

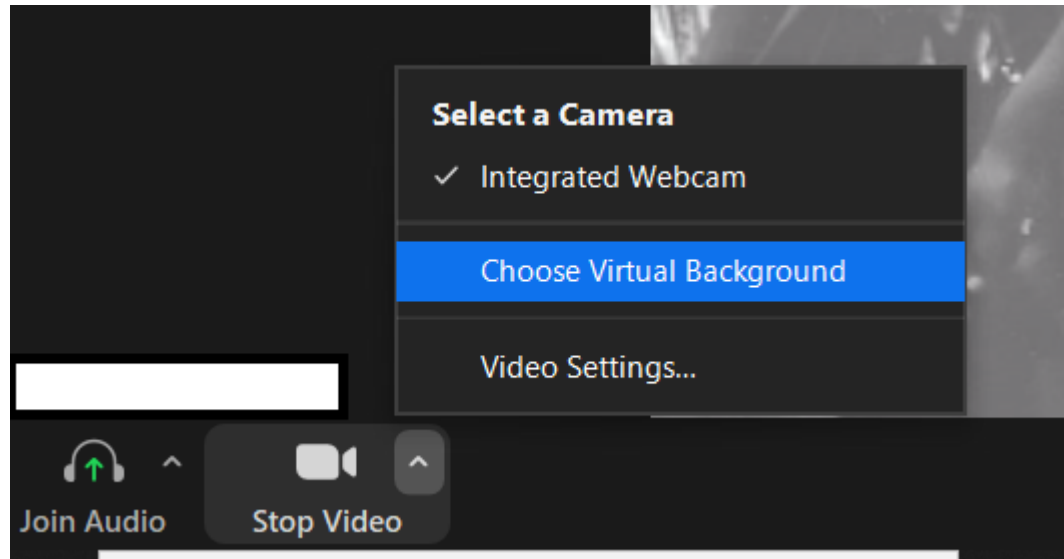
## TIPS FOR CONFERENCE ATTENDEES

1. The Zoom Link and Zoom dial in Phone Number for sessions will be made available for registrants through [All Academic](#).
2. You must sign up for an [All Academic](#) account if you have not already done so. We recommend that you use the same email address you use on ASALH Online and the same password when establishing your account.
3. Please contact Sis. Jordan ([kjordan@asalh.org](mailto:kjordan@asalh.org)) if you need assistance with creating an account for [All Academic](#) or have access issues.
4. We recommend that you update your Zoom to Zoom 5.2.1 **[Zoom Client for Meetings](#)** : <https://zoom.us/download>
5. Please enter the Zoom with your audio on mute.
6. For an optimal Zoom experience, please **refrain** from having other video platforms open while on the Zoom.
7. When you are engaging fellow attendees and you are using video, we recommend that you use the provided ASALH virtual backgrounds.

