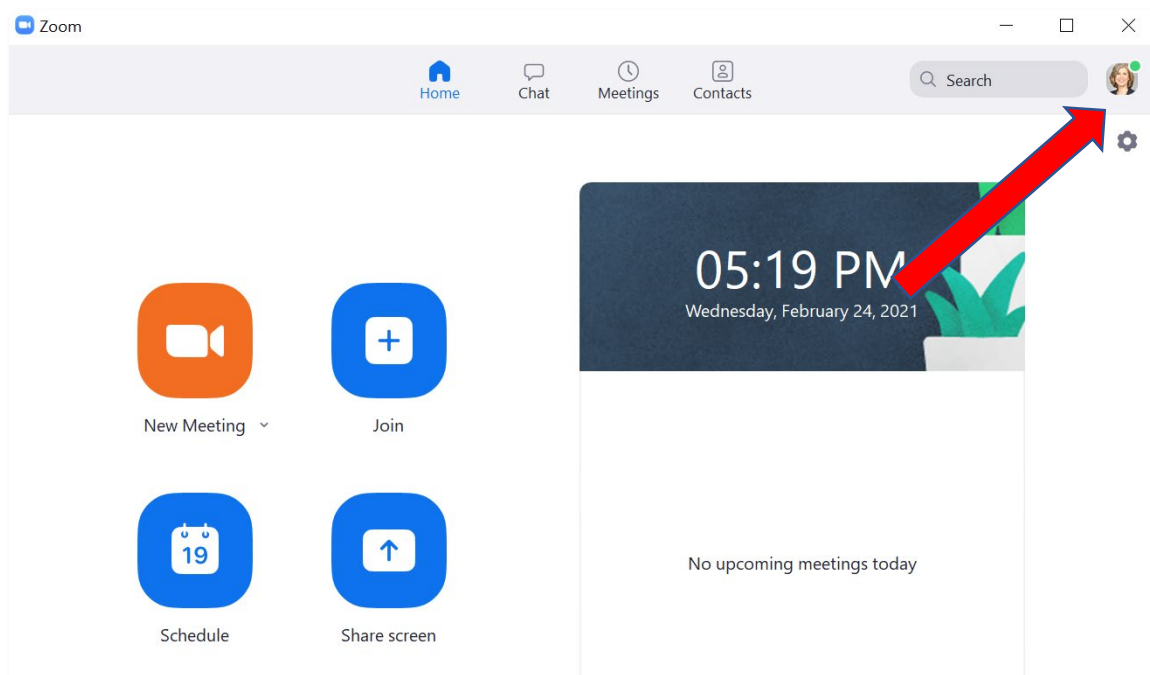


Technical Instructions for TOPkit Workshop 2021

Welcome TOPkit Workshop 2021 participants! We have been eagerly anticipating your arrival. We imagined that you would likely live long and prosper with some technical instructions. Here are a few guidelines to help ensure your participation goes smoothly.

Prior to the TOPkit Workshop

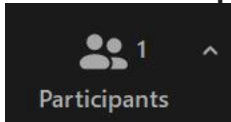
1. Please make sure you have a strong internet connection (preferably hard wired, not wireless), microphone, and webcam if needed.
2. Please make sure that you are able to log into Zoom. If you do not already have a Zoom account, you can create one for free at <https://zoom.us/>.
3. If you do have a Zoom account, please make sure that you check for [updates](#). Here is a simple way to do that:
 - a. Open the Zoom app on your device.
 - b. In the Zoom client pop-up, click on your profile picture in the upper right-hand corner.
 - c. Click **Check for Updates**. You will then be prompted if an updated is available to be installed.



4. Because SpatialChat will be used for most networking sessions, you might want to prepare by entering a [SpatialChat Try Me](#) session and [uploading your avatar](#). You might want to prepare by reviewing the [Basics of SpatialChat](#) and be aware of [SpatialChat's troubleshooting documentation](#) should you need it.

During the TOPkit Workshop

1. Make sure you are logged into your Zoom account before selecting the room of the session you'd like to join.
2. Access to the TOPkit Workshop Welcome website that will contain session Zoom rooms. You can find the link to the TOPkit Workshop Welcome website in the calendar invite as well as the reminder email that will be sent 24-48 hours prior to the live, virtual event.
3. A Zoom background for attending the summit is available on the [TOPkit Workshop Virtual Zoom Background](#) website. Please select, download, and upload it to your virtual backgrounds in Zoom.
4. To confirm your attendance against the registration list, please be sure your name in Zoom is the same as the one you used to register. To change your name when in the Zoom meeting:
 - a. Click on **Participants** at the bottom of the Zoom meeting.









- b. A participants list will appear on the right-hand side. Hover over your name and click **More**.

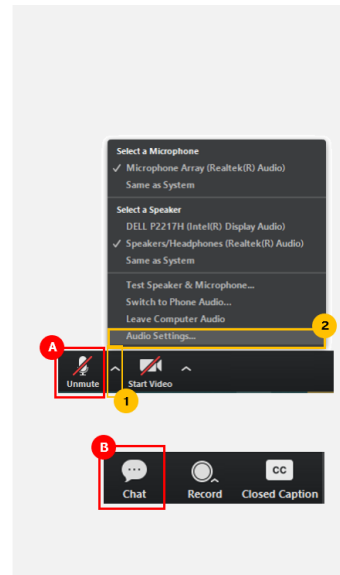


- c. Click **Rename** and enter in your new screen name.
5. Please see the below image for Zoom housekeeping tips, which will also be presented during the Welcome & Introduction.



ZOOM HOUSEKEEPING

-  Today's zoom session will run for approximately 50 minutes
-  This zoom session is being recorded
-  All participants will be muted at the beginning of the session
-  Unmute your microphone or use the chat icon to ask a question [A][B]
-  Having audio issues? Check your audio settings. [1][2]
-  Need technical support? Contact webcourses@ucf.edu



6. From the TOPkit Workshop Welcome page, select the name of the room to enter the session you'd like to attend. This will take you to the appropriate session's Zoom web conferencing room. There you will have access to the typical Zoom features.
 - a. Feel free to use Zoom [non-verbal feedback and reactions](#) to engage in your session.
 - b. Should you have any concerns about Zoom, you may want to check the Zoom Help Center for [frequently asked questions](#).

Technology & Event Assistance

If you are having trouble joining sessions or would like to practice in Zoom prior to your attending, you are welcome to request a practice session with our technology specialist in an ongoing Zoom meeting prior or during the conference. If you are unable to join the session, please email TOPkit@ucf.edu.