# 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 the one link emailed to you to join the main program as described below. Pitch and Blue Pencil sessions happen in a separate area for which you will receive links in email.

You can also join the meeting from the [Zoom.us](https://zoom.us) website by clicking on **JOIN A MEETING**, or from the Zoom app and the **[Join a Meeting]** button. Enter the Meeting ID and the passcode from the email when prompted.

Either approach takes you to the **Ballroom**, which hosts all **Opening Remarks**, **First Page Reads**, and **Speeches**. These sessions can provide live machine-generated closed captions and an AI summary. A notice will alert you when they are available. Click the blue [OK] button to close the notice. On mobile, click the **[x]**.
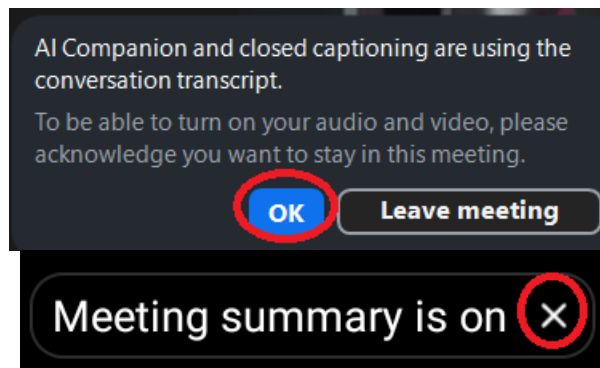
On PCs, show captions from the **[More]** button then **Captions…** and **Show Captions**. At any time, you can view the transcript since the time you started **Show Captions** by selecting **View Full Transcript** from the **Captions…** menu. Clicking the **[Save Transcript]** button at the bottom of the pane will save the text to file in a subdirectory under the Zoom folder. You will usually find it under the Documents directory.

On mobile devices you can turn on closed captions with the [**Captions**] button (you may need to swipe the button bar right) then **Show Captions**. Once you've started closed captions, you can view the transcript with [**Captions**] then **View full transcript**, but can't save it.
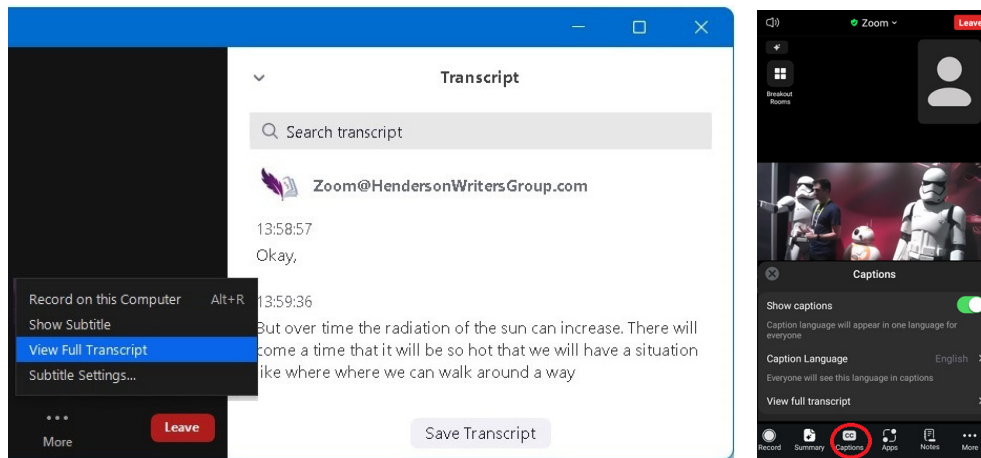
Zoom currently does not show captions or generate transcripts for breakout rooms.

The **[Chat]** button toggles a panel where attendees can send messages to each other and upload files for sharing.

