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The Arc Maryland 2021 Convention

9:00 AM to 2:00 PM | Monday, May 17, 2021

Using Zoom Breakout Rooms

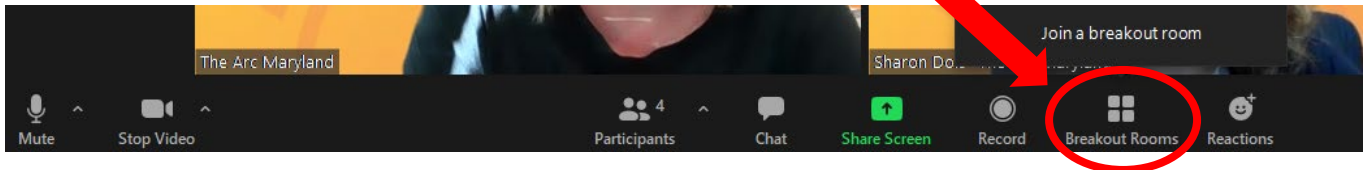
After the beginning Plenary Session on Monday morning, The Arc Maryland Convention will use a Zoom feature called “breakout rooms” for each of our three breakout sessions throughout the day. You can use this guide to find out how to join the sessions you are interested in attending during the event! If you need any more help, look for someone with “**21 Conv Committee**” in their name and send that person a private chat to assist you. Or, **during one of the scheduled breaks**, unmute or hold up your white board with “help” or a “?” written on it.

About the Breakout Sessions:

- Our Convention Breakout Sessions will take place from 10:00 AM to 10:50 AM (Breakout Session 1), 11:00 AM to 12 PM (Breakout Session 2), and 1 PM to 1:50 PM (Breakout Session 3).
- During each Breakout Session time, we will have one of the presentations happening in the “main” zoom room, with the other presentations happening in other “breakout rooms.”
- Listed below are each of the presentations that will be in the **main zoom room** during the breakout sessions. If you were planning to attend these presentations, you can stay in the main zoom room at the time listed, or even all day!
 - 10 to 10:50 AM - ***Legislative Wrap Up and Plans for Year Round Advocacy***
 - 11 AM to 12 PM - ***Diversity, Equity, & Inclusion: Everyone Has a Role***
 - 1 to 1:50 PM - ***Adaptive Technology for Independence***
- If you want to stay in the main room all day, and participate in the sessions listed above, you don’t need to do anything! When an option comes up on your screen to “join a breakout room,” ignore it; you are already where you want to be!
- If you want to attend one of the other available presentations during a Breakout Session period, you will have to “join a breakout room” using the instructions below!

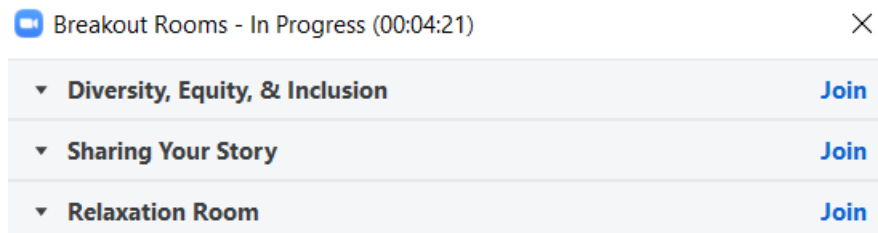
Joining a Breakout Room:

1. When a session time begins, you will see a new option on your zoom menu at the bottom of your screen called “breakout rooms.” It is the icon that looks like 4 boxes. Click this menu button to see which rooms are open this session.



If you do not have the most updated version of zoom installed, this may appear to you as three dots (...) after your “Reactions” button in the ribbon, instead of looking like the picture here. If that is the case, you will see the option to join a breakout room by clicking the three dots.

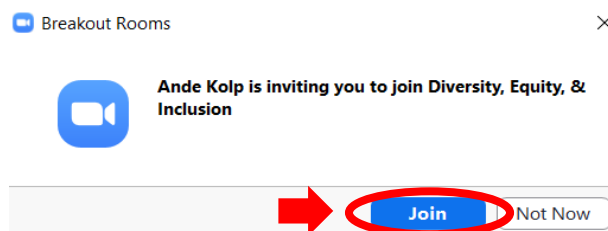
2. When you click the “breakout rooms” button, you will get a pop-up window on your screen. This pop-up window will have the names of each breakout session taking place at that time. There is more information about each of the breakout session in your event program that we hope you will read prior to the event. Once you know which session you want to join, click “join” next to that topic name. Once you click join, zoom will move you into that breakout room!



