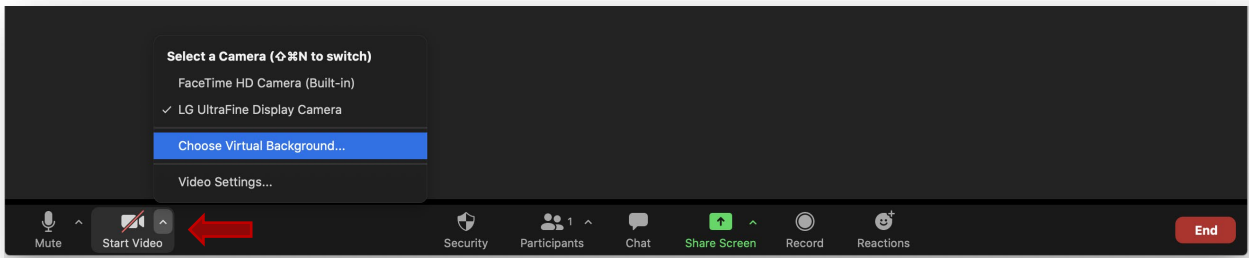# AAA Virtual Annual Meeting Guidebook

This document is created as a quick guide to how to prepare for and deliver your presentation at the 2020 AAA Virtual Annual Meeting – thank you for being a participant!
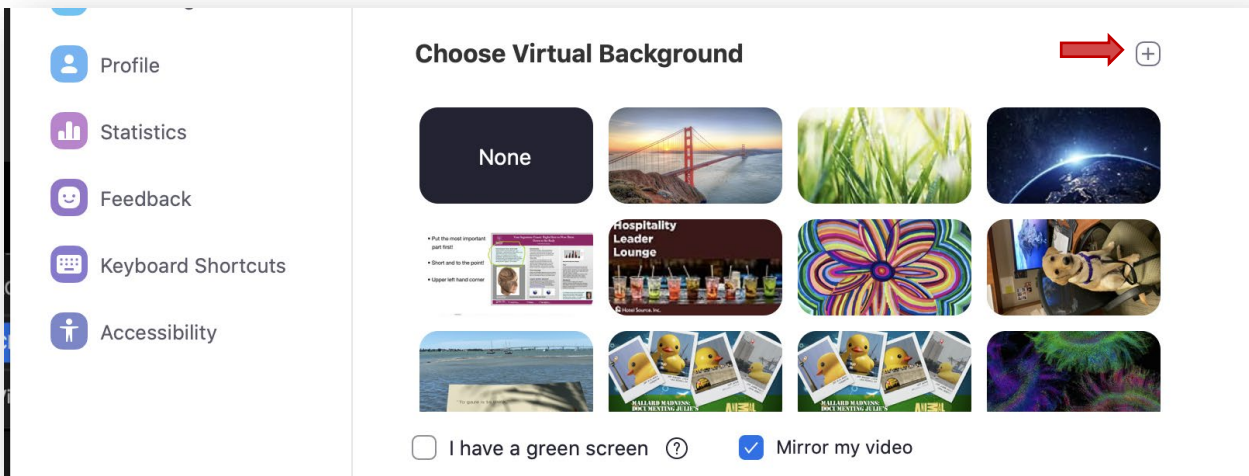
Contents

Before your session

- Lighting
    - You will be much more visible if you are facing the major light source in your room, rather than having the light behind you.
    - If you have a green screen, Zoom is better able to differentiate you from your background, and your video will be higher quality.
- Close all other applications on your device so they don't interrupt you during your session – or use resources that minimize the bandwidth for your presentation.
- Background graphics – a means to limit the amount that others see of your environment
    - We have created two virtual backgrounds that are themed for the meeting
    - Both will be made available during the rehearsal through the chat function
    - How to do it?
        - *At the bottom of your zoom window, hover over the up arrow (^) by Start Video, and select "Choose Virtual Background…"*
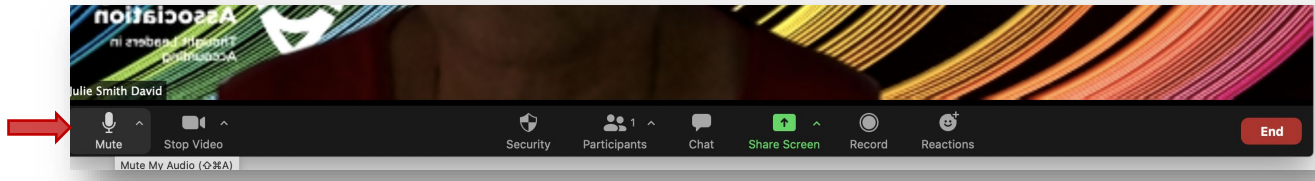
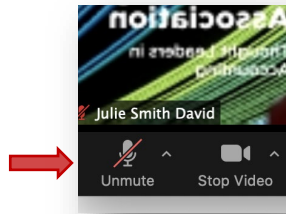- Click the plus sign to add a new video, and then "Add Image"

