

# RAC Canada Conference 2021 and Annual General Meeting

## Participant Instructions and Tips

The RAC Canada Conference 2021 and Annual General Meeting will be held on Sunday, September 19 and is open to all Amateurs. The event will begin at 11:30 am with an informal “Meet & Greet” which provides an opportunity to chat with Amateurs from around the world and to reconnect and share experiences.



The Conference officially begins at 12 noon with the Keynote Presentation: “A Fireside Chat with the Leaders of the International Amateur Radio Union (IARU), American Radio Relay League (ARRL), Radio Society of Great Britain (RSGB) and Radio Amateurs of Canada (RAC)” who will discuss the state of Amateur Radio during the global pandemic and other topics.

The interactive mini-conference will feature interesting presentations on a wide range of topics and will include parallel sessions so that participants can choose those presentations that are of most interest to them. The presentations will also be livestreamed and recorded and available on RAC’s YouTube Channel for viewing both during and after the event.

## Zoom Tips and Best Practices

The Zoom video conferencing platform has played an important role during the pandemic and has helped us to work remotely and connect with friends and family. We will once again be using Zoom for our Conference and AGM and here are a few things you can do to improve your Zoom experience.

### 1) Use a Laptop or Desktop Computer if possible

- We know that not everyone has a laptop or desktop computer but this is definitely the best way to participate in the Conference and AGM.
- At a minimum we recommend that you use a tablet and get comfortable with scrolling left and right to see videos and the shared screen.
- If you are using a tablet or a phone, it may be very difficult to see everything and for RAC members to vote in the Annual General Meeting.

### 2) Make sure you have the most recent version of the Zoom program:

There are two ways to get into a Zoom Meeting – through the website or through the Zoom program itself that is provided on your device – but you need to be on the latest version of Zoom to participate in the Conference. Why is this important? Because you want the latest features such as the ability to pick which breakout room you want to go into. This will save you and the tech team time having to move you into the breakout rooms. You don’t want to miss anything.

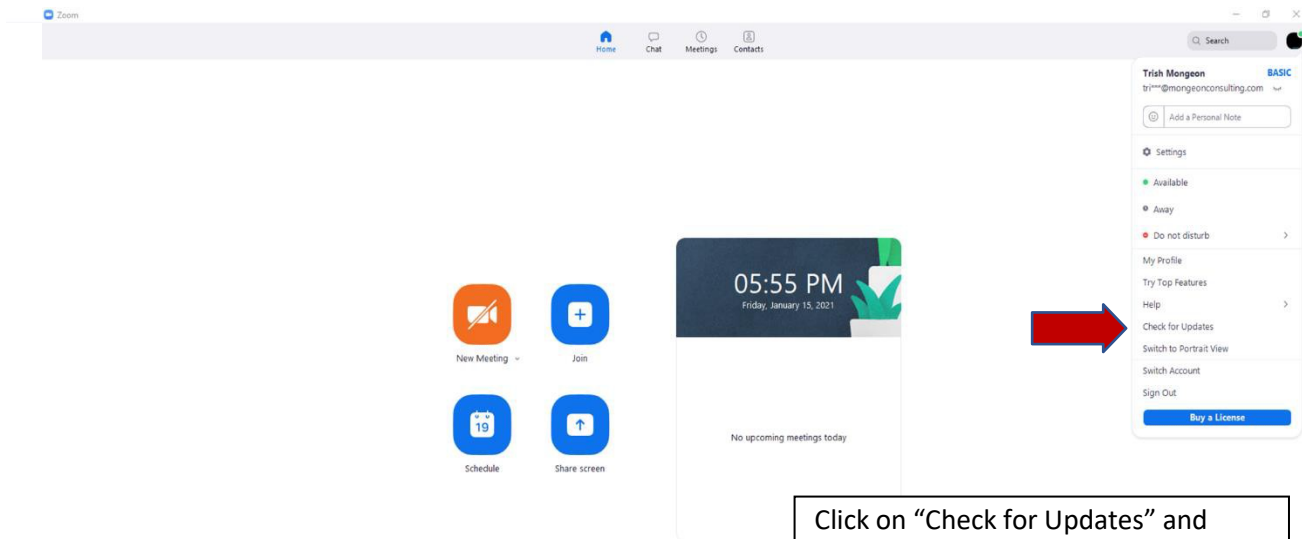
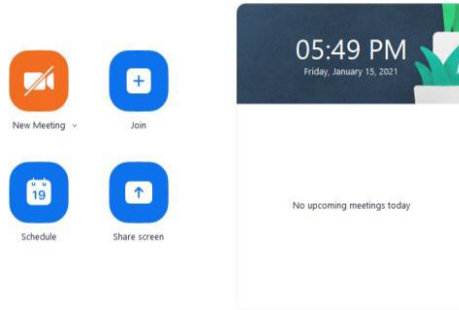
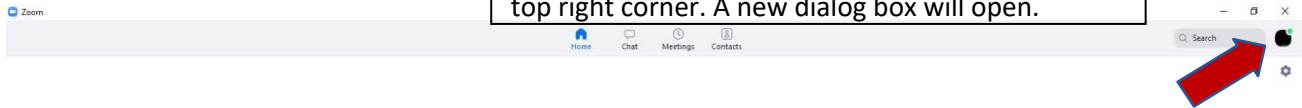


