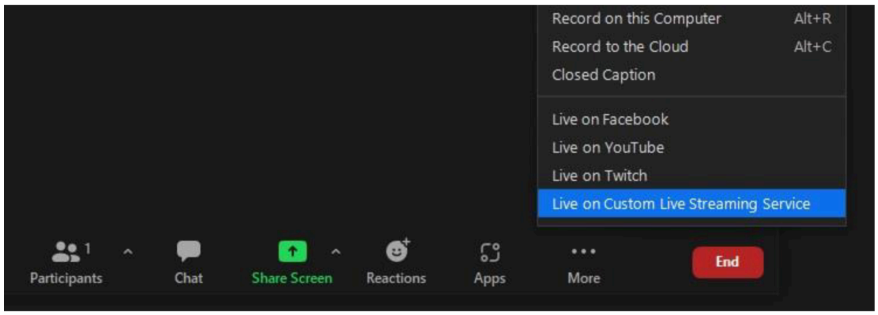
If you close the window:

1. https://www.google.com/ —> Check google account —> gmail
2. Sycnword: https://cms-live.syncwords.com/services
3. open zoom app —> Check zoom account

1. Zoom meeting

- Open zoom meeting – New meeting
- In the Zoom meting, click on "more" → "Livestreaming" → "**Live on Custom Live Streaming,"**

In the Zoom meeting or webinar the **Host** must click on "more" and select "Live on Custom Live Streaming Service".

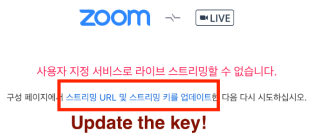


igure 2 – Turn on the Custom Live Streaming Service. Only the host will have this ability.

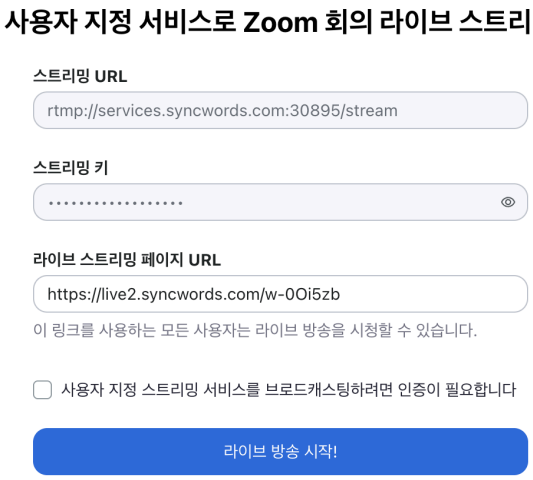
- **You will redirect to the setting page.**
  - **BUT it can takes time. Please just wait for a moment.**



<-- buggy screen…



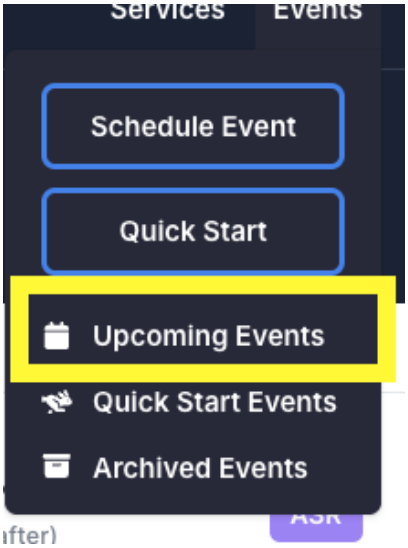
Click the blue text → That means ‘update’.



