

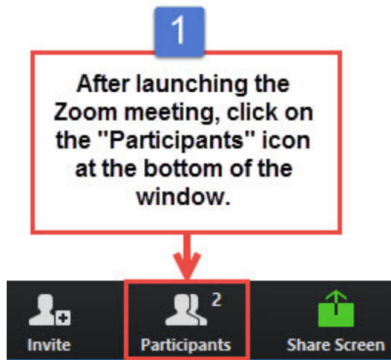
BEST/VTmtss Summer Institute Technology Tips for Participants

*If you are worried about accessing the technology, contact Anne Dubie at anne.dubie@uvm.edu and/or sign on early on the first day

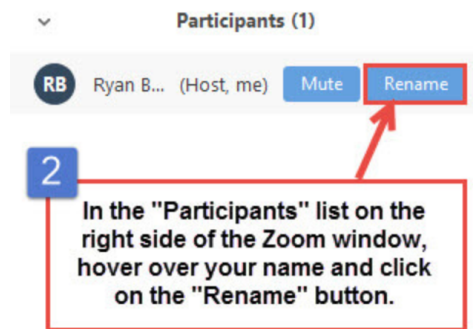
Technical Advice:

- **Audio and video:** Carefully consider the best available audio option: the quality of the microphone, the platform used to capture the audio (landline phone, cell phone, VOIP), and network quality/connectivity (for cell and VOIP audio). The most reliable, high quality option is a landline phone. The second-best option will vary depending on the speaker's equipment setup and connectivity. Test out different options well before the event, and select the one that provides the best experience. Choose a non-distracting background. Consider using a headset/headphones rather than the built-in microphone of your computer. Be mindful of any accessories or jewelry that may impact the sound. You can test your video and sound [here](#). Practice muting/unmuting yourself and showing/hiding your camera. Know that if you decide to call in on your phone, you will need to mute your speakers on your computer, otherwise there will be a feedback sound.
- **Plan for technical issues:** Develop contingency plans for whatever tech issues might crop up. Have the call-in information and materials available to access if need be.
- **Consider hardwiring your Internet rather than utilizing WiFi** (disclaimer: I don't actually know how to do this, but it sounds like a good idea...)
- **Chromebook users:** If you have access to another type of computer, please consider using it for the Summer Institute. When using a Chromebook, breakout rooms in Zoom don't function fully. You may not be able to see others (but they can still see you).
- **Zoom:** Please download and use the Zoom app rather than accessing the meeting in your browser. If you haven't used Zoom in this way before, you'll need to download the app. You can download it in advance [here](#). If you have used it before, ensure you have the most up-to-date version of the app by going to the app, clicking [zoom.us](#) in your toolbar, and choosing "Check for Updates." Quick tutorial for [computer](#) and [tablet](#). During breaks, don't leave the room, just turn off your mic and camera.

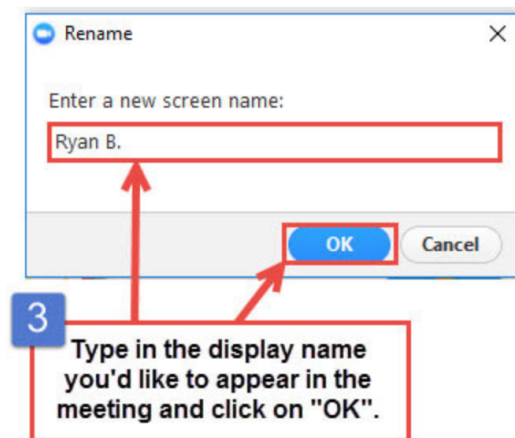
*When you login to the keynote on the first day, we will have you rename yourself with your school name and then your name (i.e. Dothan Brook School - Rebecca Lallier). See below for instructions on how you'll do this.



Next, hover your mouse over your name in the "Participants" list on the right side of the Zoom window. Click on **"Rename"**.



Enter the name you'd like to appear in the Zoom meeting and click on **"OK"**.



OR:

