



Welcome!

2021 BEST/VTmtss Summer Institute Presenter & Liaison Orientation

***Here Comes the Sun: Celebrating and
Strengthening Resilience for ALL!***



Introductions

Prompt: Staff Photo

Schedule at a Glance

Virtual BEST/VTmtss Summer Institute 2021

Monday 6/21	Tuesday 6/22	Wednesday 6/23	Thursday 6/24
8:30 – 9:00 Technology Check-in and Morning Announcements	8:15 – 8:30 Technology Check-in and Morning Announcements	8:00 – 8:15 Technology Check-in and Morning Announcements	8:00 – 8:15 Technology Check-in and Morning Announcements
9:00 – 10:00 Keynote: Elena Aguilar	8:30 – 9:45 Keynote: Cornelius Minor	8:15 – 9:45 Workshops	8:15-8:45 Closing Keynote: Joelle van Lent
10:15 – 12:30 Strand Time	10:00 – 12:30 Strand Time	10:00 – 12:30 Strand Time	9:00 – 12:00 Strand Time
<i>Lunch on Your Own</i>	<i>Lunch on Your Own</i>	<i>Lunch on Your Own</i>	<i>Lunch on Your Own</i>
*Team Time (using Team's choice of virtual platform)	*Team Time (using Team's choice of virtual platform)	*Team Time (using Team's choice of virtual platform)	*Team Time (using Team's choice of virtual platform)

All materials can be found here: <https://www.pbisvermont.org/training-resources/best-mtss-summer-institute/>

Special Activities

- **Goosechase**
 - Virtual scavenger hunt on your own time
- **Networking**
 - Join small groups of others in your role and connect
 - Tuesday, June 22: 3:00 – 4:30 PM
- **Trivia**
 - Play alone or join your school as a team to answer fun trivia questions
 - Wednesday, June 24: 7:00 – 8:00 PM

Role of the Presenter

- Develop engaging content including clear objectives, norms/expectations, connection activities, agenda, breaks (break slides)
- Send materials to Anne ASAP; try to limit number of documents
- Connect with liaison to divide tasks
- Join room 15 minutes early
- Greet participants
- Seek support from liaison
- If strand presenter, be available for topic-based consulting (team leaders will email you to schedule a time)

Role of the Liaison

- Connect with presenter to divide tasks
- Manage Zoom account with link for all strand participants to join at designated time (join room 20 minutes early with correct email address)
- Make presenter co-host
- Greet participants and help orient them to the technology
- Provide technical assistance to participants
- Manage recording (pause during breakouts), chat box, breakout rooms, polls
- Take photos?
- Play timekeeper – give presenter a 10 min. and 5 min. warning
- Seek further support from designated person when needed

Role of the Resource Consultant

- Meet with up to 5 assigned teams (you'll get an email next week) for brief time based on team's meeting schedule
 - Take attendance
 - Answer Institute questions or bring team questions back to Institute staff meetings
 - Get feedback about how things are going and bring back to Institute staff meetings
 - Share materials and information from Institute staff
- Attend daily afternoon meeting to review Institute issues and receive important updates. Monday's meeting: 3:30
- FYI: Graduate Course – Winnie Looby (winnie.looby@uvm.edu)



Activity Schedules

- One per strand
- One per workshop
- Use to organize flow
- Let Liaison know what to expect

Activity Schedule

SCHEDULE TAB:

- Basic information at the top
- Contact information
- Zoom Link
- Slide activity listings

	A	B	C	D	E	F	G	H
1	STRAND	Strand B - VTPBIS Targeted Training			DATES:	June 21 - 24, 2021		
2	Presenter(s):	NAME		CELL	EMAIL			
3		Rebecca Lallier			rebecca.lallier@gmail.com			
4		Cortney Keene			cortneykeene@keeneperspectives.com			
5	Tech Liaison:	Christina Whitehead		678-361-1100	christina@muse-productions.net			
6	Zoom Link:	https://us02web.zoom.us/j/81644189401?pwd=WEkxZTRBRFPQJNSWpJemFqNU4dz09						
7	# of Slides:	Day 1:						
8		Day 2:						
9		Day 3:						
10		Day 4:						
11								
12	Estimated Time OR	Slide #	Activity <i>(choose from drop-down list)</i>	Timer	# in Group <i>(if random)</i>	Room Close Countdown	Notes	Action Done By <i>(Tech or Presenter)</i>
13	9:20 AM	9	Breakout: Random	15 min	3-4	30 sec	Example	
14								
15								
16								
17								
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Schedule ▾

ROS ▾

Attendee List ▾

Activity Schedule

ROS TAB:

- Run of Show
- Daily schedule including breaks
- Zoom account information – FOR TECH LIAISON ONLY
- List of schools attending

F27	A	B	C	D	E	F	G
1	TIME ZONE:	ET			This information to be used by the TECH LIAISON only		
2	DATE:	Monday, June 21			Zoom Account	christina@muse-productions.net	
3	Status	Start Time	End Time	Action/Task	Password:		
4	<input type="checkbox"/>	10:00 AM		Tech check - presenters and liaison log on	Zoom Link	https://us02web.zoom.us/j/81644189401?pwd=WEkxZTRBRFN PQ0JNSWplemFqNlJ4dz09	
5	<input type="checkbox"/>	10:15 AM		Strand begins	Status	SCHOOLS	# of
6	<input type="checkbox"/>			Break?	<input type="checkbox"/>		
7	<input type="checkbox"/>	12:30 PM		Strand ends	<input type="checkbox"/>		
8	DATE:	Tuesday, June 22			<input type="checkbox"/>		
9	Status	Start Time	End Time	Action/Task			
10	<input type="checkbox"/>	9:45 AM		Tech check - presenters and liaison log on			
11	<input type="checkbox"/>	10:00 AM		Strand begins			
12	<input type="checkbox"/>			Break?			
13	<input type="checkbox"/>	12:30 PM		Strand ends			
14	<input type="checkbox"/>						
15	DATE:	Wednesday, June 23					
16	Status	Start Time	End Time	Action/Task			
17	<input type="checkbox"/>	9:45 AM		Tech check - presenters and liaison log on			
18	<input type="checkbox"/>	10:00 AM		Strand begins			
19	<input type="checkbox"/>			Break?			
20	<input type="checkbox"/>	12:30 PM		Strand ends			
21	DATE:	Thursday, June 24					

Activity Schedule

ATTENDEES LIST TAB:

- Use to check attendance
- If using random breakout groups (not by school), and repeating the same groups, log breakout room number

**** Not necessary if breakouts are by schools**

	A	B	C	D	E	F	G	H	I
1	Mon	Tue	Wed	Thur	First Name	Last Name	Email	School	Breakout Group #
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

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Schedule
ROS
Attendee List

Zoom 101

General Technology Tips

- Things to consider:
 - Choose audio option (i.e. phone, computer mic, headset)
 - Test out options in advance
 - Do you have a backup plan (i.e. hot spot)? Hardwire internet?
 - Internet usage in your house
 - Permissions
 - Zoom test room:
<https://zoom.us/test>