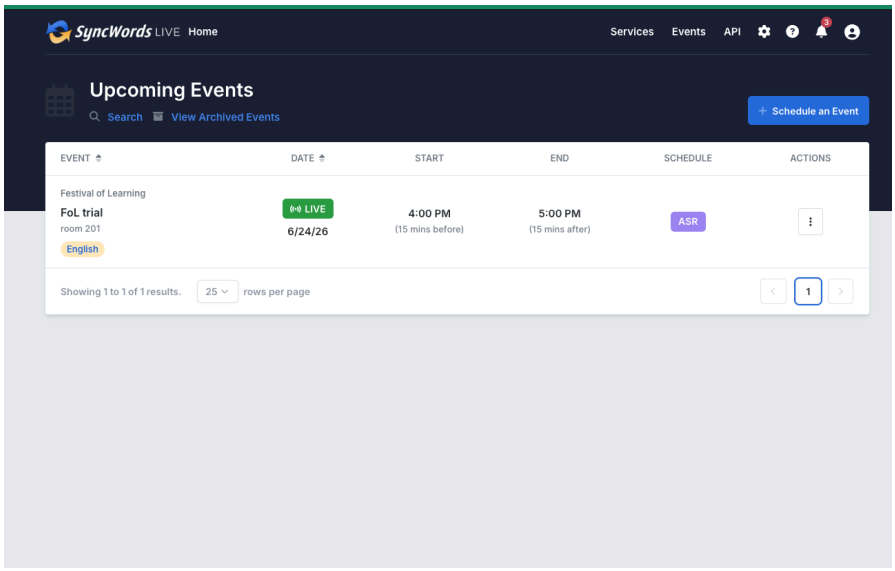
- **If you have this, good to go to next step**

2. Go to Syncword!

- https://cms-live.syncwords.com/services
- (If it’s not the overview page,) Click the Top Right “Event” Tabs

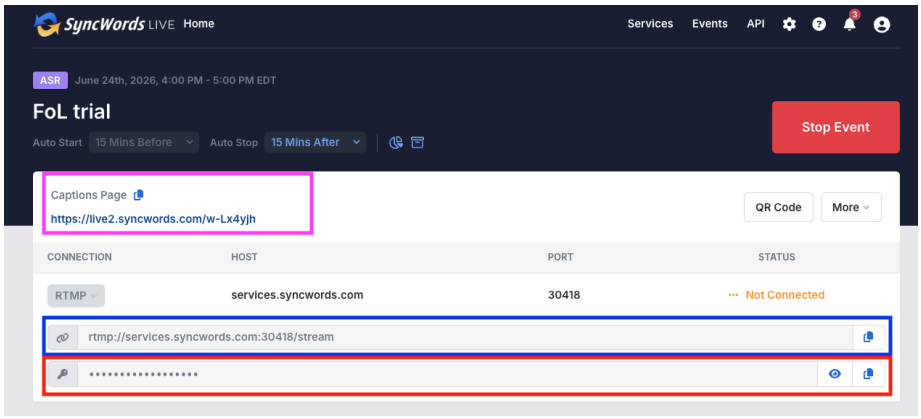


- Find your session name – based on your room/time.



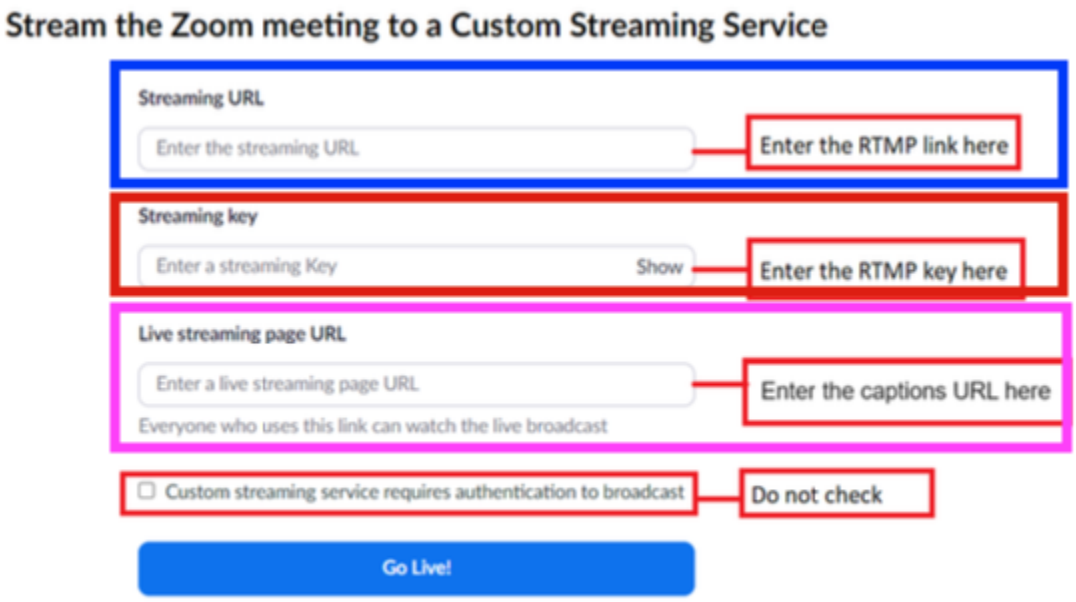
2.