On PCs, to upload a file drag & drop it on the message area at the bottom of the chat or click the **[File]** button to select a file. You *must* click the blue **[Send]** button with the white arrow or hit [Ctrl]+[Enter] for the upload to start.
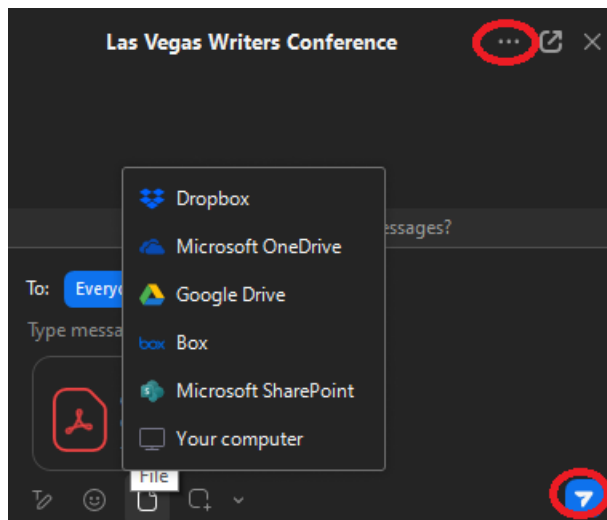
A file ready for download shows a blue down arrow in its icon. To download, click the file name, or right-click it or the **[…]** button and select **Download**.
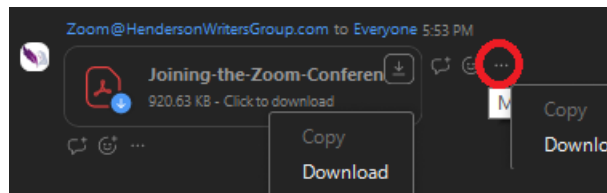
On PCs, a [Save As] dialog box will prompt you to select a folder and file name. Even if you hit [Enter] to accept the defaults, pay attention to the save location so you can find the file later.

Once downloaded, the file icon shows a green checkmark and the menu choices change to **Open** and **Open file location**. These choices will open the file in its default application or open the folder containing it. You can no longer download the file. If it is corrupted, please ask the host or faculty to upload it again.

Mobile devices may download a temporary file and open it in the default viewer application. You *must* use its **Save** feature to save it to the devices Download folder, otherwise the file will disappear when Zoom closes. The upper-right corner of the screen will usually offer a **[…]** or gear button to access a **Download** or **Save** function. If Zoom's viewer opened, use the **[…]** menu to open the phone's default app to access its save function.

On PCs, the **[…]** button at the top or bottom (depending on the version) has a **Save chat** option that will save the chat text including any web links to a file, usually in the Zoom directory of the Documents folder. If you sign into your Zoom account, you can change this location in the **Recording** option of your profile. **Save chat** *only* saves the text, not uploaded documents. Mobile devices currently don't allow saving the chat.

TIP   Chat and transcripts are erased when you leave or crash out of a meeting. To guard against losing the information, regularly save them during a session. You can do this as often as you like. Zoom appends new information to the respective files.

We record all sessions for replay. A notice will alert you any time you enter a virtual room. Click [**OK**] to close the notice.
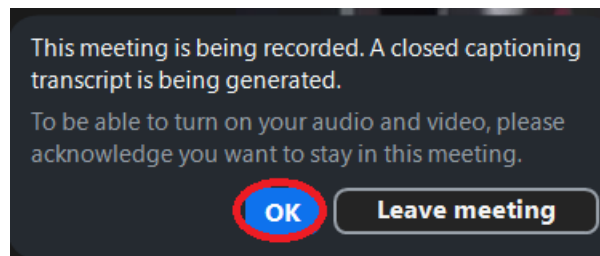

Workshop sessions take place in **Breakout rooms**. You can move among rooms as described under Joining a Workshop.
- The **Corinth** room hosts **Track 1**, mostly writing Craft talks.
- The **Paris** room hosts **Track 2**, mostly Publishing talks.
- The **Munich** room hosts **Track 3**, mostly Marketing talks.

As topics can cross tracks, please check the schedule. While we record the sessions, unfortunately breakout rooms do not offer a transcript.

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 from the [**Leave**] button or [Alt]+[Q] in the lower or upper right corner and then use the custom link from your registration email.
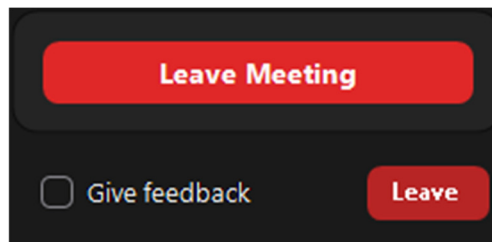
Similarly, **Pitches and Blue Pencil Sessions** take place in the PBP room. A separate Zoom link will be mailed. To schedule these sessions, please register for them ahead of time on the conference website. To join the **Ballroom**, you must leave this meeting and use the custom link from your registration email.

> **TIP** As the transcript or chat grows, your Zoom app may slow noticeably. To clear out long lists and get Zoom back up to full speed, exit the meeting with the red [Leave] button and re-enter. Since hours of video taxes a computer's memory, we also recommend restarting your device at the end of each day.