General Technology Tips

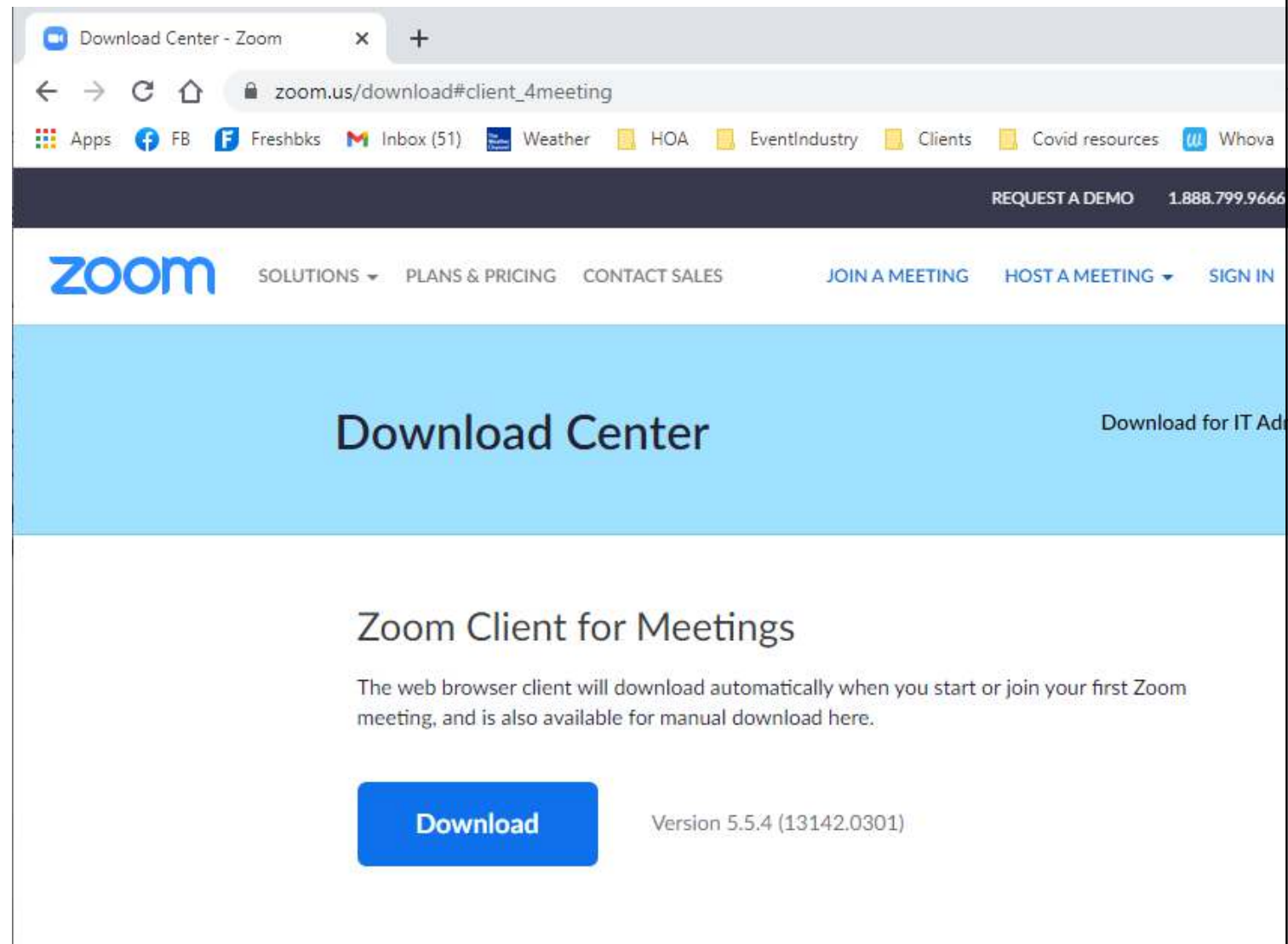
- Consider background, be mindful of jewelry/accessories
- Desktop organization:
 - Tabs open and in order
 - Slides
 - List of all links
 - Agenda
 - Facilitator guide
- “Do Not Disturb” for notifications/phone on silent

Zoom App

Download the Zoom app (program), instead of running Zoom through your browser: some functionality doesn't work with the browser version.

Open Zoom from the app (program).

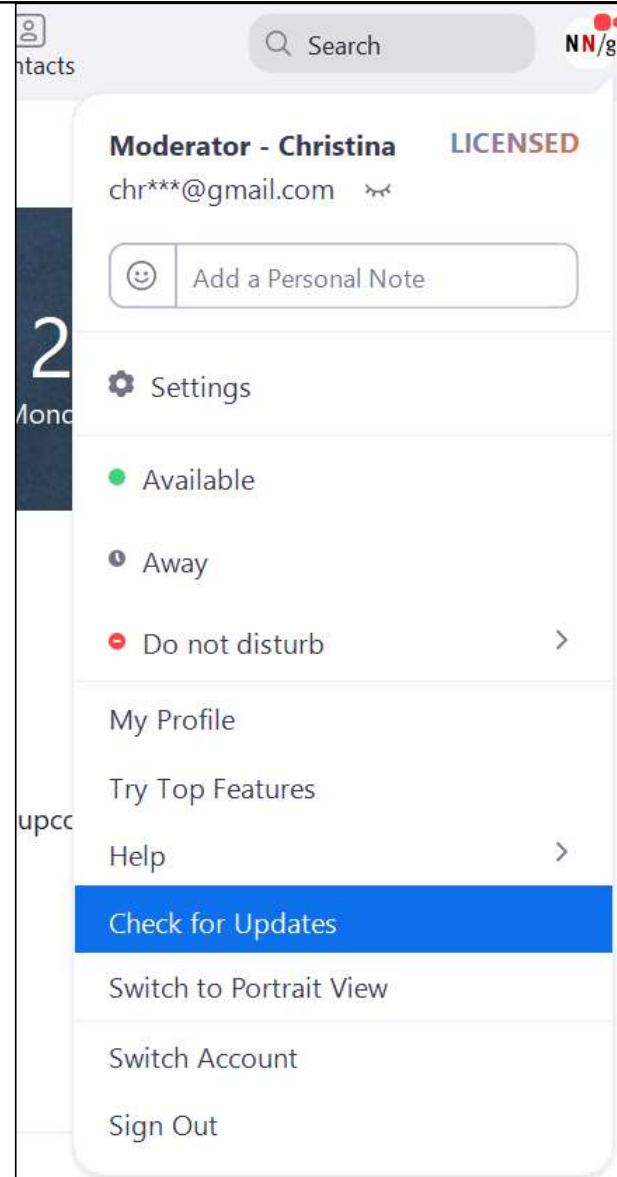
<http://www.zoom.us/download>



The screenshot shows a web browser window with the address bar displaying 'zoom.us/download#client_4meeting'. The browser's tab is labeled 'Download Center - Zoom'. The page features a dark blue header with the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN. A dark blue bar below the header contains the text 'REQUEST A DEMO' and the phone number '1.888.799.9666'. The main content area has a light blue background with the heading 'Download Center' and a sub-heading 'Zoom Client for Meetings'. Below this, a paragraph states: 'The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.' A prominent blue 'Download' button is centered, with the text 'Version 5.5.4 (13142.0301)' to its right. The browser's address bar also shows a list of bookmarks including 'Apps', 'FB', 'Freshbks', 'Inbox (51)', 'Weather', 'HOA', 'EventIndustry', 'Clients', 'Covid resources', and 'Whova'.

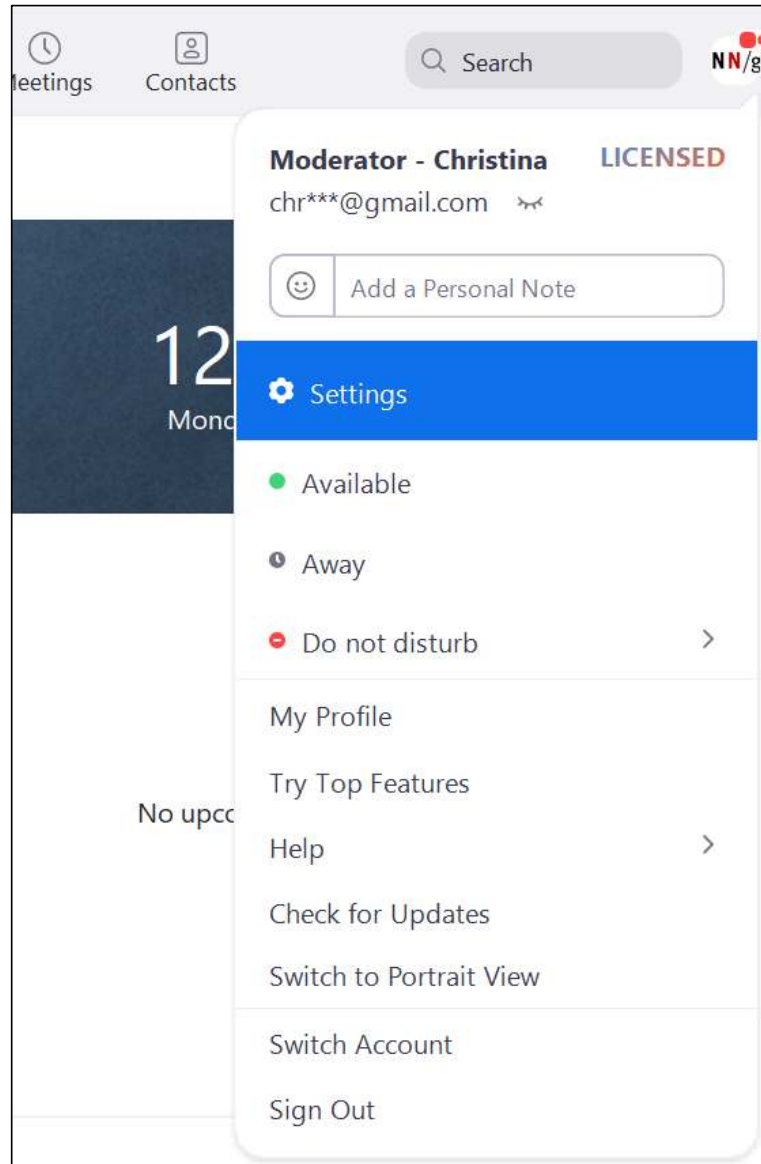
Zoom App

Check for
updates
every day



Zoom Settings

Go to
“Settings”