3. Syncword → Zoom

- 

Copy each row and paste into zoom page.

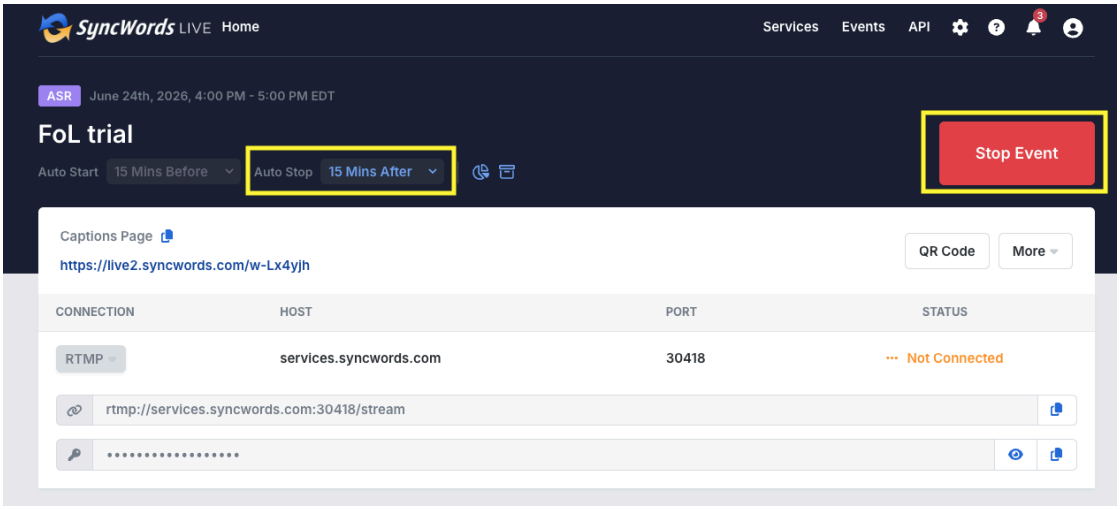
1. BLUE box: Streaming URL
2. RED box: Streaming Key
3. PINK: Live streaming page URL



  - Press Go Live! → It'll take 5-10 secs
  - Status in syncword dashboard will change into 'Conencted'
- **With your phone, please check if the caption page works well.**
  - Go to 'pink box' URL with your phone.

3. After session

- Syncword system will be auto-started / auto-ended.

- 

  - It auto-ended 15mins after → If the session ends earlier, please click ‘stop event’

- Stop ‘zoom meeting’!
- Please keep all tabs/windows for next sessions.
  - If you are the last session SV, please bring this laptop in SV room.

[REMINDER] This is all for an inclusive conference which is also important, but **our priority is in-person session support**. If you can't connect to this Syncword, totally fine. Please try a bit more times when your in=person support is done.. 🙏

1. Before your first session:
    - Please visit 204 to get your laptop. In front of laptop, there are the room numbers. Please bring a laptop with your room number and charger!!!
2. After your last session:
    - Please return the laptop and charger to 204.

Q. People are complaining…

- Please tell people that we are communicating with the technician support. Then report to us.
- In particular, we don't have an immediate clue if we encounter a login issue, so let me know in this channel. For this case, we just have to wait..(?)

Q. I have trouble with connecting syncwords

1. SLACK report with room number
    - [201] Login blocked or Zoom account not working.
2. If it's urgent, please come to 204. (We can't visit all rooms!)
3. Using coffee break might be a safe way for session presenter and audiences.

Q. Can we use our laptop to present something?

- YES! Especially EDM session requires a shared laptop for presentation. Please open the zoom and turn on the mic → Then hand over the laptop to presenter.

Q: should we display this in our screen?

- No, they have a link in their own device.