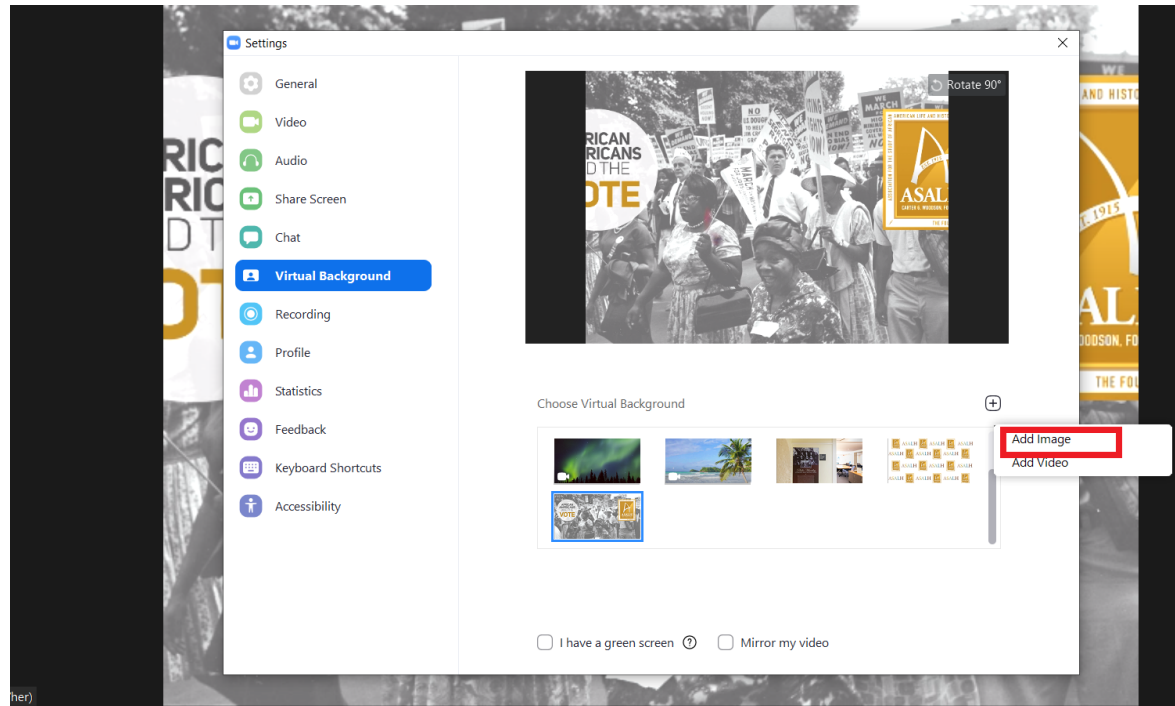


- a. You access the virtual background feature by using the following steps
  - i. Go to <https://asalh.org/wp-content/uploads/2020/08/VIRTUAL-ZOOM-Backgrounds.zip> to download the folder with the images to your desktop
  - ii. Open Zoom
  - iii. Navigate to the Video button on the bottom of your screen

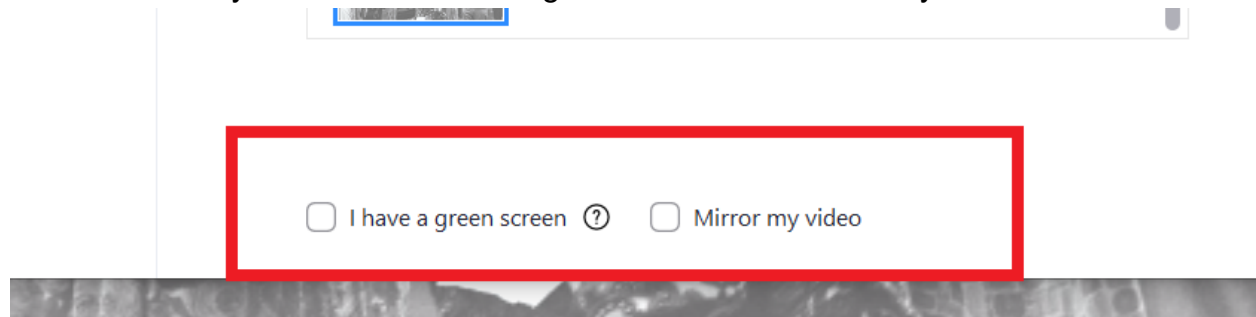
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- b. Go to the plus sign and choose Add Image.



- c. Go to the folder with the background and add it.
- d. Make sure that you uncheck I have a green screen and mirror my mirror



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8. To ask a question, please click on the chat button and type your question into the chat box. Be advised that questions will only be seen by the ASAH Lite moderator and sent to the session moderator to be read. There will be a delay as a result. This is to allow us to help the flow of the dialogue and ensure that everyone has the opportunity to share equally in the time allotted.
9. *If you are joining by phone to ask a question dial \*9 to raise your hand and the host will recognize you.*
10. **When asking a question, we ask that you** refrain from using profanity, pejoratives or language that casts aspersions **on a person's race, creed, color or sexual orientation.** **Persons engaging in any form of offensive behavior will be booted from the Zoom session immediately and banned from further participation.**