

Participant Etiquette for the Virtual Lecture Series

- 1) Your Zoom Display Name must show your first name and last name and match the name you used when you registered for the lecture. If your Zoom Display Name does not match a name on the list, you will not be admitted to the lecture. If you aren't sure how to do this:
 - a) Log into your EGA account (<https://egausa.org/login/>)
 - b) Click this link and follow the directions to change your Display Name for Zoom: https://egausa.org/app/uploads/2020/12/changing_display_name-1.pdf
- 2) Once you are in the session, one of the hosts will greet you to help you establish that you can hear and be heard. Once that is done, please mute yourself.
- 3) Because we anticipate a large group for each lecture, bandwidth may become an issue. To help with that:
 - a) Please do not use a virtual background.
 - b) Once the lecture begins, you might consider turning off your video (you will still be able to see the lecture).
- 4) If you have questions of the presenter:
 - a) During the lecture: Use the Chat feature and address your question to Everyone. These will be monitored by a host who will then ask your question at the appropriate time.
 - b) After the lecture has ended: Please use the Raise Hand feature and wait to be recognized (like in school!). Once you have been recognized, please unmute yourself and identify yourself by name before asking your question. (At this point, if you have turned off your video, it would be nice to turn it back on.) When you have asked your question, don't forget to mute yourself again!
- 5) For the best experience, make sure your software is the most updated version available. If you are using the computer version of Zoom (recommended):
 - a) Log into your EGA account (<https://egausa.org/login/>)
 - b) Click this link and follow the directions to update your software: https://egausa.org/app/uploads/2020/12/updating_zoom_for_computers.pdf
- 6) If you encounter any delays (longer than 5 minutes) while in the Waiting Room waiting to be admitted to the lecture, you might try to exit out of your Zoom session and try again.
- 7) If you are unable to attend, please cancel your reservation by emailing virtualectures@egausa.org.