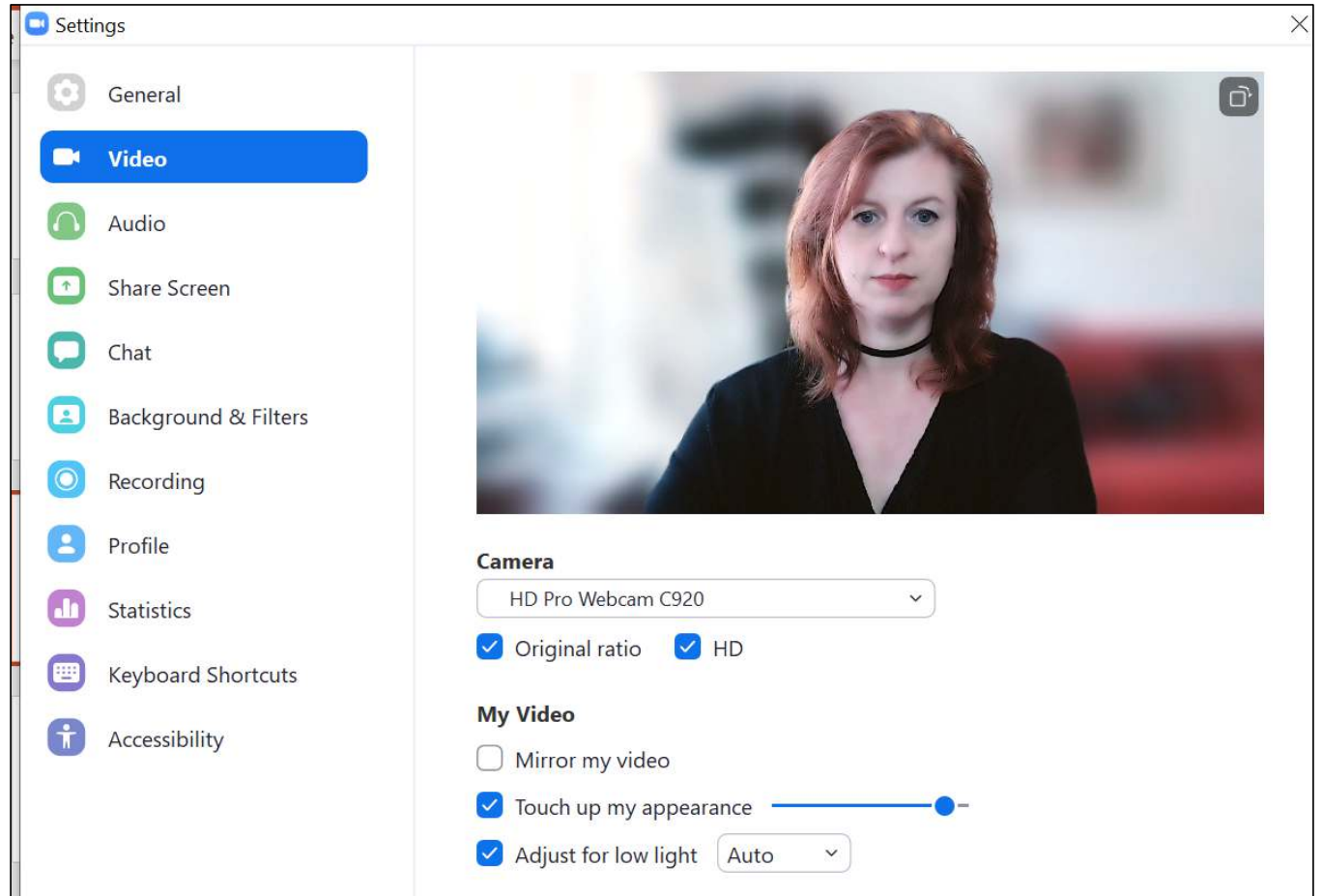


Video Settings

Video
Settings

Check your
camera
device

Adjust
settings as
necessary

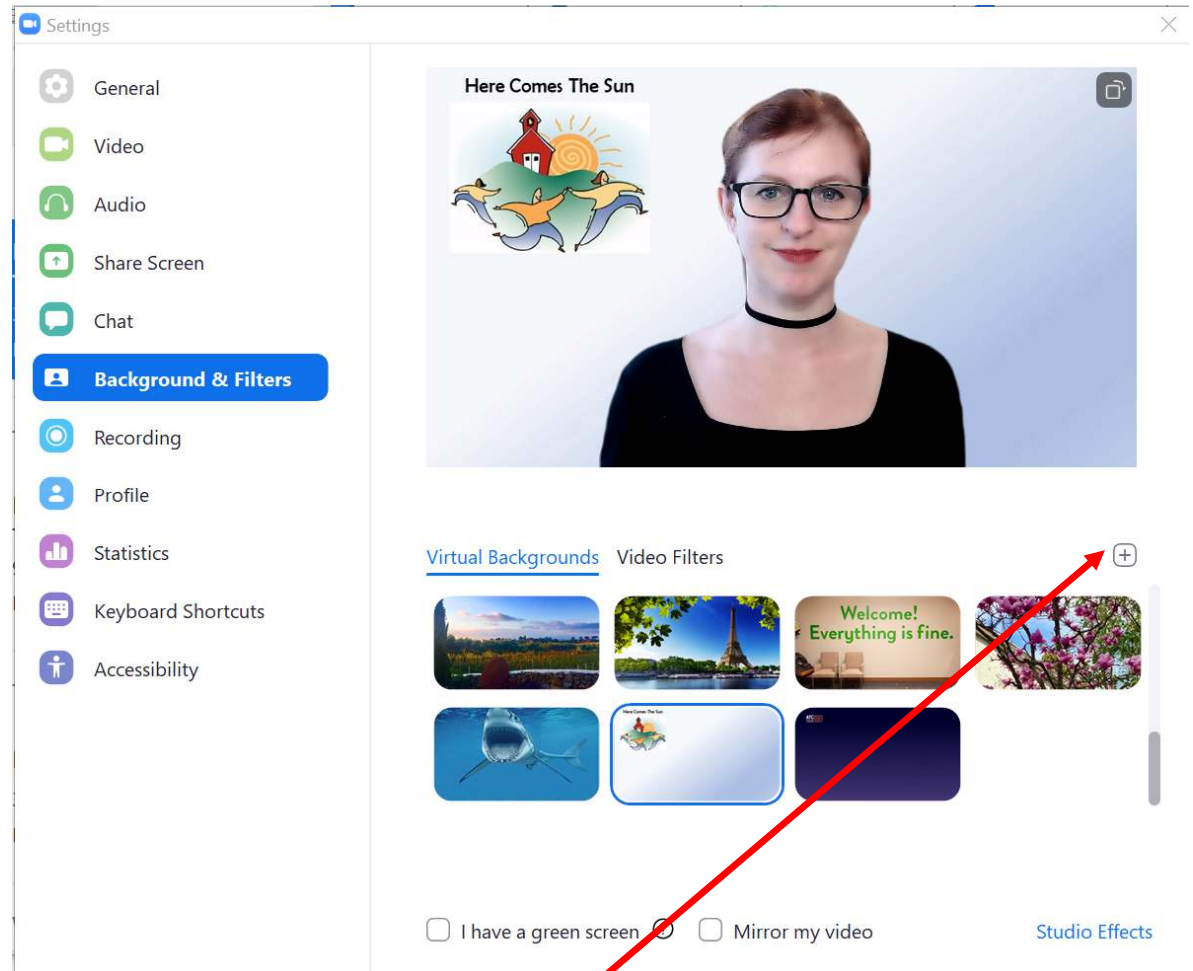


Virtual Background

Backgrounds & Filters

Upload background image (from your computer)

Test image!



