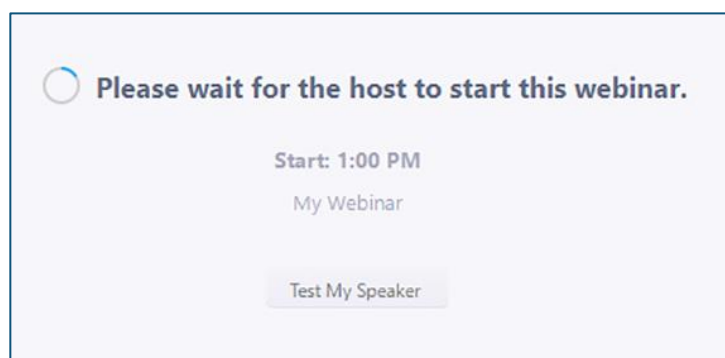


# 2020 Online KT Conference: How to Use Zoom as a KTDRR20 Attendee

## How to Join KTDRR20 via Zoom

We will be using [Zoom](#) to host the 2020 Online KT Conference. Please see below for a step-by-step guide on how to join KTDRR20.

1. After registering for KTDRR20, you will receive a confirmation email from the Center on KTDRR ([tbauman@air.org](mailto: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, and then retry clicking the link to join the conference.
2. The conference link will take you to a web page before you enter the conference. **Please enter your first and last name as well as your email address, and then click “Join Webinar.”**
3. If KTDRR20 hasn't started broadcasting, you'll receive the message shown below. You do not need to do anything; the conference will automatically launch once broadcasting has begun.



## KTDRR20 Audio

Upon entering the conference, you will automatically be muted and will remain muted for the duration of the day. To adjust your audio settings for KTDRR20, click on “Audio Settings” (see the screenshot on the next page). This will open the audio settings section of your Zoom application.



The contents of this product were developed under grant number 90DPKT0001 from the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR). NIDILRR is a Center within the Administration for Community Living (ACL), Department of Health and Human Services (HHS). The contents of this product do not necessarily represent the policy of NIDILRR, ACL, HHS, and you should not assume endorsement by the Federal Government.

## How to Ask Questions and Chat During KTDRR20

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.

We appreciate your participation in the chat room. All of your opinions are important to us and we would like to hear from everyone. To ensure productive discussion, we ask that you please be mindful of keeping your questions and comments in the chat box focused to the presentation at hand. This will allow the presenter and other participants to best participate in the day's sessions and to avoid disruption of conversation flow.

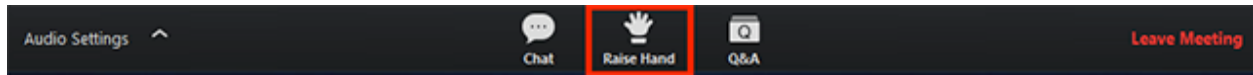
1. Click "Chat" to open the Chat window.
2. The Chat window will appear on the right side of your Zoom window if you are not in full-screen mode. If you are in full screen, the Chat window will appear in a window that you can move around your screen as necessary.
3. Participate in the conference discussion 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 THE NAME OF THE PERSON WITH WHOM YOU ARE CHATTING, CLICK THE DROP-DOWN MENU BESIDE "TO."
  - b. MAKE SURE THE "TO" AREA IS POPULATED WITH "**ALL PANELISTS AND ATTENDEES**" FOR EVERYONE TO SEE YOUR MESSAGE. IF YOU LEAVE THIS ON "ALL PANELISTS," ONLY THE PRESENTERS WILL SEE YOUR MESSAGE.
4. When you receive a Chat message, a notification will appear at the bottom of your screen within the Zoom control panel, if you do not currently have the Chat window open.



## How to Get the Moderator's Attention During KTDRR20

If during KTDRR20 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 by clicking “Lower Hand.”



## Accessibility and KTDRR20

The Center on KTDRR ensures that our annual conference is accessible to everyone who may attend. Attendees will be able to download 508-compliant PDFs of presentation material on the [conference website](#). Below, you will 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

You can use keyboard shortcuts on the Zoom Desktop Client for Windows and Mac to navigate the Zoom settings without using your mouse. These shortcuts 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 in Zoom.

### CART

Throughout KTDRR20, Communication Access Realtime Translation (CART), or real-time captioning, will be provided through 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 KTDRR20

If at any point during KTDRR20 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 you find this tip sheet helpful! For any questions, please contact the Center on KTDRR’s administrative associate, Tracy Bauman, at [tbauman@air.org](mailto:tbauman@air.org).**