



# Court Affiliates Hybrid 2023 Conference

## *Courts & Trials in the Digital Age*

### *June 1-2, 2023*

#### **2023 CLCT Court Affiliates Conference Zoom Information**

Thank you for registering for the 2023 CLCT Court Affiliates Conference. Please read the entirety of this document if you are not familiar with Zoom, as it contains important information about how the Conference will be conducted.

#### **Preparing for the Conference:**

Installing Zoom: You do not need a Zoom account to join the Conference. However, we strongly recommend that you install the Zoom application prior to the start of the Conference, as the web browser-based version of Zoom is not as reliable.

You may download Zoom to your desktop by [clicking here](#) or to your mobile device from your device's App Store.

*\*\*\*Please note: If you have previously installed Zoom, you must update the application to version 5.0 or above to join the Conference.\*\*\**

#### **Joining the Conference:**

Login Information: Please use the emailed Meeting ID and password to log into the Conference. The same Meeting ID will be used on both Thursday, June 1<sup>st</sup> and Friday, June 2<sup>nd</sup>. Because the Conference is open only to registrants, we ask that you please not share this information. Additional information about joining Zoom meetings can be found by [clicking here](#).

You may connect to the Conference up to thirty minutes before the scheduled start time each day. You will be placed into a virtual waiting room. Our moderator will monitor the occupants of the waiting room and move you into the Conference as soon as possible.

Telephone Access: If you experience technical difficulties accessing the Conference online, you may call in to hear the Conference audio via telephone. You may also dial-in by phone if you need to step away from your computer. However, we recommend that you attempt to view the video on your computer screen as you listen because many of our speakers will be using PowerPoint slides or other multimedia.

Please use the following information to access the Conference via telephone.

- Dial by your location
  - +1 312 626 6799 US (Chicago)
  - +1 346 248 7799 US (Houston)
  - 888 475 4499 US Toll-free
  - 833 548 0276 US Toll-free
  - 833 548 0282 US Toll-free
  - 877 853 5257 US Toll-free

Once you have connected via telephone, please note the following controls:

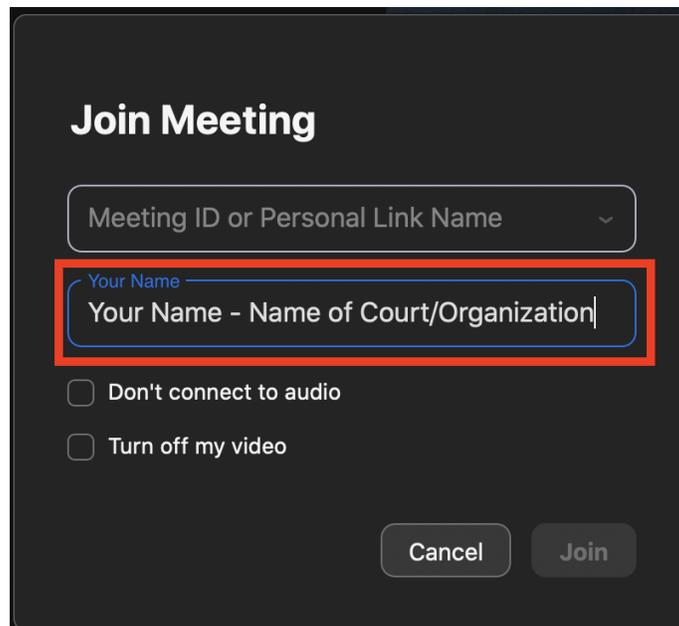
- Mute/unmute your phone: \*6
- Raise your hand (to alert the moderator that you would like to speak): \*9

Access via Videoconferencing Systems: Please contact Erin McNeil at [emcneil@wm.edu](mailto:emcneil@wm.edu) for information about joining via SIP/H.323.

Setting Your Screen Name: We ask that you please set your screen name according to the following format: “Your Name – The Name of Your Court/Organization.”

You can set your screen name in either of two ways:

1. If you are connecting by manually typing the Meeting ID and password into the Zoom application, you can edit your screen name before connecting.



**Join Meeting**

Meeting ID or Personal Link Name

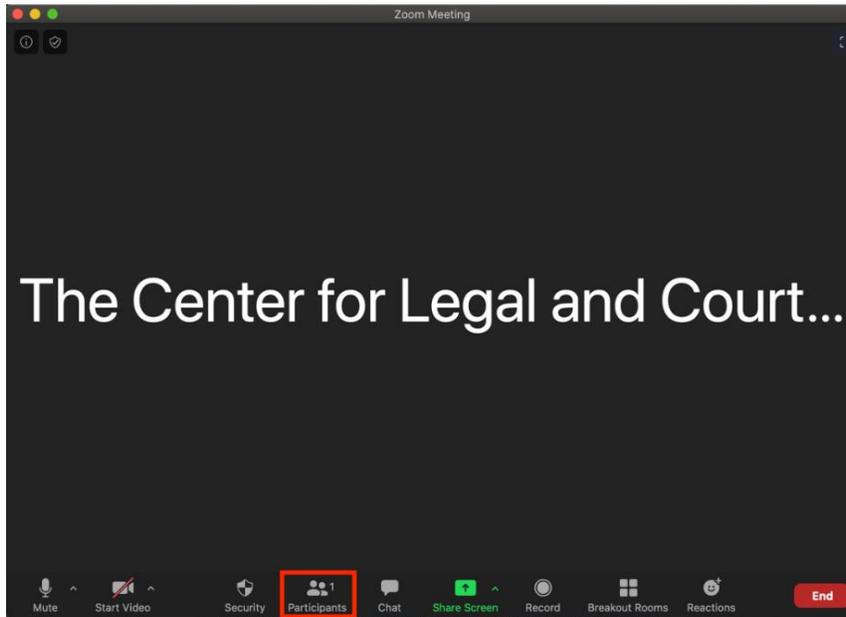
Your Name  
Your Name - Name of Court/Organization