Audio Settings

Audio
Settings

Check your
speakers

Check your
microphone

Settings

- General
- Video
- Audio**
- Share Screen
- Chat
- Background & Filters
- Recording
- Profile
- Statistics
- Keyboard Shortcuts
- Accessibility

Speaker

Test Speaker Speakers (StarTech Audio)

Output Level:

Volume:

☐ Use separate audio device to play ringtone simultaneously

Microphone

Test Mic Microphone (USB PnP Audio Device)

Input Level:

Volume:

☒ Automatically adjust microphone volume

Suppress background noise [Learn more](#)

☒ Auto

☐ Low (faint background noises)

☐ Medium (computer fan, pen taps)

☐ High (typing, dog barks)

Music and Professional Audio

☐ Show in-meeting option to "Turn On Original Sound"

Accessibility Settings

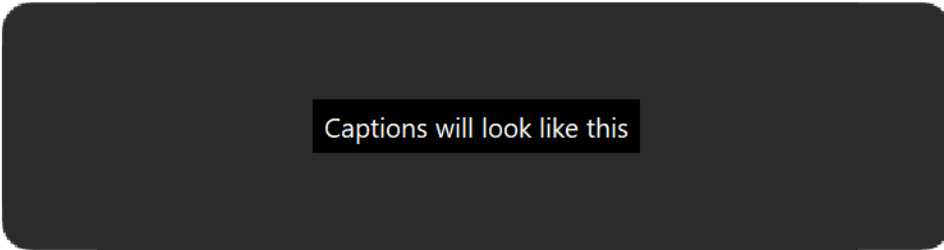
Adjust Chat
size for easier
viewing

Settings

- General
- Video
- Audio
- Share Screen
- Chat
- Background & Filters
- Recording
- Profile
- Statistics
- Keyboard Shortcuts
- Accessibility**

Closed Caption

Font Size: (14)
Small Large



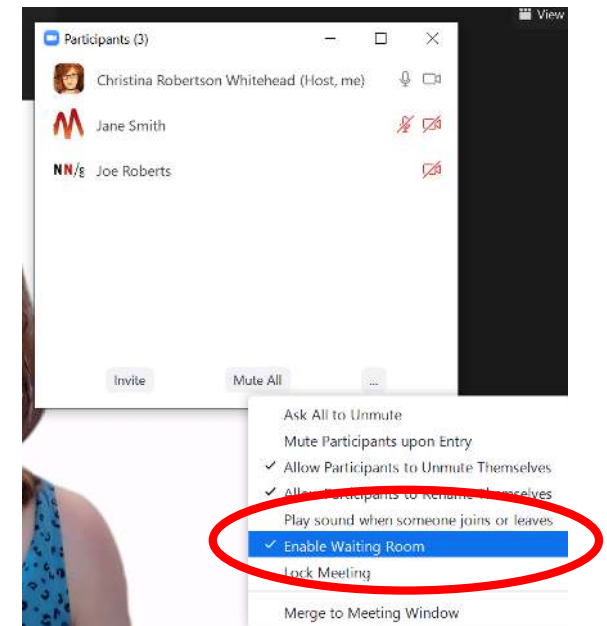
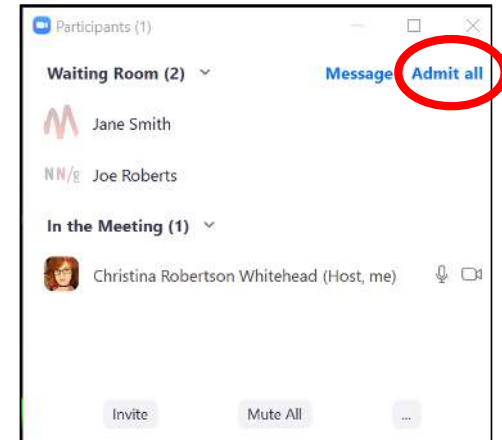
Chat Display Size (Ctrl+/-)

- 100%
- 80%
- 100%
- 120%
- 150%**
- 180%
- 200%

Alerts		Restore Defaults
	Enable	
Received	<input checked="" type="checkbox"/>	
Participant Has Joined/Left Meeting (Host Only)	<input checked="" type="checkbox"/>	
Participant Has Joined/Left Waiting Room (Host Only)	<input checked="" type="checkbox"/>	
Audio Muted by Host	<input checked="" type="checkbox"/>	

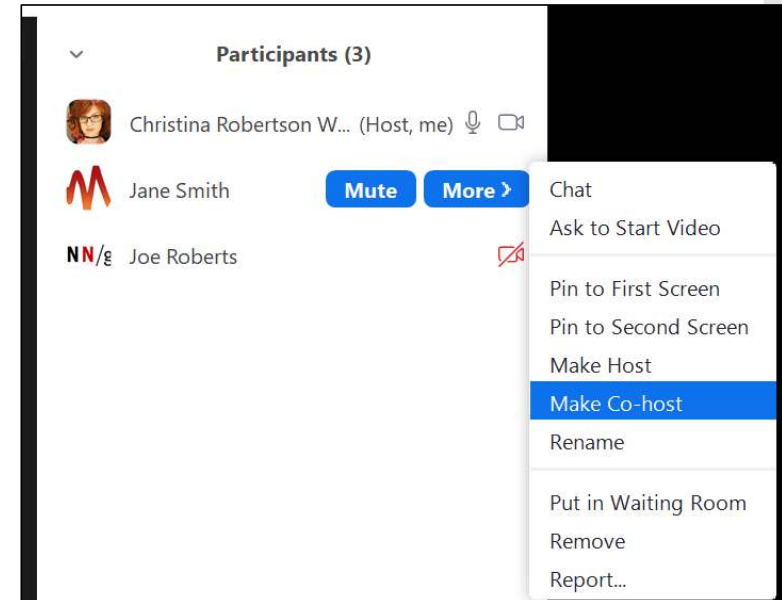
When You Log On for Tech Check

- Test your audio (mic and speakers)
- Check your video
- Run a speed test on your internet (speedtest.net)
- Rename yourself if necessary
- When ready for attendees to come in:
 - “Admit all” for attendees currently in waiting room
 - Disable “waiting room” by unchecking option at the bottom of the Participant Panel



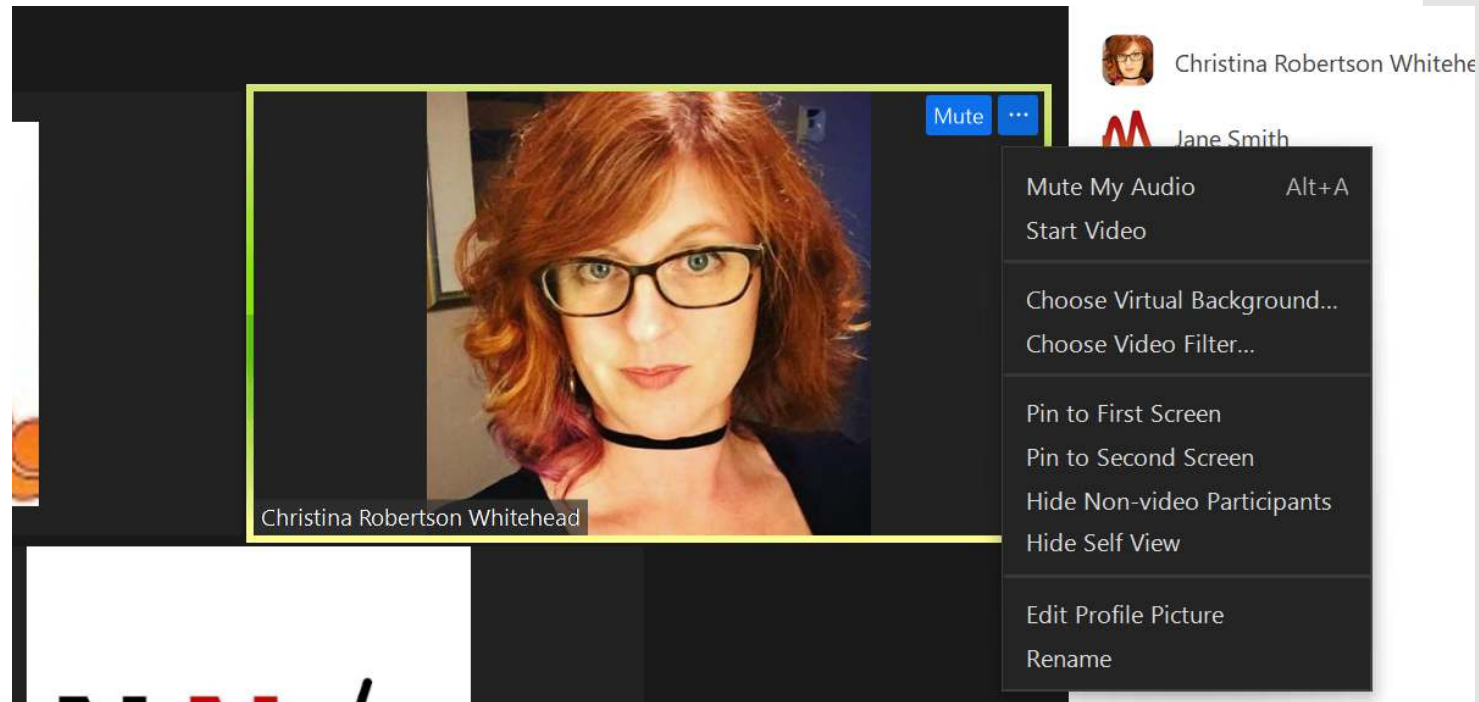
Host & Co-Host

- Tech liaison should be designated as “Host”
- Presenters should all be “Co-Hosts”
- Host can hover over the participant’s name to designate “Co-Hosts”
- Both can:
 - Mute/unmute participants
 - Rename
 - Manage Waiting Room
- Host can:
 - Create Breakout Rooms



