat' panel and selecting an option from the dropdown (i.e. 'Everyone publicly' vs. 'Host Only').
- Note: Private chats (person to person) will not be recorded or saved.

**To collect attendee information, put the survey link (found on the workshop website) in the chat box and ask everyone to fill out the survey.**

**End on time**

- Note: You have 60 minutes complete and conclude your workshop.

**More information on following page**

## Mission Connexion Virtual Conference 2021 Workshop Day-Of Checklist continued...

### ADDITIONAL NOTES

- To practice your presentation and screen sharing, you can create a FREE ZOOM account at [zoom.us](https://zoom.us)
- The link to view and download your workshop recording will be shared with you via email after your workshop.
- If at any time in your workshop you need to 'take control' or 'reset,' click on the 'Security' badge in your toolbar and select the red text that says, 'Suspend Participant Activity.' This will stop all screen sharing, turn off everyone's video and mute everyone.
- Be sure you're working with the most up to date version of ZOOM so you have access to all the 'bells and whistles' we talk about in our training. You can download the software from the workshop website by clicking on the 'Download ZOOM' button.

### ATTENTION SATURDAY MORNING/AFTERNOON WORKSHOPS

**Note to 10:10amPST Workshops:** Your workshop will be cut off promptly at 11:10amPST by the next workshop, so be sure to end on time or even early to avoid an abrupt end to your workshop.

**Note to 11:15amPST Workshops:** Do NOT start your workshop until 11:10amPST or you will disrupt the workshop prior to you. You may start your workshop (even if another workshop is in progress) beginning at 11:10amPST.

#### ZOOM Features Available To You:

Cloud Recording  
Screen Share  
White Board  
Chat  
File Sharing via Chat  
Reactions / Nonverbal Feedback  
Polls  
Breakout Rooms  
Video Filters / Virtual Backgrounds

#### Day-Of Support Phone Line

Having Trouble? Stuck?  
Text: 503-887-1743  
Call: 503-698-5540  
If the line is busy, or you get voicemail, try texting us as we are on the line with another workshopper.

#### For more resources go to the Workshop Website At:

[previews.spiritmedia.com/mcnw](https://previews.spiritmedia.com/mcnw)