

CAP2020 VIRTUAL CONVENTION

ATTENDEE GUIDELINES

The CAP family is thrilled to welcome you to this year's CAP Conference virtually. Whether you are new to ZOOM or have taken several ZOOM meetings, please ensure you and your participating team members review the information given below. It is going to be a WILD ride as usual and it will be over before you know it, so hang on!

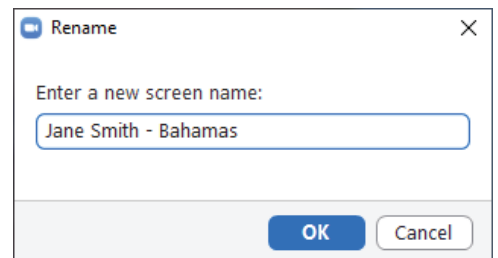
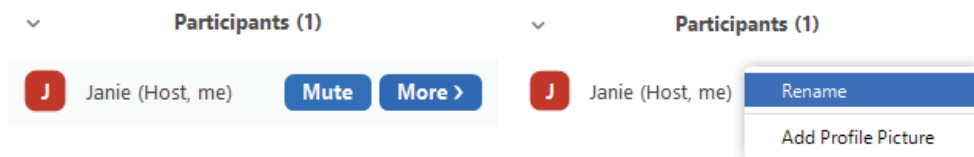
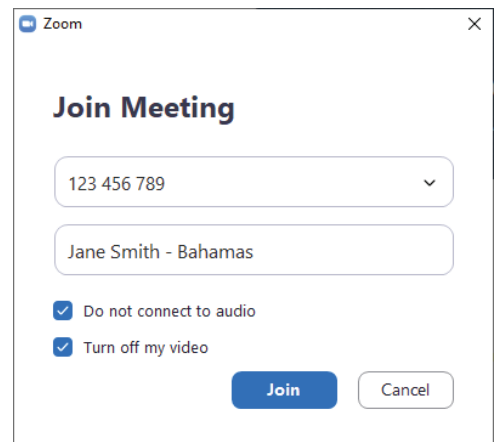
ZOOM CONFERENCE RULES

- 1) Unless you are the Presenter, please keep your Video & Audio OFF!
- 2) Questions **MUST** be typed in the ZOOM Session Chat **ONLY** during the Q&A and will be prompted by the **HOST**.
 - If your question is not answered in the Q&A it will be answered later and posted on the CAP website.
- 3) ZOOM Rooms has System Requirements
 - <https://support.zoom.us/hc/en-us/articles/204003179-System-Requirements-for-Zoom-Rooms>
 - Please make sure you check that your electronic device meets these requirements
- 4) Keep your device on a flat surface in one place as we do not want to get motion sickness.
 - As a presenter or running a virtual booth you should not pick up your device.
 - Bring your items to the device or Share your Screen.
- 5) Breakout Rooms – Each Sponsor will be given a designated Breakout Room for their Virtual Booth
 - The Host will filter participants to Breakout Rooms for your ease and comfort
 - If you would like to enter a virtual booth, please make your request to the Host.

ZOOM NAME

For clarity, please make sure you change your name on ZOOM to reflect **[FULL NAME – COUNTRY]**. This can be completed before entering the ZOOM meeting.

To change your name after you have entered the meeting, click on **'Participants'** – A menu will pop up with the list of participants. Find your name, hover the mouse over your name and click **'MORE'**. At this stage you will see a dropdown menu that allows you to click on **'RENAME'**. It is here where you make this change. You can also right click on your own name in the video box and choose **'RENAME'**.



If you have any questions or concerns please do not hesitate to contact FSH Design at cap2020@fshdesign.com.