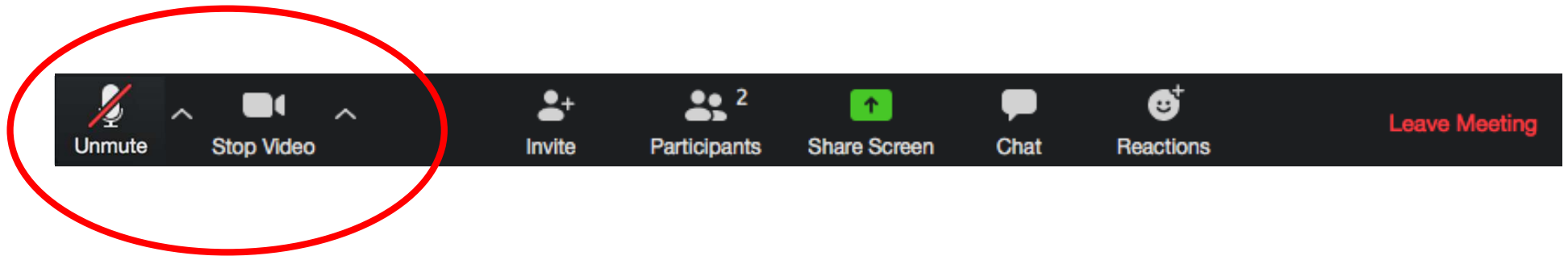
Adjust Your View

- Access from your own Zoom window (...)
- Pin windows you want to see
- Hide Self option



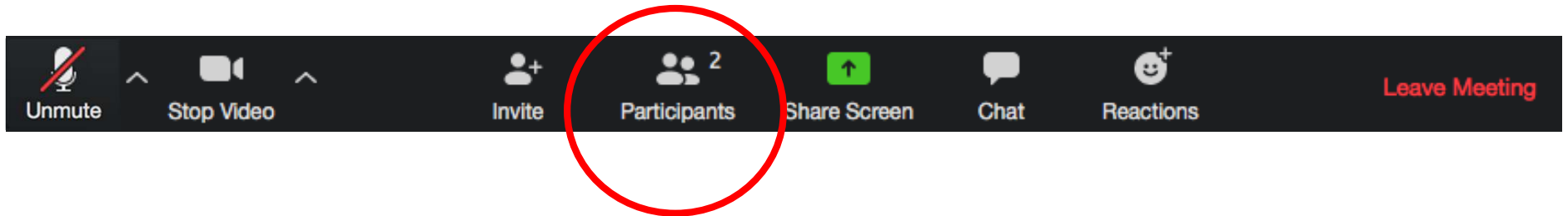
During the Zoom

Zoom Toolbar



Turn your microphone and camera on and off here

Participants Panel



Open the Participants panel to see who is present.

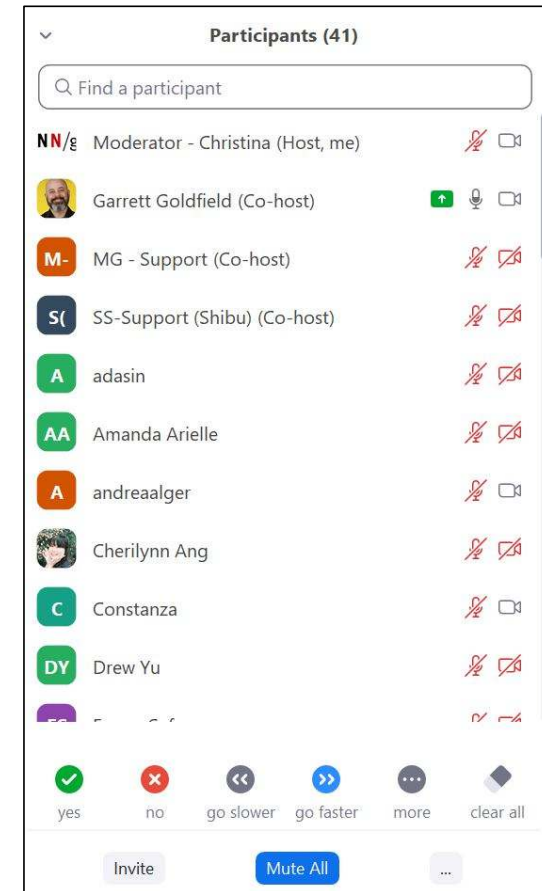
Participant List

Request that participants rename to start with their school name.

Example:

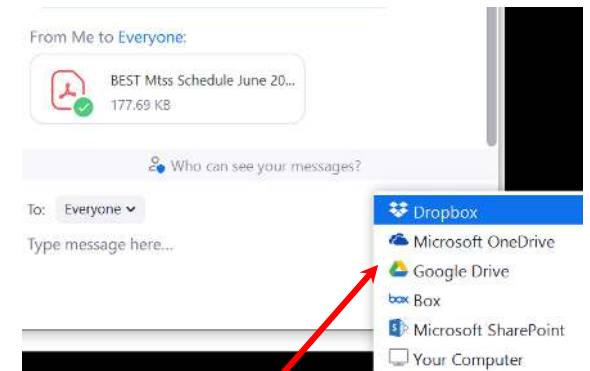
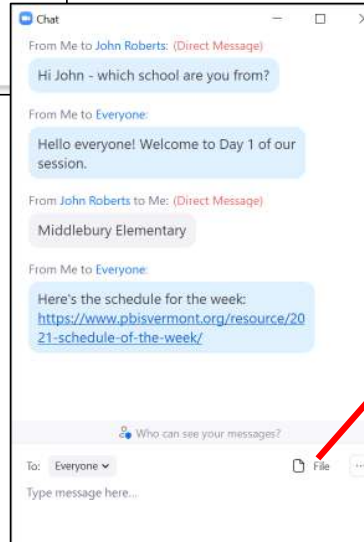
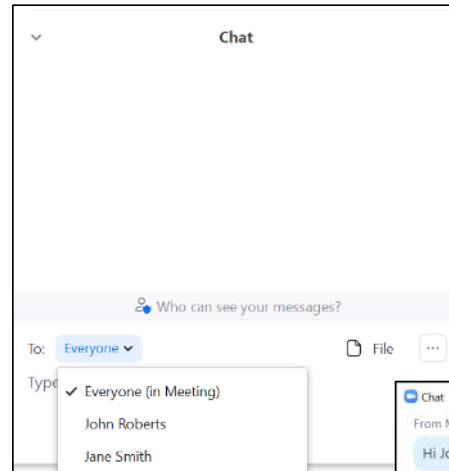
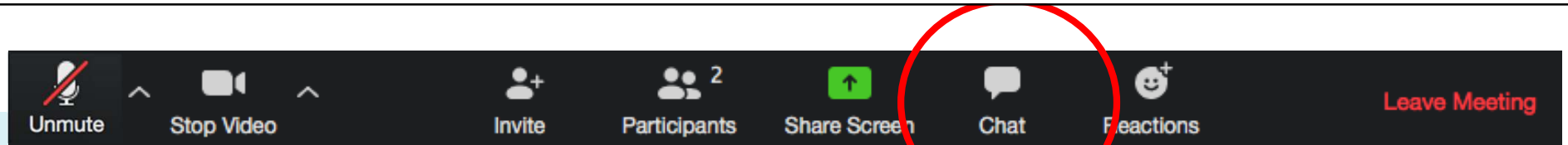
Barre City – Jane Smith

- Host and Co-Hosts will show up first in list
- Rest of list will be in alpha order
- Shows if someone is muted, video on or off
- Hover over name to get options: (mute, unmute, make co-host, make host, rename, etc.)



