

Area 46 Hybrid Forum

Quick Reference Guide



MEETING HOST

If you cannot get your question answered by anyone else, the **HOST** is your “go-to” person.

The **MEETING HOST** will move some into **breakout rooms for committee meetings**.

Breakout Room Co-Host

Each committee breakout room will have a Zoom co-host either in person or online.

Contact the **Breakout Room Co-Host** via chat for assistance during the committee meeting.

Hybrid Breakout Rooms

In-person: Each room has 2-4 microphones. Please sit near them and speak clearly so the people on Zoom can hear you.

A list of where each breakout room is located will be available at the forum.

Online: Please make sure your computer volume is turned up so that you can clearly hear those attending in person.

You can move yourself in and out of virtual breakout rooms. You MUST update to the latest version of Zoom in order to move yourself. If have not updated your Zoom client, then the host must manually move you.

Info on how to update your Zoom client can be found on zoom.us or click [here](#).

Admin & Tech Support

Responsible for **admitting people from the waiting room** and **providing technical assistance**.

Contact the **Admin** or **Tech Support** via chat for assistance.

Sharing During Forum

In-person: Get in line to share. Please **get close to the mic** and **speak loudly**. This will help ensure those on Zoom can hear those in the room.

Online: Raise your virtual hand and the chair will recognize you to speak.

Registration

Sat 8:00AM-5PM

Production Table

In-person: A production table will be in the main room. This is where the tech team will be controlling the audio and visual aspects of the hybrid forum.

Grace for Tech Team

Hybrid forums are a work in progress for Area 46. The tech team and others have worked hard to make sure the forum is a success. Please be patient as we work through any issues that may arise during the weekend.

Call-In Participants

- *6 unmute
- *9 raise hand
- *9 to vote YES (when asked)



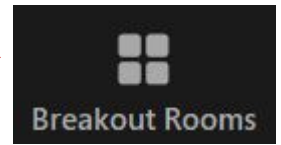
Click on Reaction > Click on Raise Hand Button

Moving Yourself into a Breakout Room

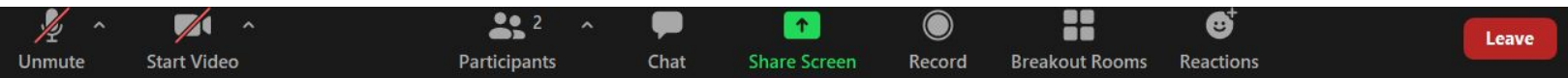


1

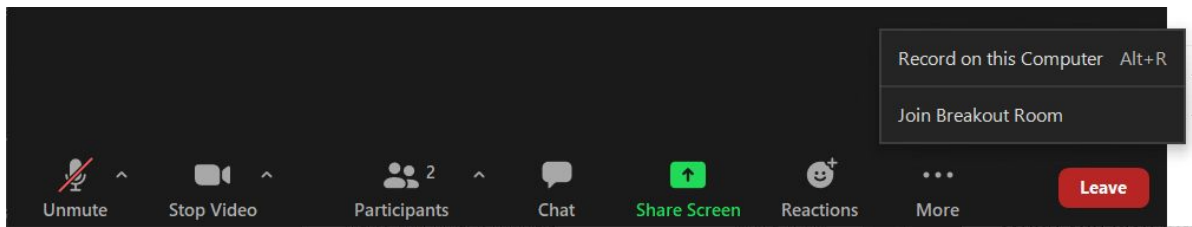
Locate the Breakout Rooms section in the black Zoom toolbar.