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 2024 Reg".
>
> Please submit any questions to: Zoom@HendersonWritersGroup.com
>
> Date Time: Apr 11, 2024 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 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](#)

TIP Concerned about data usage but still want to see the screen share? Join from your smartphone. Unlike PCs, you have the option **More** | **Meeting Settings** | **Stop incoming video**. Whereas 10 minutes of video can easily consume 50MB, just showing placeholders for participants can drop this number to as little as 5MB. Zoom is smart enough to show screen shares (with a resultant increase in data usage).

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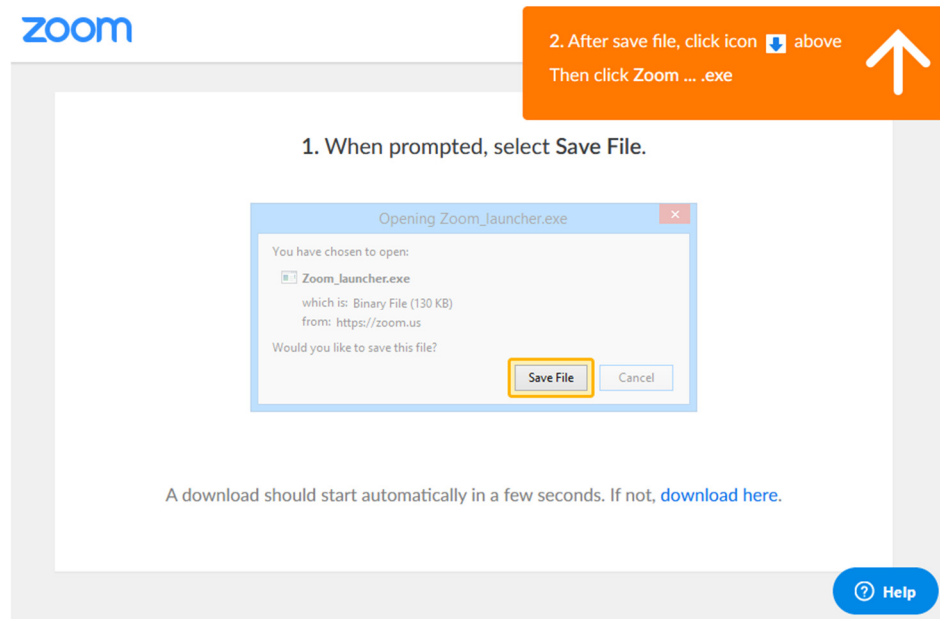

