

# Preparing for a Zoom Conference

## Introduction

The Zoom video conferencing app runs on many Windows, Linux, and Mac desktops and laptops (collectively called PC in here), iPhones, iPads, and Android devices (collectively called mobile device here). You do *not* need a webcam or microphone. A device with speakers or headphones suffices to attend meetings, as all of them have a chat panel to type in questions and comments. You can call in by phone to meetings that provide a teleconferencing number in listen-only mode.

## Installation

When joining a meeting by clicking a link, the Zoom app will install as needed. You can install the app ahead of time by downloading it from the [Zoom Download Center \(https://zoom.us/download\)](https://zoom.us/download) or your device's app store.

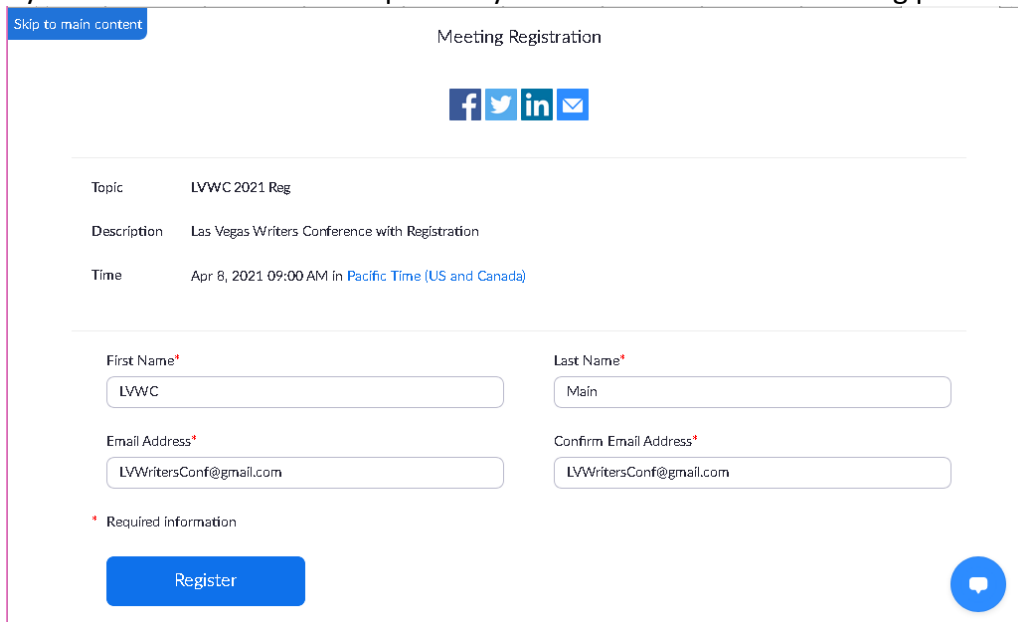
**Note:** If your computer supports 64-bit operations, you will get better performance by downloading the 64-bit Zoom client from the link *below* the button.

We use Breakout rooms this year. If you haven't updated your Zoom program in a while, please download a new version and install it ahead of the conference.

To install and test you can join a [test meeting \(https://zoom.us/test\)](https://zoom.us/test).

## Registration

You will need a functioning email address to join the Zoom meetings and watch the replays. Please register the one you want to use during the event at the [Zoom Registration Page \(https://us02web.zoom.us/meeting/register/tZludu6oqjgvHNNIbuBepIXk5hQJSc5maYS\)](https://us02web.zoom.us/meeting/register/tZludu6oqjgvHNNIbuBepIXk5hQJSc5maYS). Zoom will email you a custom link that incorporates your email address and meeting password.



The screenshot shows a Zoom Meeting Registration page. At the top left is a link "Skip to main content". The title is "Meeting Registration". Below the title are social media icons for Facebook, Twitter, LinkedIn, and Email. The form contains the following information:

Topic	LVWC 2021 Reg
Description	Las Vegas Writers Conference with Registration
Time	Apr 8, 2021 09:00 AM in Pacific Time (US and Canada)

Below the information are four input fields:

- First Name\* (input: LVWC)
- Last Name\* (input: Main)
- Email Address\* (input: LVWritersConf@gmail.com)
- Confirm Email Address\* (input: LVWritersConf@gmail.com)

A legend indicates that asterisks (\*) denote required information. At the bottom left is a blue "Register" button, and at the bottom right is a blue chat icon.