

## RAC Canada Conference 2022 and Annual General Meeting: Sunday, September 18

### Participant Instructions and Tips

The RAC Canada Conference 2022 and Annual General Meeting will be held on Sunday, September 18 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 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 be recorded and available on RAC’s YouTube Channel for viewing after the event.

### Plenary and Tracks (Presentation Rooms)

We are using Zoom again this year for our conference. However, the set up is a little different than last year – more like in 2020.

You need to register for the conference at the link below:

[https://adric-ca.zoom.us/meeting/register/u5MvduGrqjgtEt3Gz6xvPowUaHCfOo-0m\\_iB](https://adric-ca.zoom.us/meeting/register/u5MvduGrqjgtEt3Gz6xvPowUaHCfOo-0m_iB)

Once you register, you will receive an email from Zoom with your personalized link to the main conference meeting room

There four (4) different zoom meetings being used – one for the main plenary session and the AGM, and three others for our presentations. The presentations are set up as Track 1, 2 and 3. Each meeting room has its own link. You will receive the links once you are registered for the conference.

Everyone will start in the main plenary room. Just click on the link to enter.

At the end of the Fireside Chat, you will choose which presentation you want to attend. The program is provided below.

To get to a Track:

1. Leave the Plenary Room zoom meeting by clicking the red LEAVE button in the lower right-hand corner
2. Click on the link to enter the Track you wish to attend. You will be asked to enter your name and email but do not need to pre-register for the Presentations.
3. At the end of the presentation, you may either:
  - a. Stay in the same Track room and simply wait for the next presentation to start; or
  - b. LEAVE the Track you are in and go to another Track by clicking in the link to that room.

**YOU WILL NEED TO LEAVE ONE ZOOM MEETING IN ORDER TO JOIN ANOTHER.**

After the last presentation, please leave the Track room and log back into the Main Plenary room for the AGM.

**If you need assistance to get to a presentation room**, please stay in the Plenary room and “raise your hand”. One of our volunteers will be along shortly to help you.

## RAC Canada Conference and AGM: Sunday, September 18

### Conference and AGM Schedule:

RAC Canada Conference and Annual General Meeting: Sunday, September 18				
Time:	Plenary:	Track 1: Host/Moderator – Dave Goodwin, VE3KG (he is also a presenter)	Track 2: Host/Moderator – Al Boyd, VA3AJB (he is also a presenter)	Track 3: Moderator – Brent Taylor, VY2HF
Track names:		Contests / Regulatory / WRC-2023	Emergency / Community / Youth	Satellites / SOTA / Six Metres
11 am to 11:59 am	Assembly Area for all participants and attendees	Assembly in Plenary before Conference begins		
12 noon to 12:50 pm	Keynote Presentation: Fireside Chat. Hosted by Phil McBride. Moderated by MCI.	<b>Fireside Chat in Plenary: 12 noon to 12:50 pm</b> Participants: Phil A. McBride, VA3QR: President, Radio Amateurs of Canada (Moderator) Tim Ellam, VE6SH: President, International Amateur Radio Union (IARU) Rick Roderick, K5UR: President, American Radio Relay League (ARRL) Stewart Bryant, G3YSX: President, Radio Society of Great Britain (RSGB)		
12:51 to 12:59 pm	<b>Gathering and Assembly Area:</b> 12:51 to closing	Assembly in Track 1	Assembly in Track 2	Assembly in Track 3
1 to 1:50 pm		<b>RAC Regulatory Accomplishments and Initiatives:</b> Dave Goodwin Glenn MacDonell Richard Ferch Paul Coverdale Bryan Rawlings Serge Bertuzzo	<b>“Public Service Events: Leadership Imperatives and Pre-Event Preparation”:</b>  Vince D’Eon, VE6LK, (with Jason Tremblay and Al Boyd)	<b>“Amateur Satellites and My Amateur Radio Journey”:</b>  John Langille, VE1CWJ
1:51 to 1:59 pm		Break	Break	Break
2 to 2:50 pm		<b>Countdown to World Radio Conference 2023:</b> Dave Goodwin Paul Coverdale Bryan Rawlings Serge Bertuzzo	<b>Emergency / Disaster/ Community Services:</b>  Jason Tremblay and Al Boyd	<b>Summits On The Air (SOTA) in the Canadian Rockies:</b>  Paul Mower, VA6MPM
2:51 to 2:59 pm		Break	Break	Break
3 to 3:50 pm		<b>Changes to the RAC Contest Structure:</b> Bart Ritchie Sam Ferris Dave Goodwin	<b>Attracting and Retaining New Amateurs:</b> Brian Jackson, Phil McBride, Al Penney, Hiroshi Takahashi Rob Noakes, Roger Egan, Harrie Jones, Adrian Stimpson Jason Tremblay and Al Boyd	<b>“Six Metres and Down   50 Years of Amateur Radio and Onwards”:</b>  Dana Shtun, VE3DS
3:51 to 3:59 pm		Break	Break	Break
AGM 4 pm to closing		AGM hosted by Phil McBride. Moderated by MCI.	<b>RAC Annual General Meeting: 4 pm to closing</b>	