- *Choose the background from your computer's files*

Basic Zoom functionality

❑ Broadcasting your sound – or not!
  o How to do it?
    - *Move your mouse to the lower portion of your Zoom window.*
    - *Click the Mute icon on the lower portion of your Zoom window to mute (stop broadcasting your sound) or to unmute (broadcast sound).*
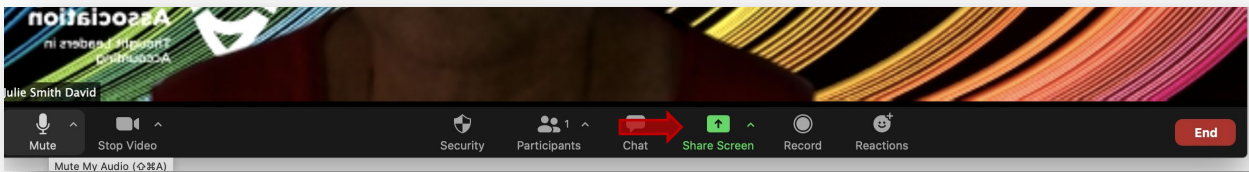

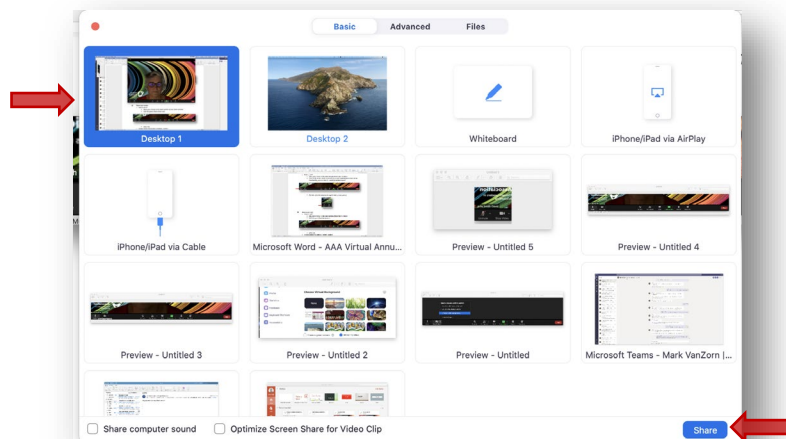- *The icon will have a red line through it when you are muted.*
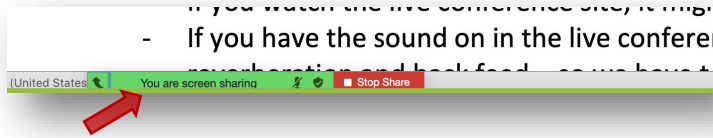
❑ Share your screen
  o How to do it?
      ▪ *Move your mouse to the lower portion of your Zoom window.*
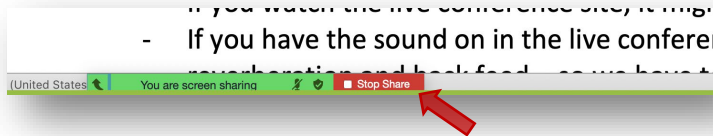   ▪ *Click the green Share Screen icon.*

      ▪ *Select the window or application you want to share by clicking on it. Then press Share.*