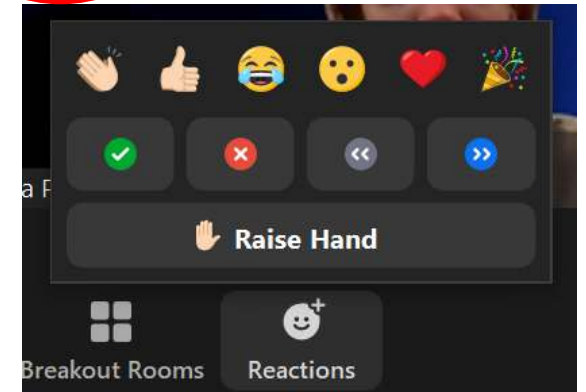
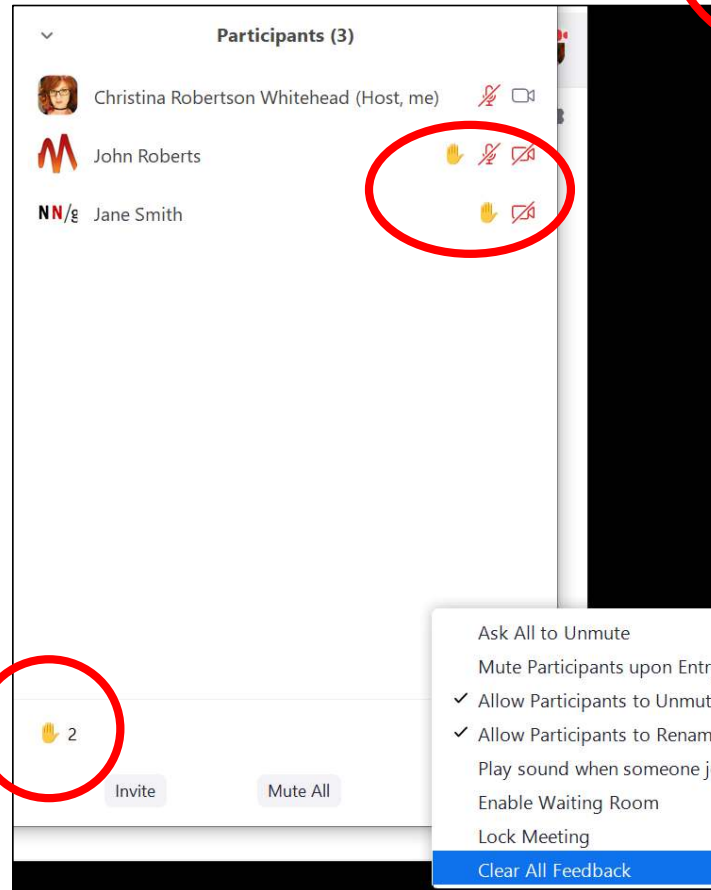
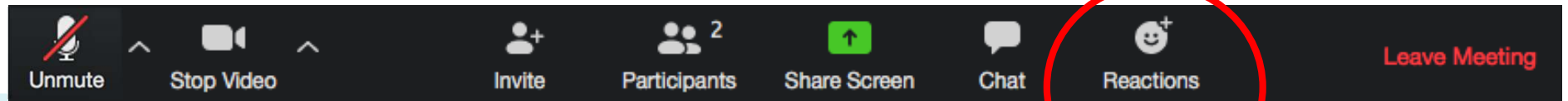
Chat

- Can post privately to someone – will have a red (Direct Message) after it
- Use to post links attendees might need
- Upload files (to everyone or just one person)
- Attendees only see chat messages that have been posted AFTER they join
- Links need to have http:// to be “hot”

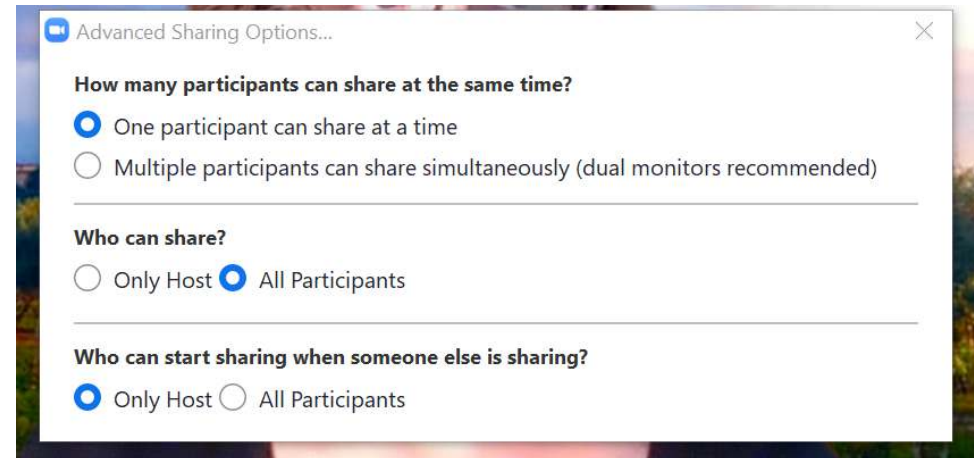
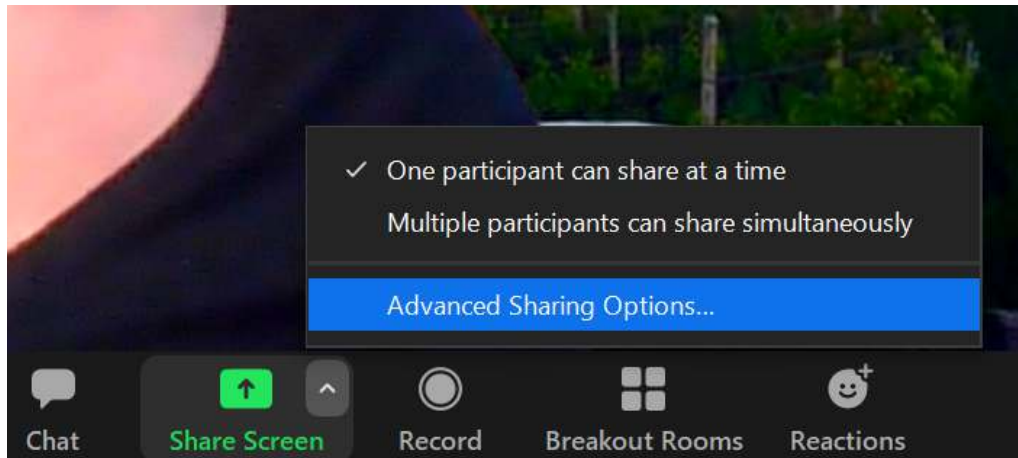