On joining the next meeting, your device may prompt you to associate a Zoom link with the app. Depending on the software on your device, you may get different prompts, for example on PC "**Open Zoom Meeting?**" To avoid future prompts checkmark **Always allow us02web.zoom.us to open links of this type in the associated app**. Click the [**Open Zoom Meetings**] button to continue.
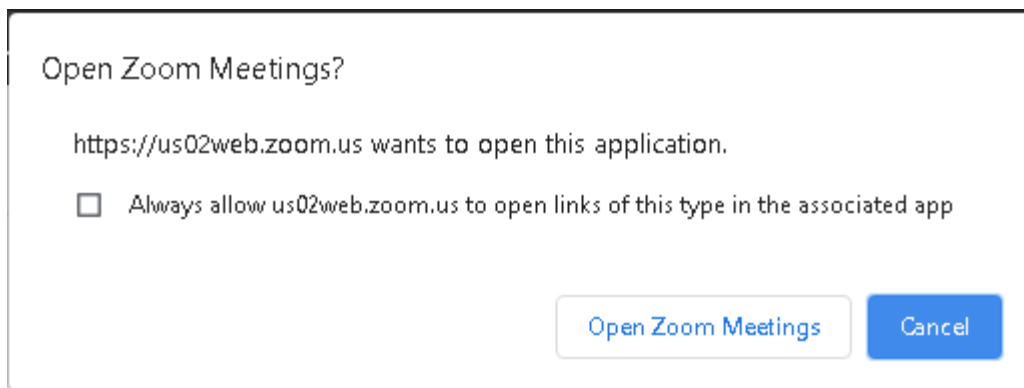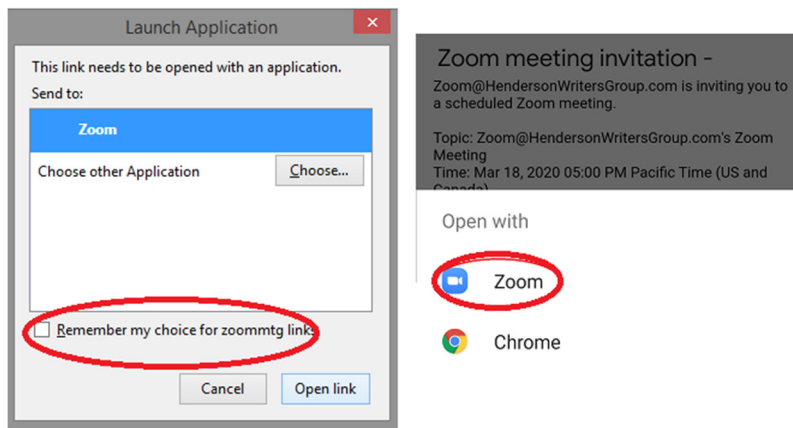
You may receive a prompt to join with or without video. To stop the prompting, uncheck the blue box.
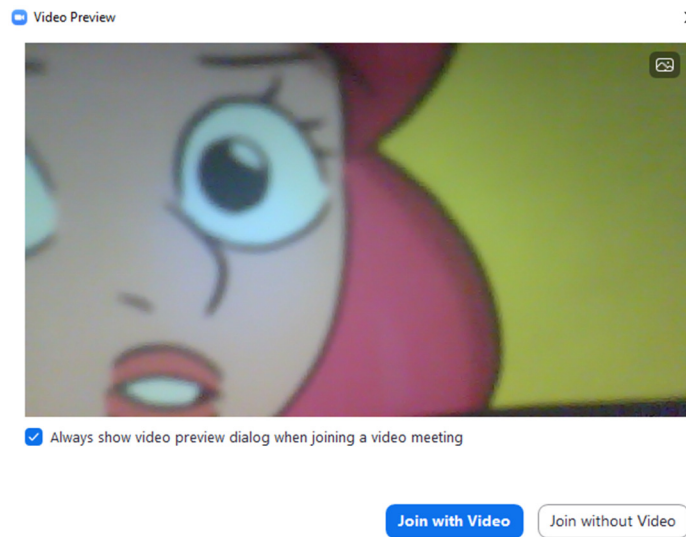
Finally, Zoom gives you the choice to use your computer's audio or call in. The link below the blue button simulates a short meeting to let you check your speakers and microphone. If your computer audio works as desired, you can turn off future prompts by checking the box in the corner. You can run the same tests from the Settings menu after you joined.
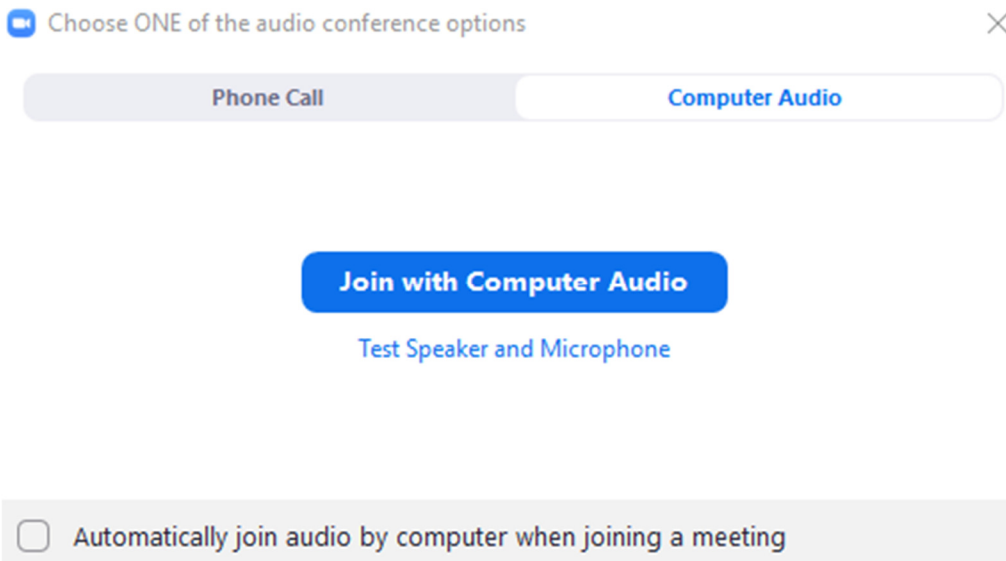
To avoid disruption, **everybody enters the ballroom with video and audio off**. The additional load from many video windows may slow down the app. Please be nice to others and only turn on video as needed. An open microphone may pick up background noise, so please keep it muted until you need it.

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 or click your entry to display the menu. If **[Rename]** doesn't appear, click the **[…]** button.
3. Click **[Rename]**.
4. Type in the name you registered under and click **[OK]**.