Tips for using zoom audio and video:

**Tips for All:**

**Audio Settings:**

- Join the meeting using your computer audio.
- If you are having trouble connecting your audio and video, you can adjust your settings using the up arrows next to the “mute” and “start/stop video” buttons on the lower left-hand side of the meeting room.

- **Mute and unmute your microphone:** Click the ^ arrow next to Mute / Unmute: Allows you to change the microphone and speaker that Zoom is currently using on your computer and access the full audio settings.
  - Tip: Use the following keyboard shortcuts to mute or unmute yourself. You can also use push to talk if you want to unmute yourself by holding the spacebar.
    - Windows: Alt + A
    - Mac: Shift + Command + A
- Audio is important! Please be sure to speak up when talking so all participants can hear you clearly.

**To provide nonverbal feedback to the host/presenter:**

- Join a Zoom meeting as a participant.
  - Click the Participants button.
  - Click one of the icons to provide feedback to the host. Click the icon again to remove it.
  **Note:** You can only have one icon active at a time.
- Raise Hand / Lower Hand
- yes
- no
- go slower
- go faster
- Additional icons are available by clicking the more button:
  - agree
  - disagree
  - clap
  - need a break
  - away

The icon will appear next to your name in the participants list.

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**Camera Settings:**

- **Avoid shaky cam or walking around with your camera on.** If using a phone or tablet, it is always best to prop it on a stable surface or use a tripod. If that is not possible, hold the phone or tablet as still as you can. If participants need to move around, please turn off your video as it can be distracting to the presenter.
- Adjust your camera to be in line with your eyes and join from a well-lit room for best visual quality.

**Chat Messaging:**

- **To Chat:** While in a meeting, click Chat in the meeting controls.
  - This will open the chat on the right.
  - You can type a message into the chat box or click on the drop down next to To: if you want to send a message to a specific person.
  - When new chat messages are sent to you or everyone, a preview of the message will appear and Chat will flash orange in your meeting controls.
- Post your message or documents only to the most appropriate forum. This helps ensure all messages receive the best response by eliminating "noise."
- State your comments concisely and clearly. This allows participants and presenters to respond more appropriately.
- Send messages such as "thanks for the information" or "me, too" to individuals, not to everyone.

**General Etiquette:**

- Be sure to display your full name as this is your virtual name badge for the conference.
  - To change your name that is displayed, hover over your name in the participants list and click More, then Rename. You can permanently change your name in your Zoom profile.
- Contact the owner of any material you would want to reuse or share.

**Tips for Presenters:**

### Preparing Your PowerPoint Presentation:

- Limit the information on your slides. The slides should not contain your talking points word-for-word. Use a minimum font size of 28pt.
- Include graphics/images whenever possible and avoid overly detailed graphs and charts that attendees won't be able to read.
- Respect intellectual property. Only share content that you have personally created or have permission to use and have properly attributed to the content creator.

### Preparing Your Presentation Space:

- Presenters should join from a quiet space, isolated from loud noises.
- Turn off all distractions such as cell phone ringers and programs running in the background of your computer.
- Prepare some drinking water to have on hand.
- Have your presentation already loaded on your computer when joining your session.

### For Optimal Success:

- Practice: Time yourself to ensure you'll leave appropriate time for questions. Moderators will help you stay on track, but you want to be sure to have enough time to get your key points across.
- Test Your Connection by logging in 15 minutes before your presentation and meeting with the moderator and other presenters for that session.

**Please Remember:**
• When sharing items in our collaborative environment, please indicate if the item is or is not available for reuse.

• ACH is a leader in relationship centered communication training. You can expect to be treated with respect and compassion at all times, and our expectation is that your teaching/facilitation will also be respectful, inclusive and equitable. Having an awareness of how instructional practices can reinforce structural inequity is vital to your success as a speaker/presenter/facilitator (Dowd and Bensimon 2015). Here are some guidelines that are meant to help you be successful and reinforce principles of equity and inclusion in your interactions with ACH conference participants, faculty and trainees.

1. ACH members, participants staff and guests have training in a variety of fields: patient advocacy, nursing, midwifery, medicine, physical therapy, psychology, social work, administration, and others. Please keep this in mind. The term health care professionals is preferred.

2. ACH members, participants and staff represent many different racial, ethnic, cultural, regional, religious, gender, sexual orientation identities and intersections. Respectful and appreciative teaching includes thinking critically about how evidence, interventions and even communication style will meet the needs of different groups, especially marginalized groups. Case presentations should not include racial identity as an identifier, but it can be included in the social history. Patient identifies as ________.

3. Beware of negative stereotypes and the impact they can have on listeners. A best practice is the intentional citing of women and people of color as exemplars of relationship centered health professions research, practice, and policy.

4. Be honest about your limitations, and practice cultural humility "As a male physician and a cardiologist, I'm less familiar with training guidelines for women's primary care and I needed help in preparing this talk from my colleagues more familiar with reproductive health equity."

5. The role of facilitator/presenter, teacher is powerful. Please keep this in mind in all, both formal and informal, interactions with participants an trainees. It is a best practice to refrain from starting a romantic or sexual relationship with a participant during an ACH course.

All people see the world through a lens of identity: gender, race, ability, religion, sexual orientation and other differences. Skillful speakers employ critical consciousness about their own subjectivity and the power embedded in sharing perspectives from the podium. Inclusion practices include consulting trusted stakeholders about the content and tone of your presentation.

The expectation of all faculty, trainees, and speakers is to have a working knowledge of the following phenomena, which affect learning across differences, power, and privilege:

Stereotype threat, Structural racism, Microaggressions, Conferred dominance, White fragility, Cultural humility, Privilege, Sexual orientation
What the participant sees:

- The image below shows what the participants will see when a presentation is being shared.
- When you log into zoom, you will be listed as a Guest. The ACH Staff person tending to your room will change you from a “Guest” to a “Co-host”. This will enable you to share your screen using the green “Share Screen” button at the bottom of the meeting.
What the presenter sees:

- The image below shows what the presenter will see after they share their presentation through the green “Share Screen” button outlined above in the *What the Participant Sees* section.
- When your presentation has been shared, if the “presenter view” is showing (see screen shot below), please be sure to swap the view by selecting the “display settings” dropdown at the top and clicking “swap presenter view and slide show”. See images below.

PowerPoint’s presenter view looks like:
Presenters can select the “more” button at the top and click “Chat” to open the chat window if desired.