Guide for Attendees
The Gallery

Sessions Gallery is the Hallway to your conference

- You will be able to login using your registered email: https://aia-scs-2021.secure-platform.com/a/organizations/main/home
- Gallery is the “Hallway” to your conference. In the gallery you will be able to browse through the schedule and find the session you will be presenting in.
Logging into the Gallery

Using your registered email to log into the gallery

1. Follow this link to log into the conference gallery:
2. On the left hand side of the screen, enter your Email Address and Password
3. Select Login
Once you are signed in, select **Schedule** to find the conference schedule.

Browse through the schedule to find your session.

If you run into any issues, select the **Live Chat Widget** on the bottom right of the gallery. This will connect you with OpenWater Live Support who can point you in the right direction or send you direct links to any session.
Joining Your Session

- Find your session and select **The title of the session**.
- On the left side of the screen is your **Session Information**. On the right side of the screen is where you will be able to start your meeting.
  - As an attendee you will **only** be able to join your session at the official start time, prior to the schedule start time. A message will display reading **MEETING STARTS AT X:XX AM / PM**
  - When it is the official start time for the session, that message will change to a button that says **JOIN MEETING**. Click to join the meeting.
Screen Sharing Best Practices

- In your meeting you may want to share your screen to show a presentations and / or a pre-recorded video.
- To do this, click **Share Screen** in the Zoom toolbar.
- You can choose which screen, application, or page you’d like to share.
- OpenWater recommends sharing an **Application** vs an entire screen, as this will limit the chances of unwanted popups or notifications from displaying in your meeting.
- If you will be sharing a pre-recorded video, **make sure you select Share Computer Sound** before you select share. This will play sounds directly from your computer rather than picking up sound from your microphone. We also recommend **Muting Yourself** to prevent any sound feedback while you’re sharing.
- We do not recommend clicking **Optimize full screen video clip**. This will compress your video and make it too choppy and make most text in a video illegible.
Set Your Virtual Background

- If you are sharing your camera, you can choose to have a **Virtual Background**. To do this, click on the arrow next to **Start Video** and **Choose a Virtual Background**

- The virtual background will work even if you don’t have a green screen. If you have a bookshelf or a lot of angles, the virtual background won’t work well.
Camera Views

- All attendees can control their own camera views.

- There are two main camera views
  - Active Speaker view: Only the person who is currently speaking will be displayed.
  - Gallery Grid View: All active cameras will be displayed.

- To change the view find the **Speaker Control Strip** at the top right of the screen (only appears when there is more than one active camera)
Chat

- The Chat feature can be used to communicate with hosts and other attendees.
- To access the chat feature, select the Chat icon in your Zoom toolbar.
- Depending on your meeting settings, you will be able to either chat with Everyone or Privately Message other attendees.
- You can use the Chat feature to also upload files.