To see what version of Zoom you have, click on the Zoom icon on your computer or device to open the program. The latest version of Zoom is 5.7.6 or 5.7.7.

The diagram on the next page shows you how to find what version you have on your computer or device.

For more information <https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version>

Click on the box with the owner's initials at the top right corner. A new dialog box will open.



Click on "Check for Updates" and then click "Update" if you aren't on the latest version. You need to do this before the Conference as you are not able to update once you are in a meeting.

Please see the next few pages for tips on how to get the best viewing and audio settings for the Conference and other helpful tips.


# Settings for Best Experience

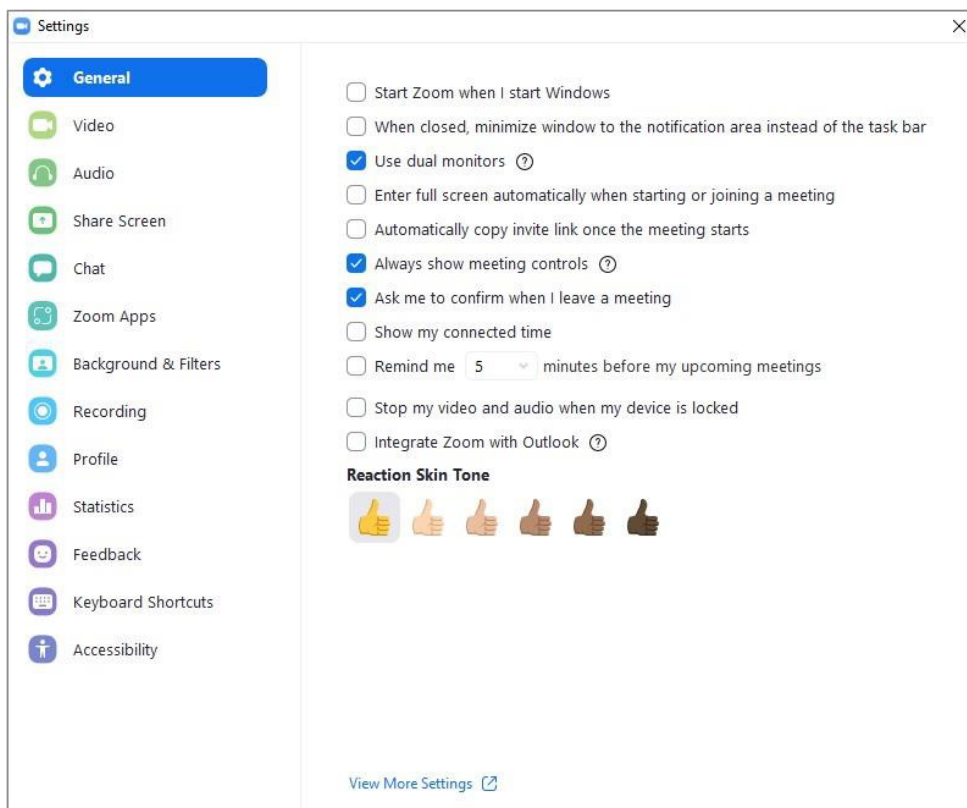
## 1. Your Settings

You can check your personal settings a couple of ways:

- From the Zoom program on your computer or device
- When you are in a meeting

### From the program:

Go back to the program on your device (like when checking the version). In the upper right corner is a little gear wheel icon . Click on this. A new window will open.