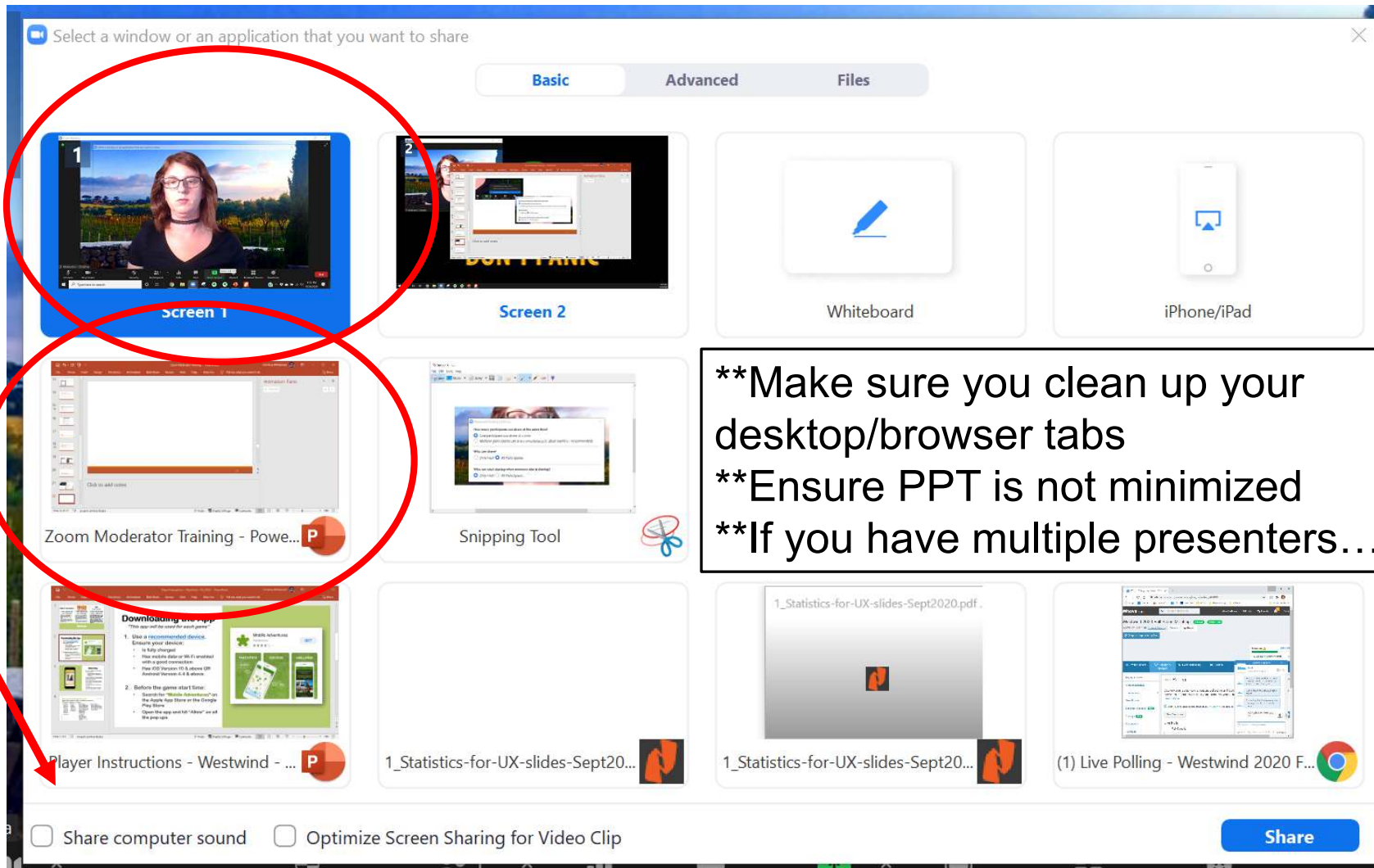
Reactions

- Host & Co-Host will see a summary of number of people who have selected each reaction.
- Host & Co-Host can clear reactions.
- Participants who raise their hands will jump to the top of the Participant List (and their Zoom window will pop to the top of the windows.)

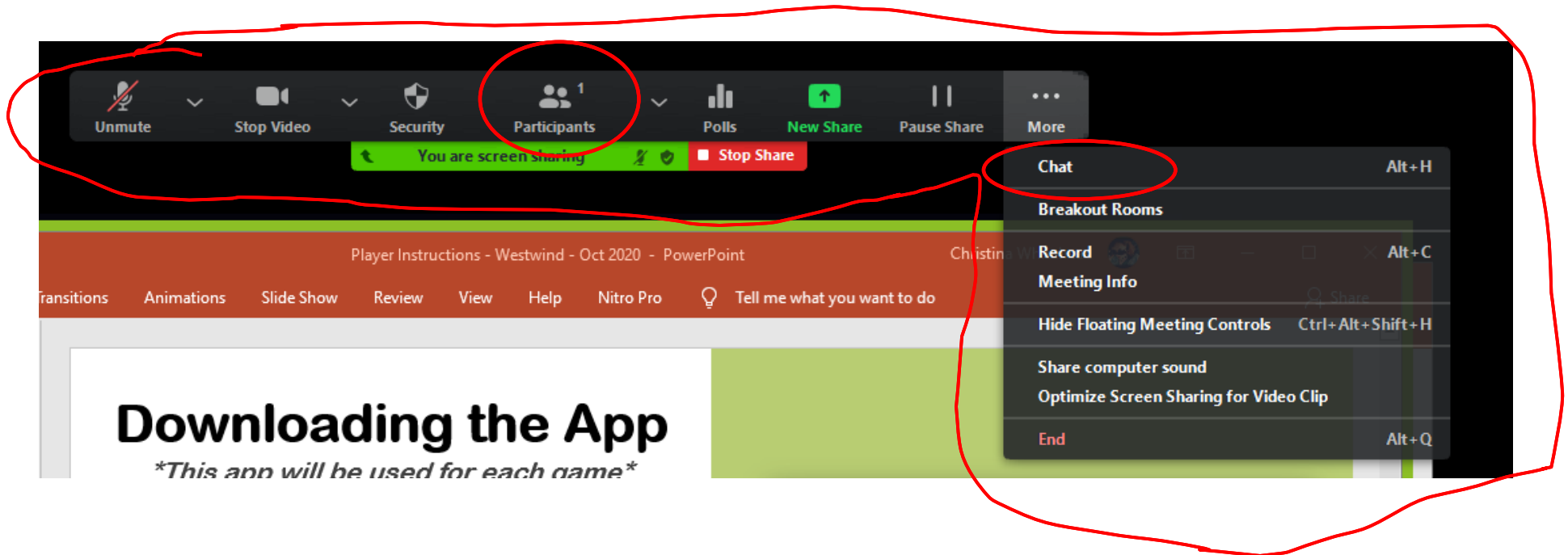


Screen Sharing





While Screen Sharing



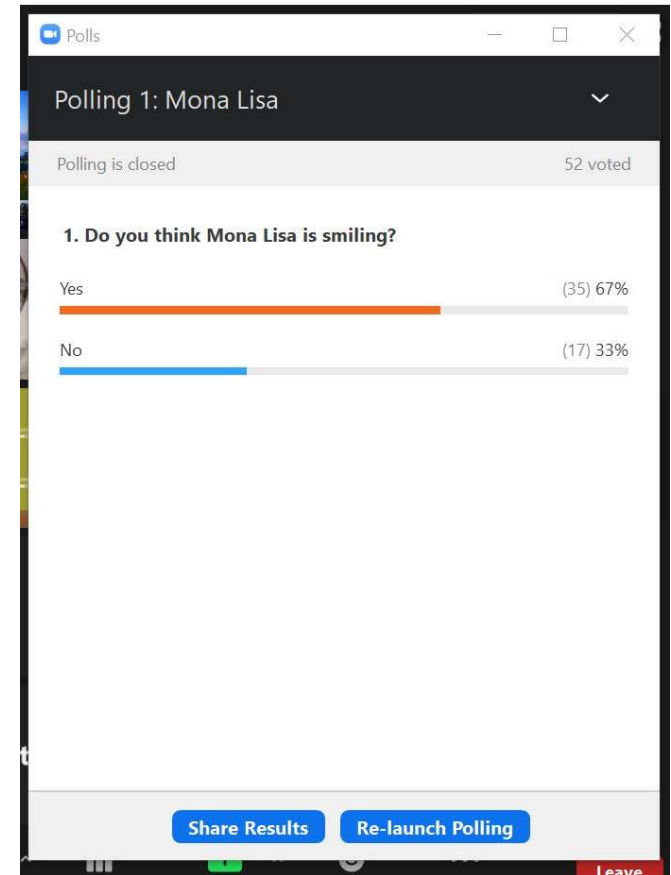
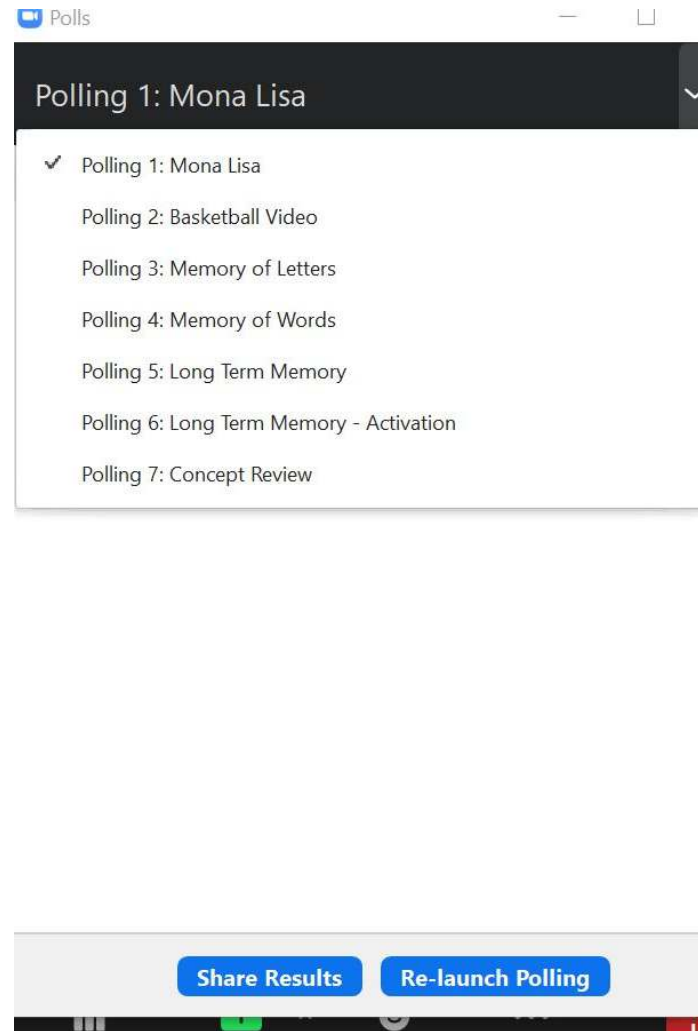
Breakout Rooms

