

Note: This document is reprinted in the conference program

Instructions for accessing sessions

Section A (below) is for entering any individual session as an audience member, and section B (below) is for entering the session in which you are on the program.

A. Instructions for audience access – for all sessions in which you are not listed on the program. If you are a presenter, see section B, below, for “Instructions for speaker access”

1. Go to the document “2022 Session URLs”, which provides the links for audience access to each session. The same list of links is in our shared Drive folder, and is linked to on the conference website, sent via email from tkubal@csufresno.edu on Nov 10, and reproduced in the conference program.
2. Click the URL of the session you wish to enter
3. If the webinar has not started, you will be sent to a waiting room.
4. You will be automatically let into the webinar once the alt-host starts the webinar, which will happen about 10-15 minutes before the scheduled start time, and you will have access to listen to the session. If you are a speaker, wait for the Kubal or your session organizer to promote you from audience to speaker. At the end of the session, for the Q&A portion, the session organizer may allow you to speak or promote you to a panelist. You also may use the Q&A, or raise your hand.
5. Once your session has ended, start over at step 1 in this list to attend a second session as an audience member.

B. Instructions for speaker access – only for the session(s) in which you are speaking as a panelist, i.e., sessions for which you are listed on the program.

1. Please arrive at your session 10-15 minutes early.

2. Click the access link sent to you via email from Zoom. If you are a speaker in more than one session, you should have received more than one link. If you are having trouble finding the email message, please search for zoom in all folders including spam. If you cannot find your zoom link, or if you cannot login with the link you were sent, please login as an audience member, following the steps above, under the heading “Instructions for audience access”.
3. If the webinar has not started, you will be sent to a waiting room.
4. You will be automatically let into the webinar once the alt-host (Kubal) starts the webinar, which will be about 10-15 minutes before the session starts.
5. Once you are logged in via the email link, you should arrive as “panelist”, not “audience”. Panelists have the ability to use their microphone and video and screen sharing. If you do arrive as “audience” something has gone wrong and you will only have audio access and you will need to be moved by Kubal or your session organizer (who has already been made an alt-host) to the panelist role. Arriving early will help any potential problem. Two alt-hosts (both Tim and Victoria Kubal) will be moving from session to session to help address this or any other potential problem, but it will likely take several minutes to respond to requests. Session organizers will be made alt-hosts by Kubal after they have joined the session, and then they can also move people from audience to panelist. To do so, click the participants button at the bottom of the zoom screen, and then click the three dots next to the person’s name, and then choose either “promote to panelist” or “allow to talk.”
6. At the end of the session, during the Q&A portion of the session, the session organizer can ask people to communicate via Q&A (click the Q&A Button on the bottom of the zoom screen), and will be able to click the list of participants, and, for the audience member in question, either “allow talk” or “promote to panelist”.
7. The session organizer does not need to record or end the session. The session is recorded to the cloud automatically and will end after all participants leave.
8. Once your session has ended, you can enter other sessions by following the “instructions for audience access” listed above.

Problems? You may text or call the alt-host and CSA Executive Director, Tim Kubal, at 559-960-0595. Or, for a slower response, send Kubal an email: calsoc.org@gmail.com