### For your best Zoom experience:

**The “General” Setting:** Use dual monitors – if you are on a desktop or laptop this will create a second “window” when there is a shared screen. Not everyone likes this feature. Try it out. You don’t need two separate physical screens. Zoom creates virtual screens (monitors) for you.

Always show meeting controls – you want to make sure you can see the controls like reactions, chat, participant list, etc.

**The “Video” Setting:** Make sure you have the correct camera selected. “Touch up my appearance” does not really do much.

## **Audio Settings**

- Test your speaker and your microphone
- Do Not Click “Automatically adjust microphone volume”. Always have this turned off.
- Set your “Suppress background noise” to medium or high.
- Set to Automatically join audio by computer when joining a meeting

## **Background and Filters**

To use a virtual background you must have

- A newer version of Zoom program
- High speed Internet
- Computer capacity

If you want to use a virtual background, you will first need to download one from the Web or have a photo in digital format.

Once you download the photo/background you want, on the Zoom program open this setting field, click Virtual Backgrounds, and click the “+” sign on the right.

Tablets and phones often do not have enough power to handle virtual backgrounds.

## **Naming Yourself**

When you join the meeting please make sure that your full name is showing and add your call sign (ex. Joe Blow, VEX123). You can also add your location (ex Joe Blow, VEX123, Hamilton).

The easiest way to do this is to ensure when you login in your use your full name. Otherwise, once in the meeting, please go to the Participants’ List, find your name, click on “More” next to your name and click “Change Name”.

## Other Helpful Tips

Please keep your microphone muted (turned OFF) if you are not speaking. Nothing is worse than hearing people talk when they are not supposed to be talking.

Be aware that the host, or a co-host, may turn off your microphone. If you see this, do not turn on your microphone until invited to do so.

To mute and unmute yourself:

- On a Windows device: Alt + A
- On an Apple Device: Command key + A
- On a phone: \*6 (use \*9 to raise your hand)

## Video

It is nice to see people. Feel free to keep your video on during the sessions. If, however, you leave your device or are doing something like eating or answering a phone, please turn off your video. It can be distracting to speakers and other participants.

**To turn your video off and on:**

- On a Windows device: Alt + V
- On an Apple Device: Command key + V

**To ask a question**

There are two ways to ask a question.

You can “Raise your virtual hand” (see <https://tinyurl.com/yfe8yukm> for information):

- On a computer either raise your hand through the Reactions button or open the Participants list, go to your name and click “Raise Hand”
- On an Android or iPhone, go to “More” or the three dots at the bottom right of the screen, and tap on “Raise Your Hand”
- If you are just using a phone (like a landline) use \*9

**Please do not unmute yourself until asked to do so to ask your question.**

- Type your question in the “chat” as this will be monitored

## Breakout (Meeting) Rooms

We will be using the “Breakout Rooms” feature of Zoom to divide participants into smaller groups for each of the presentations.

Everyone should have the ability to enter the Presentation (Breakout Room) of their choice if they are on the most current version of the Zoom program. When the Breakout Rooms are opened, you will go to the Breakout Rooms button on the Meeting Controls bar, click on it and select the room that you want to go to.

During the Presentations, please go to one room only. If you decide you don’t want to stay, please come back to the Main session.

**If you are not able to choose your breakout room**, please “raise your hand” and one of our volunteers will be along shortly to help you.

## Link to the Zoom Conference

Once you are registered for the Conference, a Zoom link will be sent to you.

## Need Help?

If you need any help please contact:

Trish Mongeon  
[trish@mongeonconsulting.com](mailto:trish@mongeonconsulting.com)  
905-390-1818

