## Center on
## KNOWLEDGE TRANSLATION FOR
## DISABILITY & REHABILITATION RESEARCH
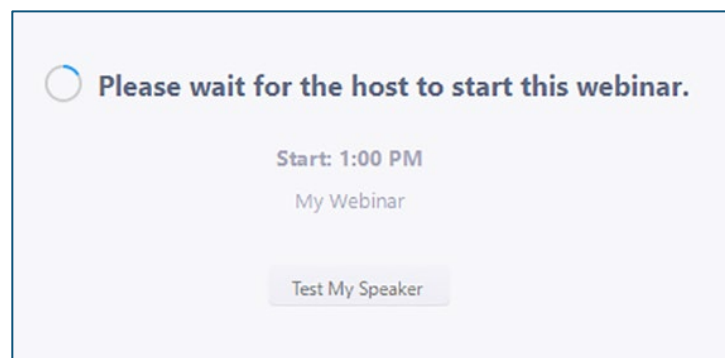
at American Institutes for Research ■

# 2019 Online KT Conference: How to Use Zoom as a KTDRR19 Attendee

## How to Join KTDRR19 via Zoom

We will be using Zoom to host the 2019 Online KT Conference. Please see below for a step-by-step guide on how to join KTDRR19.

1. After registering for KTDRR19, you will receive a confirmation email from the Center on KTDRR (tbauman@air.org) that includes a hyperlink to join the conference. **Please click on this link to join the conference.**

    a. If clicking the link does not open the conference, you can download Zoom Client for Meetings and follow the installation steps.

2. The conference join link will take you to a web page before entering the conference. **Please enter your first and last name as well as your email, and then click "Join Webinar."**

3. If KTDRR19 hasn't started broadcasting, you'll receive the message below. You do not need to do anything; the conference will automatically launch once broadcasting has begun.



## KTDRR19 Audio

Upon entering the conference, you will automatically be muted and will remain so for the duration of the day. To adjust your audio settings for KTDRR19, click on "Audio Settings" (see the screenshot below). This will open the audio settings section of your Zoom application.
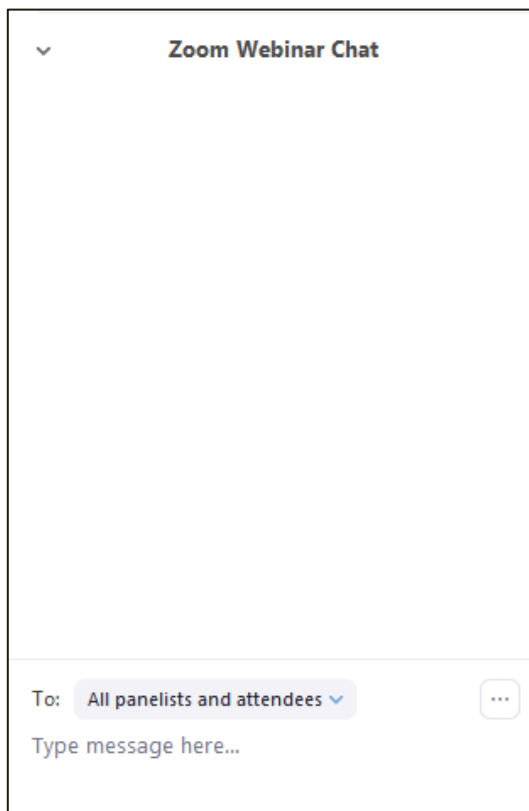
# How to Ask Questions and Chat During KTDRR19

The Chat window allows you to ask presenters and moderators questions and to exchange comments with other participants. Presenters and moderators can reply either via text in the Chat window or answer your question live. Other participants will answer only in the Chat window.
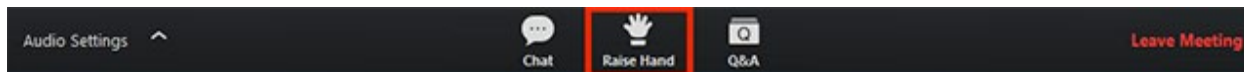
1. Click "Chat" to open the Chat window.

2. The Chat window will appear on the right side of your Zoom window if you are not in full screen. If you are in full screen, it will appear in a window that you can move around your screen as needed.

3. Participate in the conference discussion by typing into the Chat window. Click "Enter" when you are ready to broadcast your question or discussion point to all conference attendees.

   a. *PLEASE NOTE:* TO CHANGE WHOM YOU ARE CHATTING WITH, CLICK THE DROP DOWN MENU BESIDE "TO."

4. When you receive a Chat message, you will receive a notification at the bottom of your screen if you do not currently have the Chat window open.

# How to Get the Moderator's Attention During KTDRR19

If during the course of KTDRR19 you need to get the moderators' attention, we encourage you to raise your hand. This is a great way to notify them if you're having technical difficulties or issues accessing files, or if have a general question not related to the presentation or discussion at hand.

To raise your hand, click "Raise Hand" in the attendee controls. Your hand will stay raised until you or the moderator lowers it. You can lower your hand if needed by clicking "Lower Hand."

# Accessibility and KTDRR19

The Center on KTDRR ensures that our annual conference is accessible to everyone who may attend. Below, please find useful information regarding accessibility features available on Zoom. For further details regarding Zoom's accessibility features, please visit Zoom's dedicated Accessibility web page.

### Keyboard Navigation.

There are keyboard shortcuts that you can use on the Zoom Desktop Client for Windows and Mac that enable you to navigate the Zoom settings without using your mouse. They are listed in your Zoom Desktop Client settings, under Accessibility. Please review the "Hot Keys and Keyboard Shortcuts for Zoom" article for further details and a list of all keyboard shortcuts on Zoom.

### CART.

Throughout KTDRR19, real-time captioning will be provided via an external link. To access live real-time captioning during the conference, please click here.

### Screen Readers.

Zoom follows the latest accessibility standards to ensure that the platform is fully accessible to the latest screen readers.

# How to Exit KTDRR19

If at any point during KTDRR19 you have to leave, click "Leave Meeting" to exit the conference. If you leave, you can rejoin if the conference is still in progress.

**We hope that you find this tip sheet helpful! For any additional questions, please contact the Center on KTDRR's administrative associate, Tracy Bauman, at tbauman@air.org.**