

Joining the Zoom Conference

Virtual Conference Center

As a convenience for you, the event takes place in a multi-room conference center. You only need one link to join the main program. Pitch and Blue Pencil sessions happen in a separate area for which you will receive links in email.

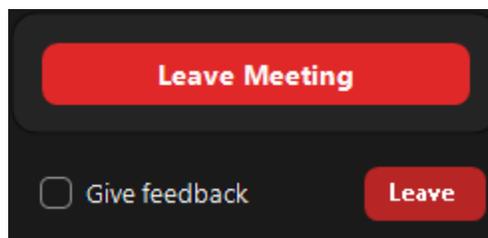
The custom link emailed to you after registration takes you to the **Ballroom**, which hosts all **Opening Remarks, First Page Reads, and Speeches**.

Workshop sessions take place in **Breakout rooms**. You can move among rooms as you see fit.

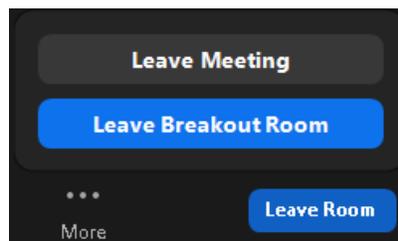
- The **Corinth** room hosts **Track 1**, mostly writing Craft talks.
- The **Paris** room hosts **Track 2**, mostly Publishing talks.
- The **Munich** room hosts **Track 3**, mostly Marketing talks.

As topics can cross tracks, please check the schedule.

The **Master Class** takes place in its own room. A separate Zoom link will be mailed to registered attendees. To join this workshop, please register for it ahead of time on the conference website. To join the **Ballroom**, you must leave this meeting and use the custom link from your registration email.



Similarly, **Pitches and Blue Pencil Sessions** take place in the PBP room. A separate Zoom link will be mailed. To schedule these sessions, please register for them ahead of time on the conference website. To join the **Ballroom**, you must leave this meeting and use the custom link from your registration email.



Joining the Conference

Given the embedded security information, the custom email from Zoom will get you into the conference fastest. The following sample invitation shows three different ways you can join.

Thank you for registering for "LVWC 2021 Reg".

Please submit any questions to: Zoom@HendersonWritersGroup.com

Date Time: Apr 8, 2021 07:00 PM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: [Click Here to Join](#)

Passcode: *****

Note: This link should not be shared with others; it is unique to you.

Or One tap mobile

US: +13462487799,,**863170******# or +16699006833,,**863170******#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592