Breakout Rooms

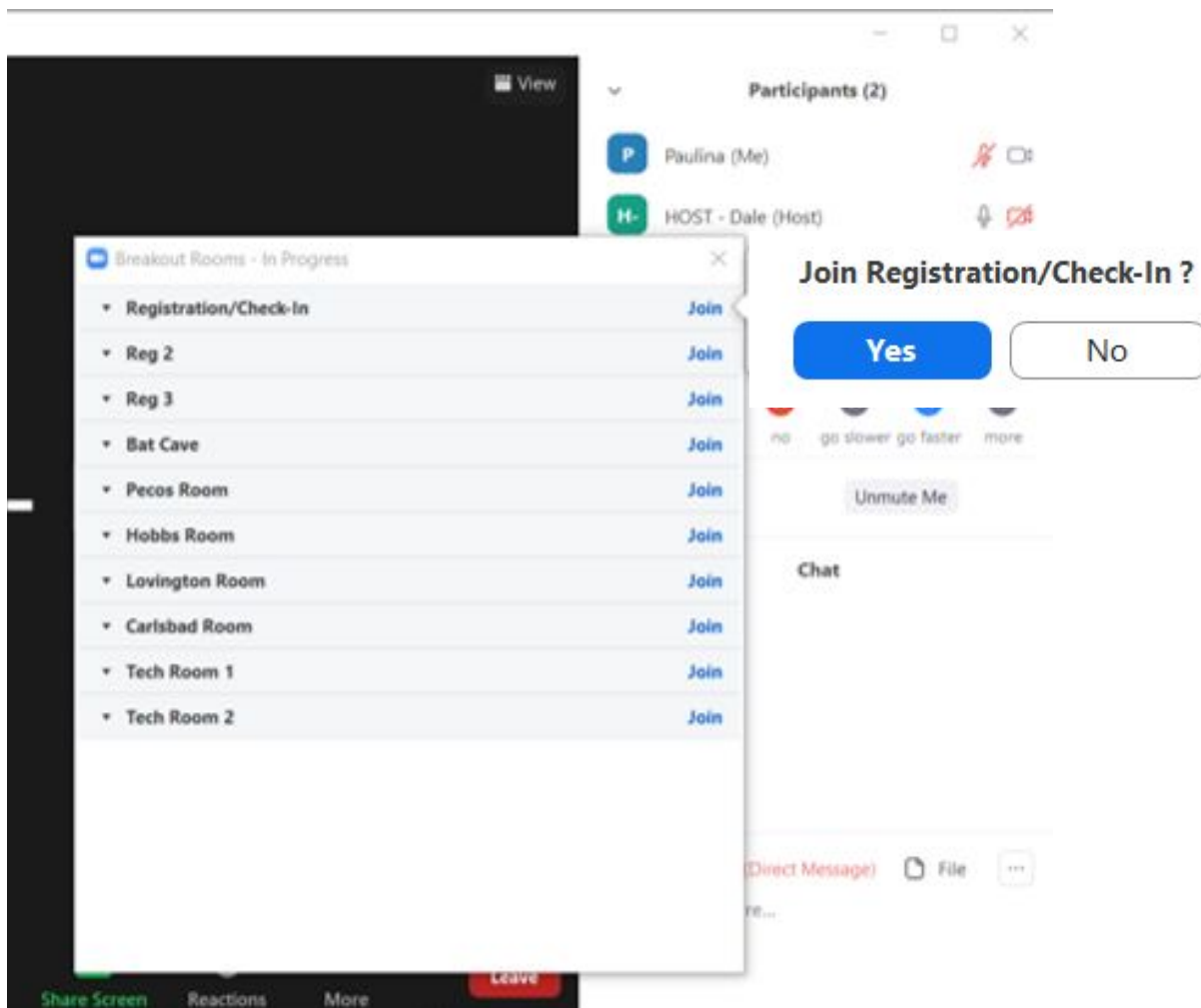


If you do not see the Breakout Rooms icon then click “More”