All events will be recorded and put on the RAC YouTube channel

## 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:

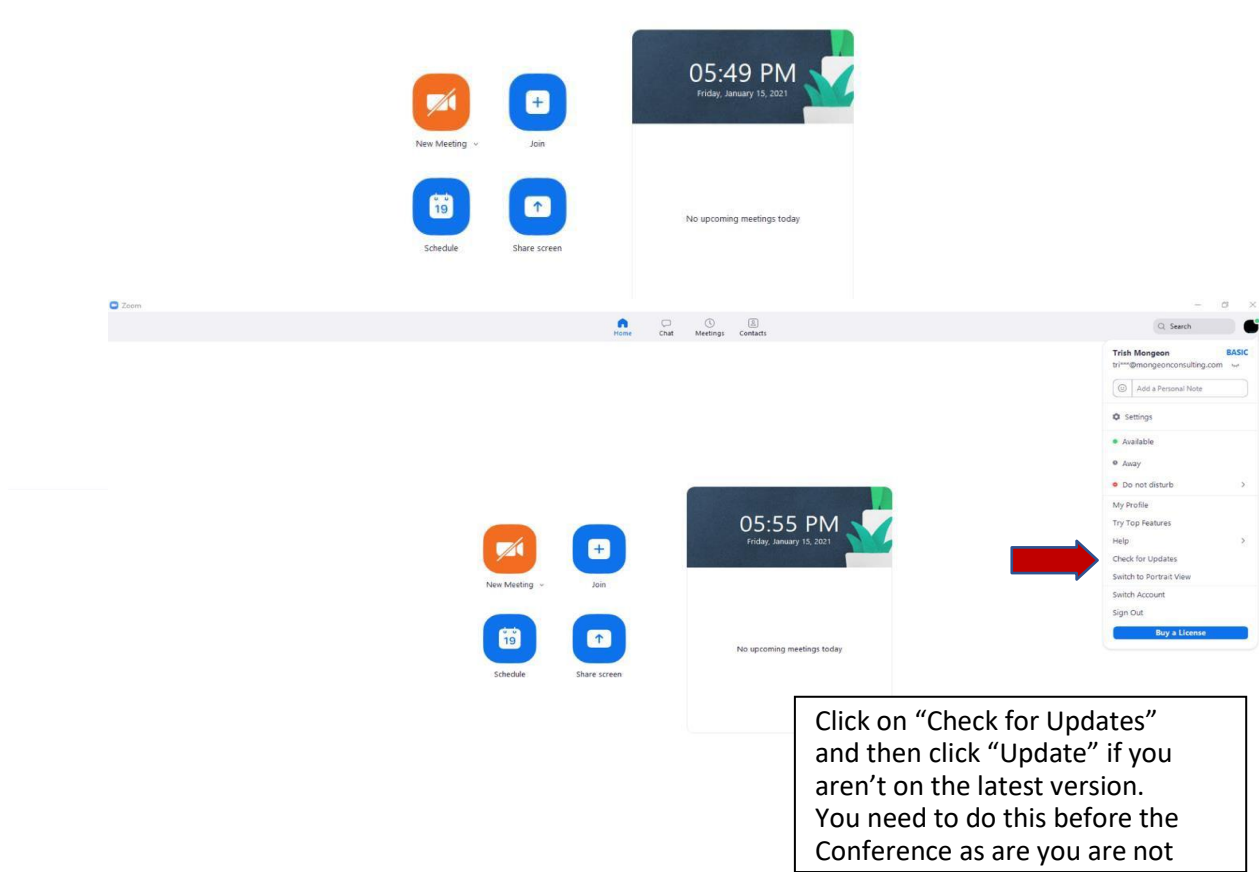
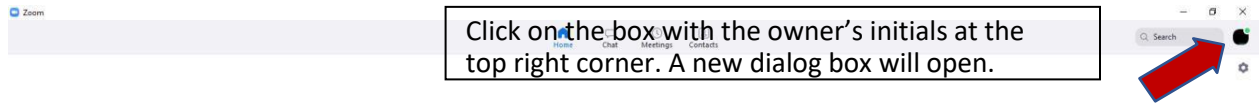
There are two ways to get into a Zoom Meeting – through the website or through the Zoom program itself that is provided on your device – but you need to be on the latest version of Zoom to participate in the Conference. Why is this important? Because you want the latest features such as the ability to 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 5.11.11.