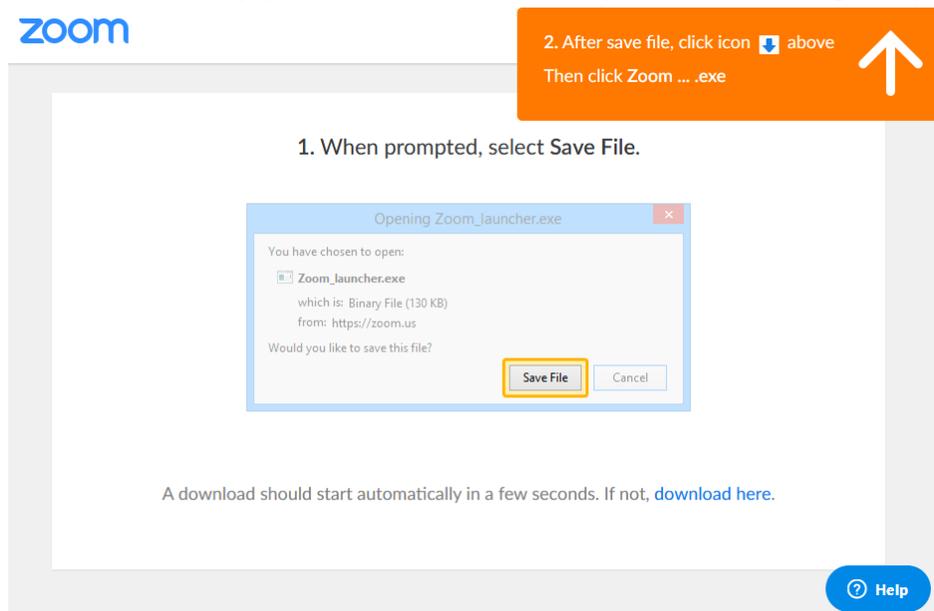
Meeting ID: **863 170*** ****

Passcode: *****

1. To join on a PC or mobile device, use the ([Click Here to Join](#)) link in the invite.
2. If you already have the app installed, you can also type in the meeting ID **863170****** from the invite or select it from the list of previous meetings. Zoom will prompt you to enter the Passcode *****. On a PC, you'll need to reenter your name and email address before Zoom will let you join. You may also need to check **I'm not a robot** and solve a CAPTCHA.
3. To join by phone (audio only), call one of the teleconferencing numbers and enter the meeting ID **863170****** when prompted.

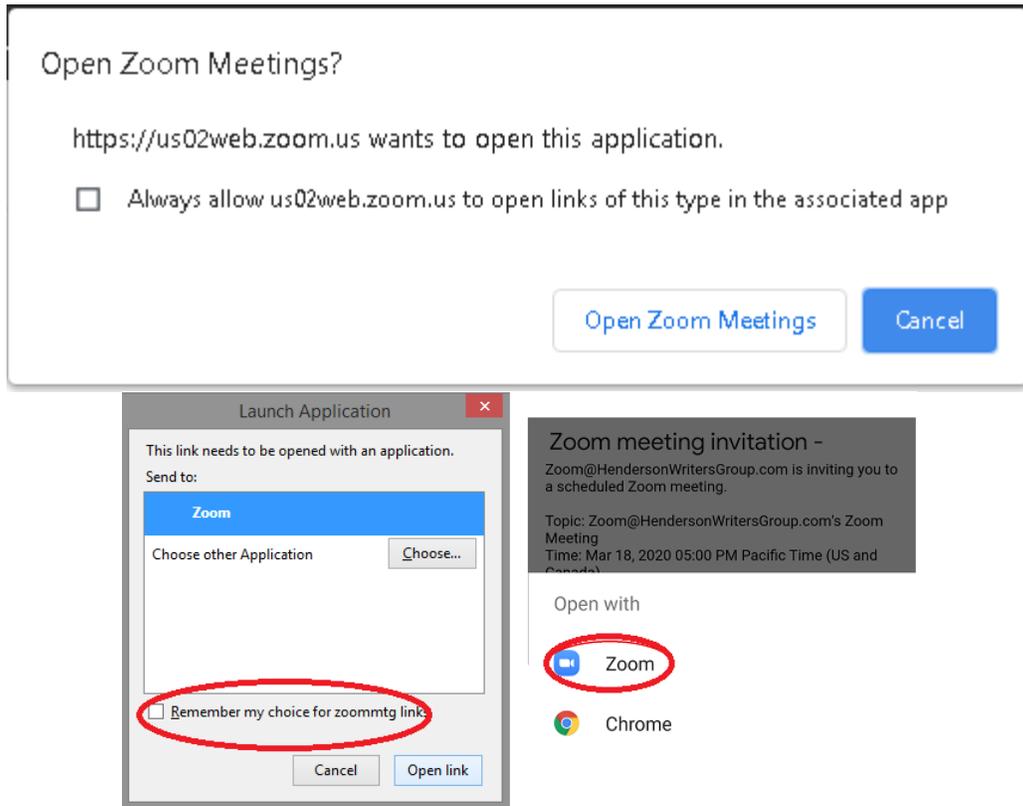
[Watch Join a Meeting Video](#)

If you haven't installed the app yet, instruction screens in your browser will guide you.