Don't connect to audio

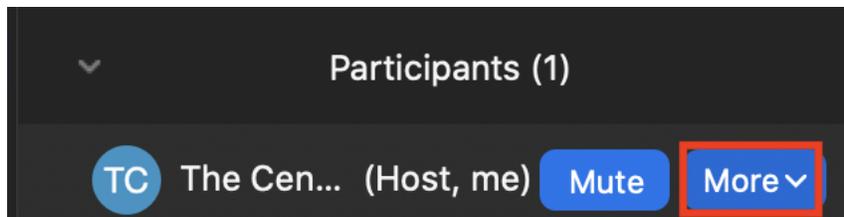
Turn off my video

Cancel Join

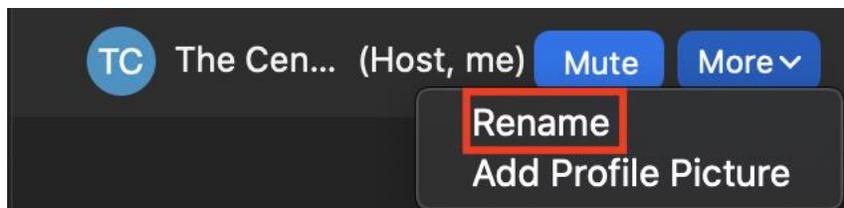
2. If you are connecting by clicking on the link provided above (or need to edit your screen name after you have joined the Conference for any reason), you may do so by:
  - a. Selecting the “Participants” list at the bottom of your display;



- b. Hovering over your current screen name in the “Participants” list and clicking the “More” option that will appear;



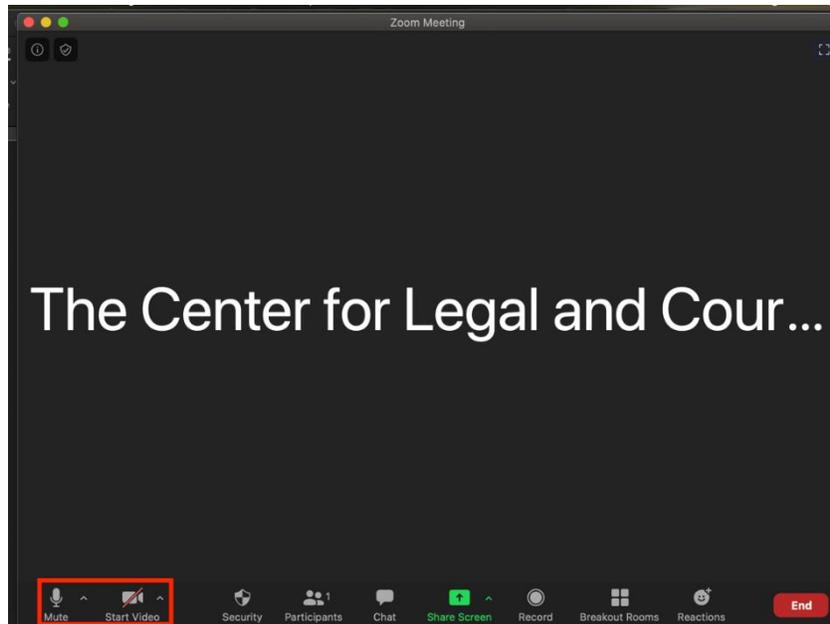
- c. Selecting the “Rename” option;



- d. Entering your new screen name in the blank provided; and
  - e. Clicking “OK.”

## During the Conference:

Mute and Video Controls: Please familiarize yourself with how to mute and unmute your microphone and how to turn your video on and off. All other Conference participants will hear you and see you when your microphone is unmuted and when your video is turned on, respectively.



Zoom often amplifies background noise that you may not notice. Therefore, ***our moderator will be muting attendees during Conference sessions.*** You will need to unmute yourself prior to speaking.

Please also note that significant movement in your video feed can be distracting for other participants. We ask that you reduce such movement as much as possible and, where necessary, turn your video off in the event of significant background commotion.

Display Options: Zoom offers a number of display options to suit its users' preferences. You may find information about how to choose the way other participants are displayed on your screen by [clicking here](#).

Chat Feature: We invite you to use Zoom's chat feature to communicate during the Conference. You may send a message to all Conference participants or to a particular participant by selecting that participant from the drop-down menu. More information regarding the chat feature may be [found here](#).

**Recording:** Please note that all of the Conference sessions will be recorded. CLCT reserves the right to post these recordings on the password-protected Court Affiliates website in the future. By joining the Conference, you consent to the recording and posting of your video and audio.

**Technical Assistance:** If you have questions about or need help with the Zoom platform throughout the conference, please contact Erin McNeil at [emcneil@wm.edu](mailto:emcneil@wm.edu).