

ATTENDEE INFORMATION

VIRTUAL MEDIA PSYCHOLOGY SYMPOSIUM 2020

JULY 16 & 17

Hosted by



FIELDING
GRADUATE UNIVERSITY

HOW TO ATTEND

The Media Psychology Virtual Symposium will be held on July 16th to 17th with live segments that include two keynotes, panel presentations, roundtables, Q&As and breakout groups for networking.

All live presentations will take place on ZOOM. A secure website will function as a virtual lobby and provide access to all programs and taped content. This document contains instructions for setting up Zoom and accessing the website.

HOW TO USE ZOOM | SETUP

1. You can attend the Virtual Symposium from a computer, tablet or mobile device.
2. Join a test meeting to familiarize yourself with Zoom features.

The following links provide how-to instructions:

- **Meeting controls:**
https://www.youtube.com/embed/ygZ96J_z4AY?rel=0&autoplay=1&cc_load_policy=1
- **Audio:**
https://www.youtube.com/embed/-s76QHshQnY?rel=0&autoplay=1&cc_load_policy=1

HOW TO JOIN A SESSION

1. Register for the Virtual Symposium by July 14, 2020, so you will receive an email with access information to the presentations.
2. You will receive an email invitation with the instructions, links and any passwords you will need to access the secure Symposium website a few days before the Symposium is scheduled to begin.
 - Start at the website [Agenda](#). The website Agenda functions as a 'virtual lobby' that will provide access information for each of the presentations and conversations. You can also [download the agenda](#).
3. The virtual lobby on the Agenda page will provide you with access to the schedule with the Zoom links where you will be prompted for your login email address and password to enter the presentation or event.

If you join the presentation early, you will be placed in a waiting room that will be open shortly before the presentation begins.

THINGS TO KNOW:

- **Muting:** Due to security concerns, for most presentations all attendees are muted at the start of the meeting. However, during networking events and the conversation hours once the meeting has started, the mute may be turned off so that an attendee may speak or join in a group discussion.
- **When you are not speaking, please make sure that you are on mute.**
- **Video:** Before the webinar attendees' videos will be turned off. For conversation hours and networking events your video can be enabled.
- **Chat:** Zoom has a chat window. In webinars, to send a question or make a comment, you will only be allowed to send chats to the panelist and host. For conversation hours and networking you can send a chat message to everyone or an individual.
- **Hand Raising:** Please do not use the 'Raise your hand' function during a presentation unless invited to do so by the Host. If you have a question or comment, send it in the Chat.
- Learn more about [Zoom's chat](#) feature and [non-verbal feedback](#).

TECHNICAL SUPPORT

Zoom provides [steps to help troubleshoot](#).

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