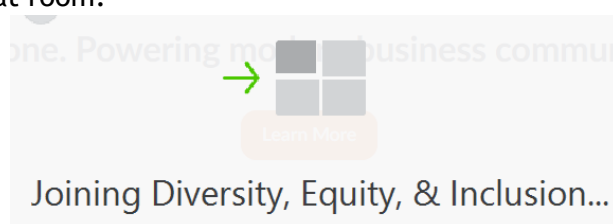
If You Need More Help:

1. If you cannot find the breakout room, you can ask for help to be placed in one. **We will have limited time to help people in the small breaks between sessions** but we will do our best to reach and help you. You can ask for help in a few different ways:
 - a. In the Chat:
 - i. On your menu bar at the bottom of your zoom, click the speech bubble picture that says “chat” under it.

- ii. Type in “Can you please put me in the session on...” and the name of the session you want to join.
 - b. Using your whiteboard
 - i. In your convention package you received in the mail, there is a whiteboard and a black dry erase marker, as well as an eraser.
 - ii. Write down the breakout session name you want to join, and hold the whiteboard up by your face so we can see it through your camera and assist you.
 - c. Say it out loud (only during a break in between sessions):
 - i. If we are on a break only, on your menu, click “unmute” next to your microphone picture and say “Can you please put me in the session on ...” and tell us which session you want to join. If the break period has ended, or has not yet started, **please do not unmute** to ask this question.
2. Wait for a team member to help you out. We will do our best to reach people who need additional assistance to enter a breakout room. If we are unable to assist you, for whatever reason, we hope you will still participate by remaining in the main room and participating in the session that is offered there.
 3. When a team member is helping you get into a breakout room, a pop-up menu will appear on your screen saying that you were “invited to join” the room you asked for. Click the blue button that says “Join.” See the image below for what that will probably look like.

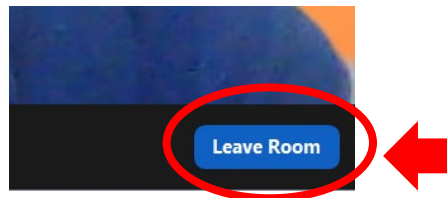


4. Once you click ‘Join’, a small window will appear on your screen while the request is processed. Once this goes away, the zoom breakout room will open up, and you will see the other attendees in that room.

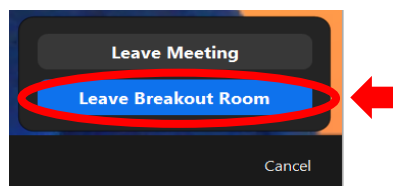


What If You Joined the Wrong Breakout Room?

1. If you went into the wrong breakout room, or you changed your mind and want to attend a different session, you can leave the breakout room and select to attend a different one!
2. To change breakout rooms in the middle of a session, locate the blue “Leave Room” button on the zoom menu. It will be located in the bottom right corner:



3. You will then see a pop-up with two options. Make sure you click the [blue](#) button that says “Leave Breakout Room.” DO NOT click the black button. That button will disconnect you from the convention and you will have to log back in all over again.



4. When you leave the room, you will be put back in the main zoom meeting room. There will be another session going on so please remain muted to reduce disruption to the other attendees. You may remain in that main room/session or you may select the button to join another breakout room. Unfortunately, **if the session is already in progress, our convention committee will not be able to assist you with any tech support until the next break between sessions.**

Is This All New To You? Not to Worry! Practice Using Breakout Rooms with Us this Sunday, May 16th, any time from 4:30 PM to 5:30 PM:

1. If you want to practice using Zoom “breakout rooms,” or have other questions about the event, we can help you out on Sunday afternoon!
2. The Arc Maryland Team will be on Zoom from 4:30 to 5:30 PM on Sunday, May 16th. You can join the meeting by clicking the link below this Sunday afternoon:
 - a. <https://us02web.zoom.us/j/81920465323?pwd=bFI2ajV5ekVPbU5QSVFzTlBJZFNiQT09>
3. Join this meeting to practice joining breakout rooms and ask us other questions to make sure you have the best time possible during the Convention on Monday!