

2020 Biennial Convention

Zoom Participation Guide



California
LABOR
Federation

Welcome to our 2020 Biennial Convention, beginning August 4, 2020.

- *Convention will run Tuesday, August 4, 9:30 am – 1:30 pm &*
- *Wednesday, August 5, 9:00 am until Adjournment*

You should have received your unique Zoom digital credential for the Convention by email from "2020 Biennial Convention".

Getting Started

Before using Zoom, 'you'll need to sign up for a free account download the Zoom application on your device, and log in. If you have not already done so, please follow these steps:

- Browse to <https://zoom.us/signup> and follow the website prompts to create your free account if you do not already have one
- Once your account is created, browse to <https://zoom.us/download>
- Download the **Zoom Client for Meetings**
- Open the installer once the download finishes, and complete the installation

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download

Now that 'you've got Zoom installed, 'let's do a quick test meeting:

- Browse to <https://calaborfed.zoom.us/test>
- Select the **Join** button on the page which opens
- If your internet browser asks if 'you'd like to **Open Zoom Meetings**, check the box to **Always allow zoom.us to open links of this type**, then select the button to **Open Zoom Meetings**

English Phone Support: 1-310-905-6843

Spanish Phone Support: 1-310-905-6962

Bi-Lingual Chat Support: <https://mikebrennanproductions.com/live-support>

Support available between 6:00 AM PST & 4:00 PM PST, August 4 & 5, 2020

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Open Zoom Meetings?

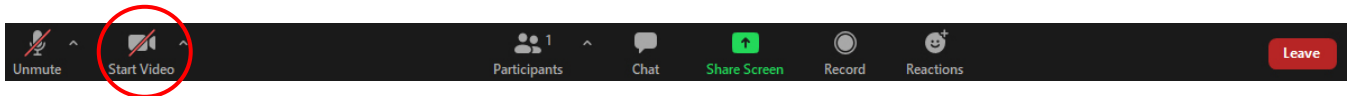
https://zoom.us wants to open this application.

Always allow zoom.us to open links of this type in the associated app

Open Zoom Meetings

Cancel

- Your Zoom application will launch, and you will be prompted to test your speakers and microphone
- Once audio tests are completed, you will be alone in the Zoom meeting
- Test your video now by selecting the **Start Video** icon on the toolbar at the bottom of the Zoom meeting



- Once you see your video on the screen, you have successfully completed a full test of Zoom audio and video!

Joining the Convention

You have been sent an invitation email from 2020 Biennial Convention for the Zoom meeting, including your personal link to attend.

If you did not receive your digital credential from Zoom, please check your spam folder, if not there, then contact us at (510) 663-4001 or 2020Biennial@calaborfed.org.

It is *your personal access code the Convention* and ***must not be shared with anyone else. If someone else attempts to use it, the code is automatically invalidated,*** and you will be denied access to the Convention. (This is a private, invite-only meeting.)

Once you click your unique link and join the Zoom meeting, the event support staff will be available to assist with your audio and video. **Staff will be online 3 hours the start of the Convention to assist delegates with this process as needed.** Once you have been verified, you will be placed back into the main meeting.

If you would like to participate in a quick Zoom users review, please raise your hand and ask to be added to the Zoom 101 session; ongoing between 6:00 am, and 9:00 am.

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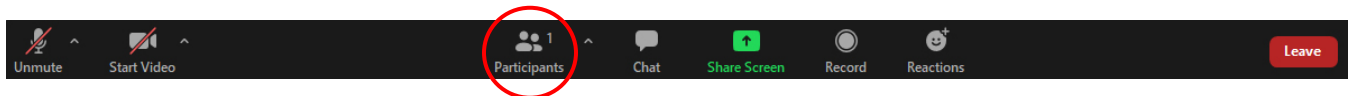


Participating

Upon entering the meeting, your mic will be muted, and you will not have the ability to unmute it without first being recognized. To be recognized, use the Raise Hand feature or type a message into chat to request your mic be unmuted.

During the meeting, votes may be held on motions using Raise Hand, Yes/No, or via a poll provided by the chair. If used, polls will be displayed via a pop-up window.

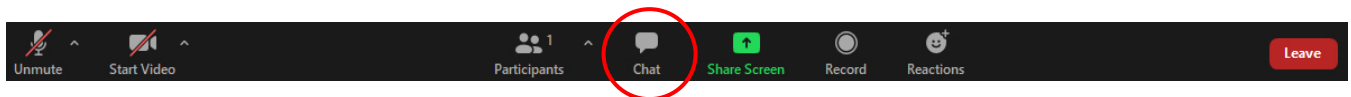
To access the Raise Hand or Yes/No features, press the Participants button on the bottom toolbar of Zoom.



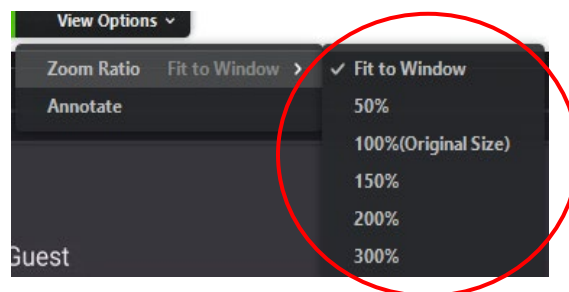
The Participants feature will display a list of participants on the right-hand side of your screen. Your feedback controls, including Yes/No & Raise Hand, will appear under the participant list.



You may also use the Chat function to second a motion, ask questions, or make a motion. To access the Chat, click on Chat in the meeting controls. A chat box will appear on the bottom right of your screen under the participant list.



As documents or videos are being shared, you may find you have a need to zoom in on the document for easier viewing. To do so, select the View Options dropdown menu, at the top of the Zoom meeting.



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Support:

Beginning at 6:00 am PST, August 4, 2020, technical support will be available via phone, chat, or directly within Zoom. Should you have any difficulty related to joining or operating Zoom, please make use of the following:

English Phone Support

1-310-905-6843

Spanish Phone Support

1-310-905-6962

Chat Support (English/Spanish)

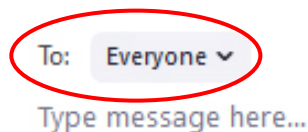
<https://mikebrennanproductions.com/live-support>

Please browse to this page and click the Support icon which appears

Zoom Support (English/Spanish)

Send a private chat message in Zoom to any user named "Zoom Support Tech."

- To send a private chat, open the **Chat** window and select the correct recipient from the **To:** dropdown menu



Should you have any questions or issues before the Convention, technical or otherwise, please direct them to 2020biennial@calaborfed.org

Materials for the Convention can be found online at <http://CaLaborConvention.org/>. Included there is also a participant guide to assist you in accessing the Convention and technical support.

Thank you for your participation!

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