2

Select the Breakout Room you wish to join



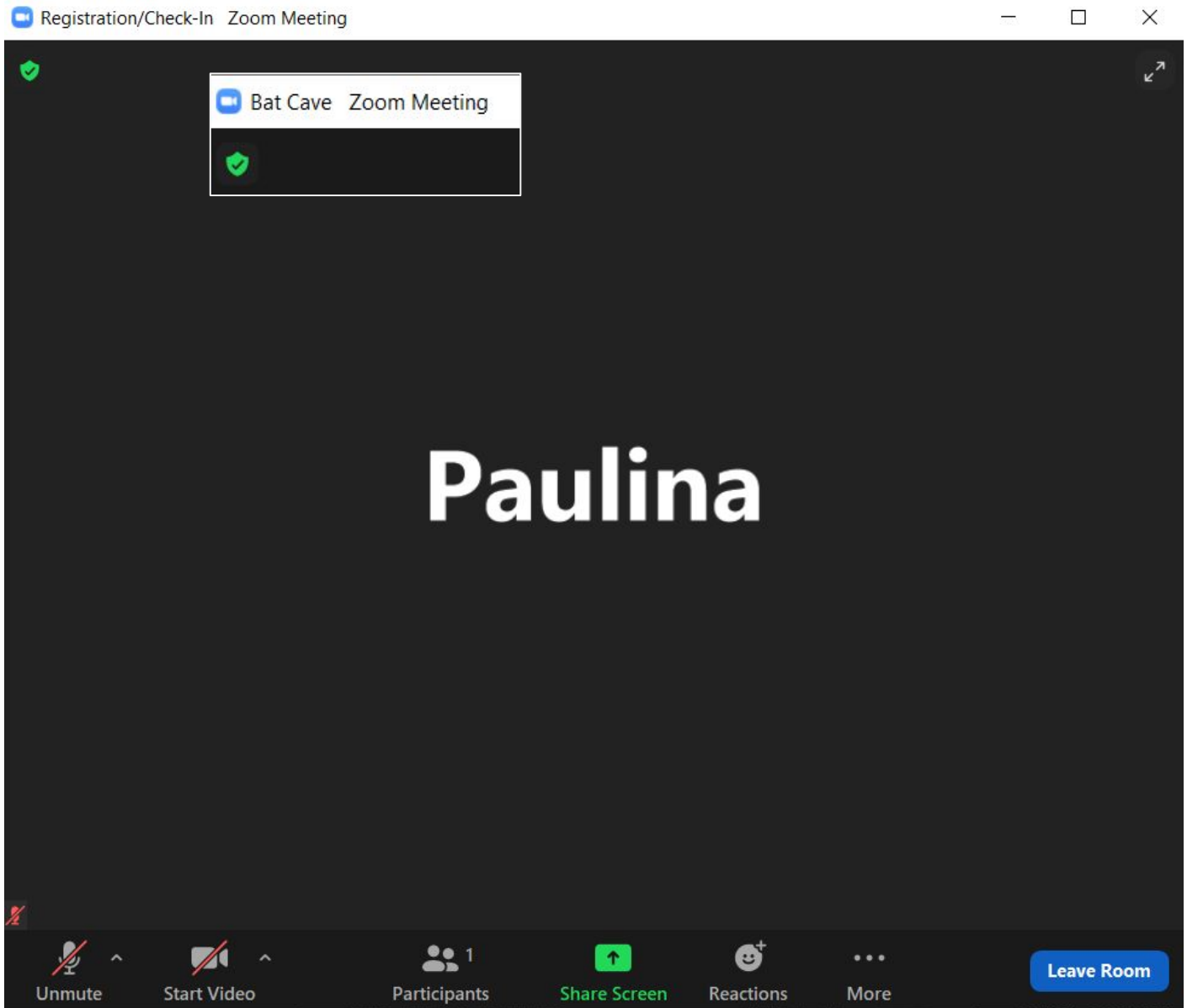
Moving Yourself into a Breakout Room



3

Identify what room you are in here.

Main Room simply says:
"Zoom Meeting"

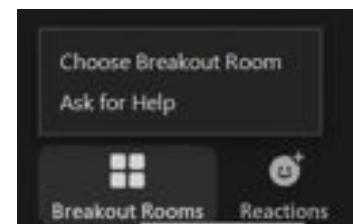


4

Leave breakout room here and return to main room.

5

To move from one breakout room to another – click Breakout Room icon.



Controlling Live Transcript / Close Caption Options



1 The Meeting host controls whether close captioning or live transcript is on or off. As a participant you can change what you see.

Live Transcript will be turned on by the host for assembly business meetings.

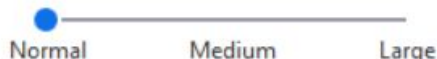
2 Click **Live Transcript**, and then select **Show Subtitle**. The provided subtitles can be clicked and dragged to move their position in the meeting window.

3 To adjust the caption size:

1. Click the up ^ next to **Start Video / Stop Video**.
2. Click **Video Settings** then **Accessibility**.
3. Move the slider to adjust the caption size.

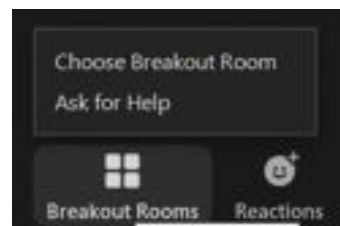
Closed Caption

Closed Caption Font Size:



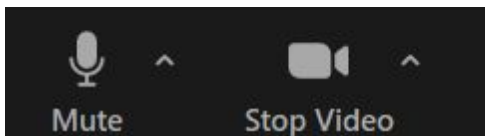
These are default (small) sized subtitles.

5 To move from one breakout room to another – click Breakout Room icon.

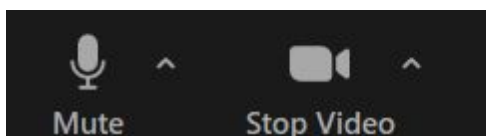


Turning Off Your Camera

Bienvenido a la asamblea



Click the **camera** to turn your camera on or off. You will need to turn camera off/on for introductions and sobriety countdown.



Haga clic en la cámara para encender o apagar su cámara. Deberá apagar / encender la cámara para las presentaciones y la cuenta regresiva de la sobriedad.