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>




## Settings for Best Experience

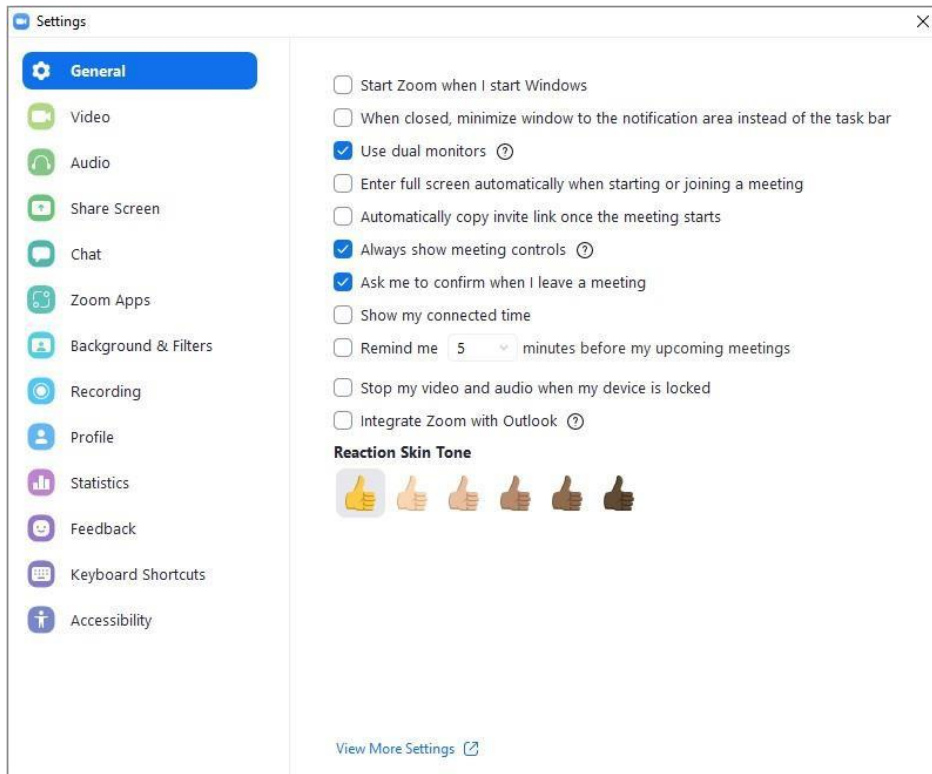
### 1. Your Settings

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



## 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