- *You'll know when you're sharing your screen because there will be a green box at the bottom of the window that says "You are screen sharing"*
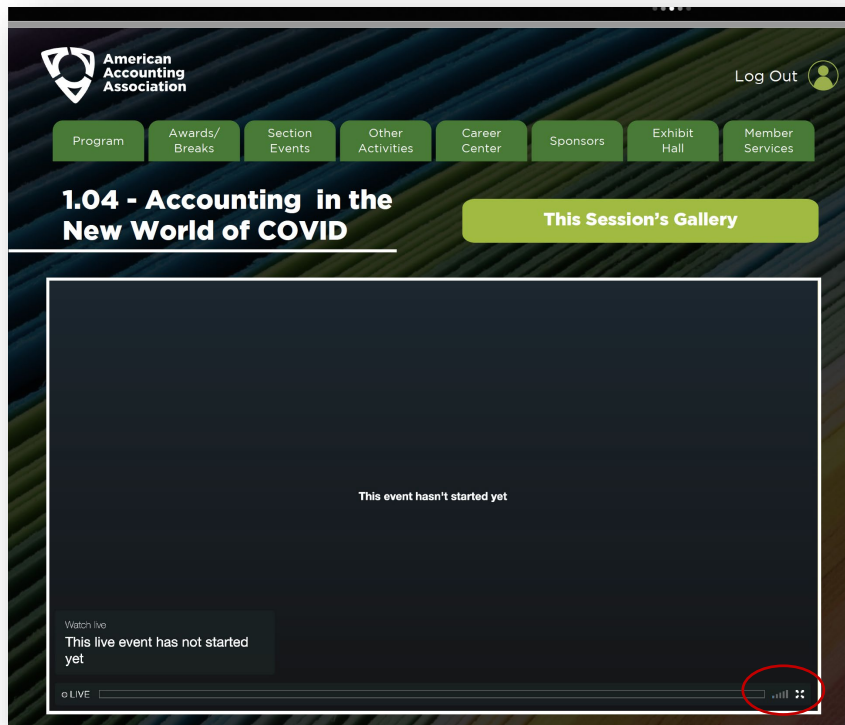

- *To stop sharing, click the red box "Stop Share" at the bottom of the content that is being shared.*
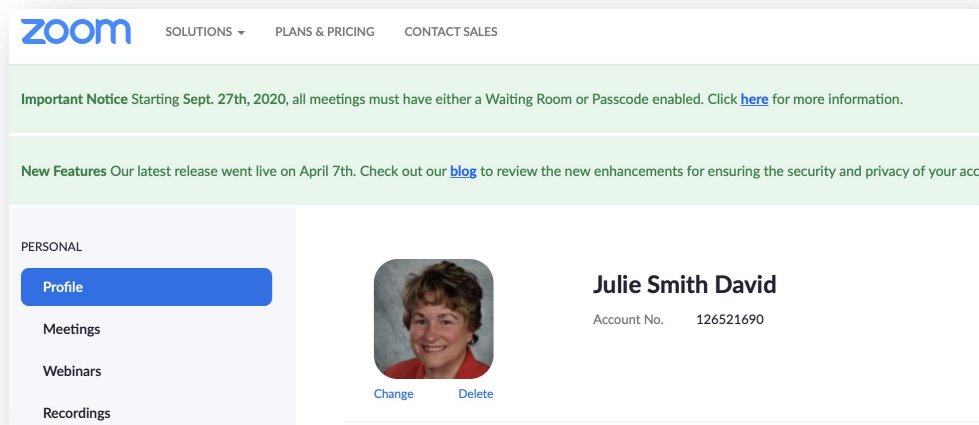

Watching the live conference site:
- Go to the URL: https://aaa2020annualmeeting.veslive.com
- Log in with the credentials you received in through email
- Go to your session room in the live conference site
  - In the lower portion of the Lobby screen, there are links to the current upcoming sessions (depending on whether a session is in process or if it is a break)
  - Click on the link for your session
- You must turn off the sound for this window!
  - If you have the live conference site on a different device, *turn the sound for that device off.*
  - If you are using the same device for the zoom room where you are presenting and to see the virtual conference site, *on the live presentation page, the large rectangular box is the video window for the session. At the lower left-hand corner, click on the smallest "sound bar" until the sound is turned off.*

Changing your profile picture in zoom

1. Go to https://zoom.us and log in
2. Click on MY ACCOUNT in the upper right corner
   (or you may automatically be taken to step 3 after login)
3. You'll go to the Profile page, and you'll be able to change your profile photo:

4. Click Change then Upload to get your file.
5. Once you put it in the frame as you like, click Save.

6. Back on the main profile page, you should see your updated photo.
7. As you go into zoom meetings, this should be your profile picture if you turn off video.