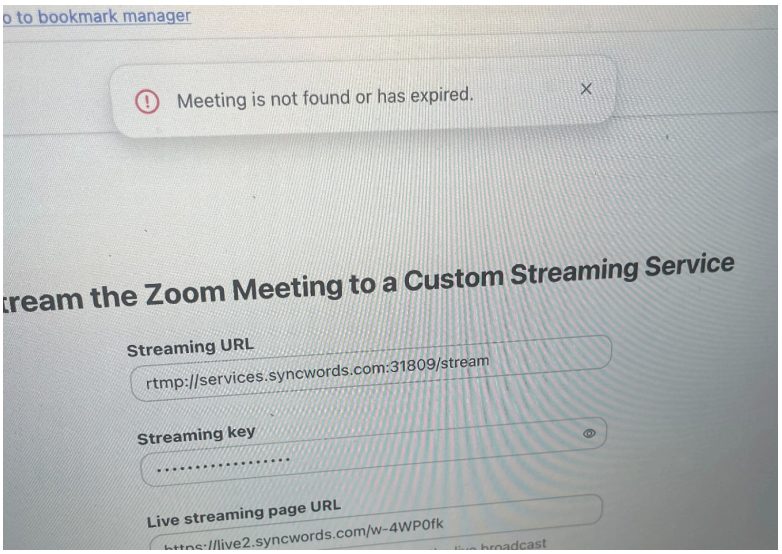
Q: should we say something to audience?

- No, also we will print the QR code for the doc which includes all links

Q. : is it a live translation tool?

- No, only English

Some common errors:

- If there's a pop-up for 'no access for live streaming' or a some error pop-up, **end the meeting and try to start it again**. Or refresh it!
  - E.g., 

- If it still buggy, please log out of Zoom and re-login. Zoom might ask for the google code, so don't be too shocked by lots of login!
- Zoom livestream loads too slowly -> refresh or end the meeting.
- Most of the solution is **ending a meeting and trying one more time**..

- Google password: PW: festivalzoom
- Zoom password: PW: Festivalzoom26
-

1. Reserve your address

- [x] folzoom11@gmail.com
  - [ ] Minju
  - [x] Trial (Minju)
  - [x] Live Streaming
  - [x] 완료
  - [x] 취소
- [x] ~~folzoom33@gmail.com~~
  - [x] Kyungyoon: 01051462739, juliecandoit98@kaist.ac.kr
  - [x] 줌 완료
  - [x] 노트북 완료
  - [x] 취소
- [x] folzoom44@gmail.com
  - [x] Minju: ysj ; sera613@naver.com
  - [x] Trial (Minju)
  - [x] Live Streaming
  - [x] 노트북 완
  - [x] 취소
- [x] folzoom55@gmail.com
  - [x] Minju, But risky (no phone)
  - [x] Trial (Minju)
  - [x] Live Streaming
  - [x] 노트북 완
  - [x] 취소
- [ ] folzoom66@gmail.com
  - [x] Minju, But risky (no phone)
  - [x] Trial (Minju)
  - [x] Live Streaming
  - [x] 취소
- [ ] folzoom77@gmail.com
  - [x] Yoonseo, +44-07880 709874
  - [x] Recovery email set to Minju, just in case I miss sth due to time difference
  - [x] Zoom 계정 생성 필요
  - [x] 노트북완
  - [x] 취소
- [x] ~~folzoom88@gmail.com~~
  - [x] Hyoungwook, created
  - [x] Trial (Hyoungwook)
  - [x] Live Streaming

- [x] 노트북완
- [x] 취소

- [x] ~~folzoom99@gmail.com~~
  - [x] Eunyoung, +1-510-667-2422
  - [ ] Recovery email set to Minju, just in case I miss sth due to time difference
  - [x] Trial (Minju)
  - [x] Live streaming
  - [x] 노트북완
  - [x] 취소
- [ ] Naver계정
  - [x] 취소
- [ ] Ewha 계정
  - [x] 취소

PW: festivalzoom
Recovery email: If you attend FoL, please use your own email.

2. Create a Gmail account → It requires your phone number.

- For me, only one account can be created…

3. Create a Zoom account with the same gmail account → Please use 'email' method (NOT GMAIL)

https://zoom.us/signup?signUpFrom=homepage#/signup/verification?entry=signup

- If you are okay with providing your card info, could someone try 'Free trial for workspace plan' and let me know? It seems like '2 weeks free trial' and we will make sure that we cancel the plan right after our conference (7/3)
- If it is suspicious, choose 'basic account' and let me know as well!
- DM @Minju

PW: Festivalzoom26
https://zoom.us/opc/buy/config?type=buy_trial&plan=pro&from=pro&period=monthly&campaign_code=zoom_pro_campaign&trial_code=zoom_pro_monthly_trial_service&_=1782493173491