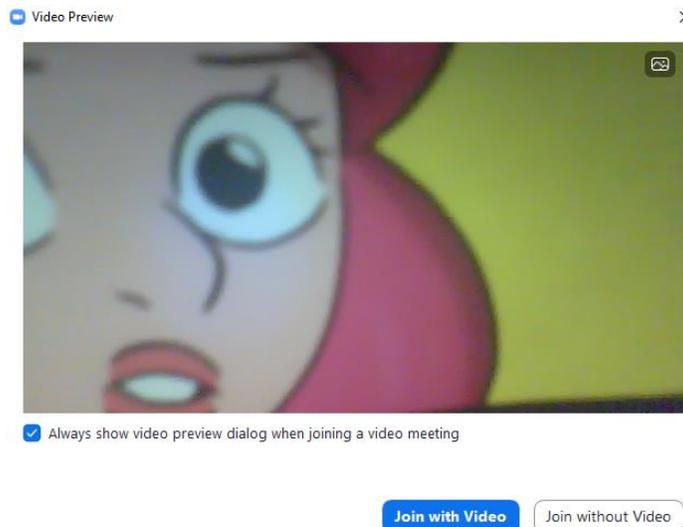


On joining the next meeting, your device may prompt you to associate a Zoom link with the app. Depending on the software on your device, you may get different prompts. Choose Zoom and to remember your choice to always use the app for subsequent meetings.

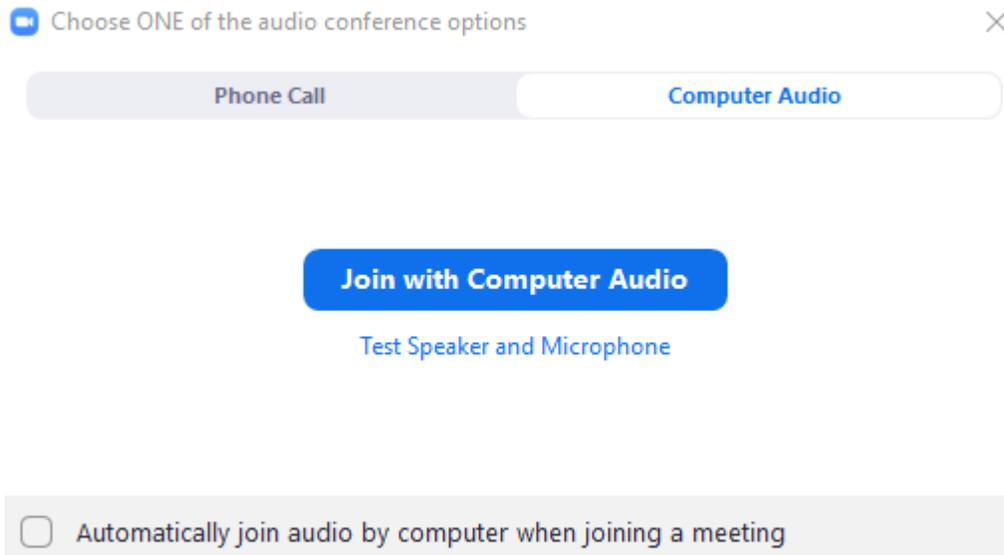
The Zoom app may prompt “**Open Zoom Meeting?**” To avoid future prompts checkmark **Always allow us02web.zoom.us to open links of this type in the associated app**. Click the [**Open Zoom Meetings**] button to continue.



You may receive a prompt to join with or without video. To stop the prompting, uncheck the blue box.



Finally, Zoom gives you the choice to use your computer's audio or call in. The link below the blue button simulates a short meeting to let you check your speakers and microphone. If your computer audio works as desired, you can turn off future prompts by checking the box in the corner.



To avoid disruption, **everybody enters the ballroom with video and audio off**. The additional load from many video windows may slow down the app. Please be nice to others and only turn on video as needed. An open microphone may pick up background noise, so please keep it muted until you need it.

Changing your display name

Depending on your prior Zoom use, or if you joined with the generic link, your name may display incorrectly in your video panel and the **Participants** list. To change it, follow these steps.

1. Click the **Participants** button to open the **Participants** pane. Your entry will always be on top followed by "Me."
2. Place the cursor on your entry to display the blue menu. If **[Rename]** doesn't appear, click the **[More>]** button.
3. Click **[Rename]**.
4. Type in the name you registered under and click **[OK]**.