- Warn when they're coming up
- Roles, protocols, connection
 - Ensure they'll know the "assignment" – shared screen won't show
 - Zoom Chat in breakout rooms will not be seen by people in main room, or host
 - Give return time

Polls

- Only the meeting creator can create polls!
- They must be created ahead of time
- Can be launched by Host or Co-Host
- Once most people have responded, click “end polling” and then “share results”
- Don’t forget to stop sharing results when done

** Email Christina with poll details if you would like one set up for your strand/workshop



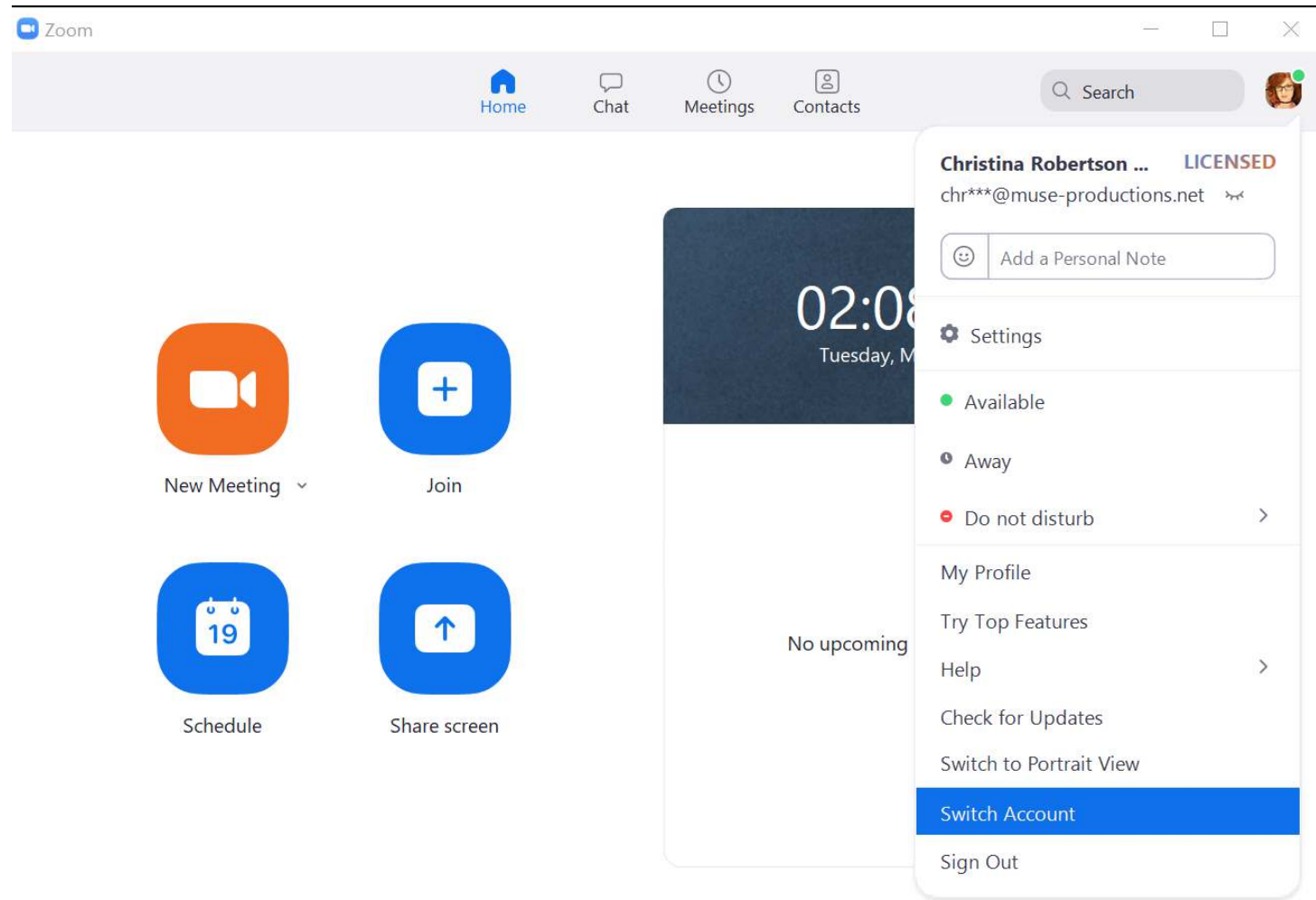




Liaison Training

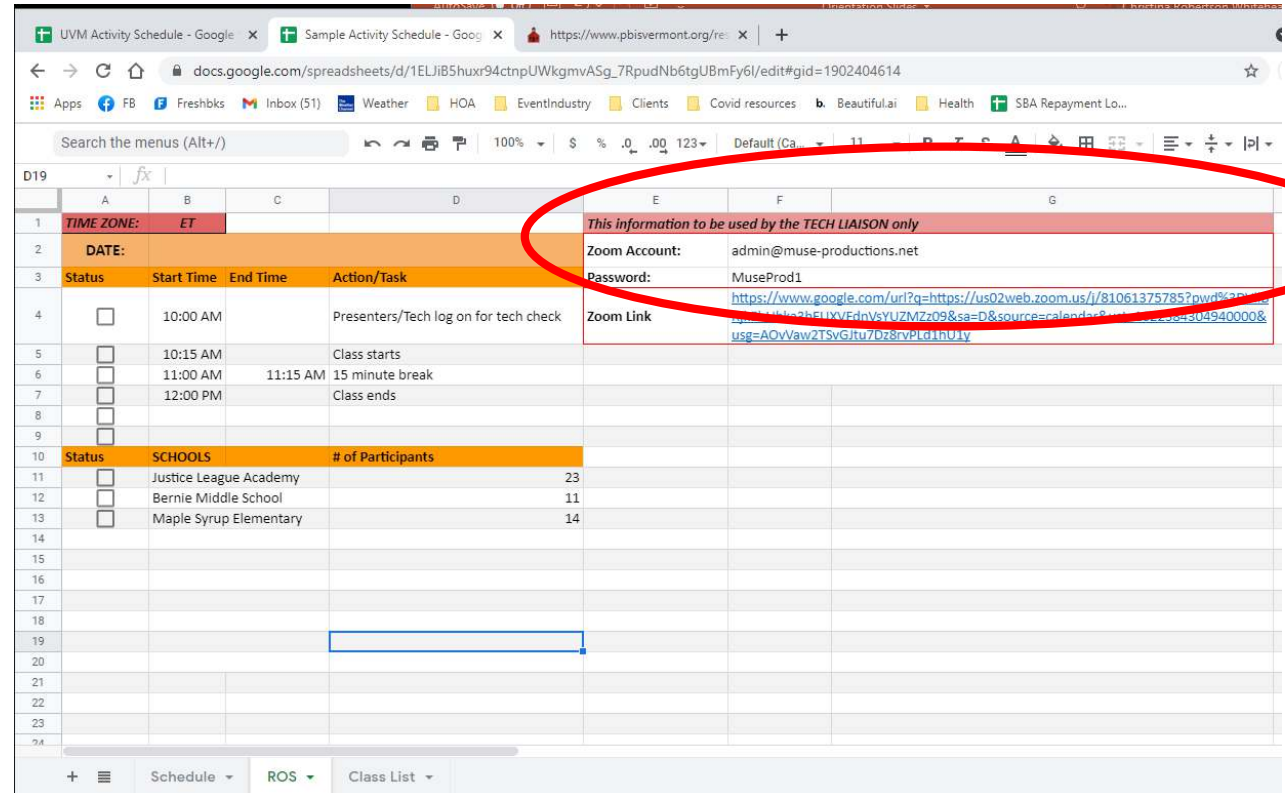
Step by Step, to Start

1. Log out of your own Zoom account



2. Get Zoom account information for your class

ROS tab



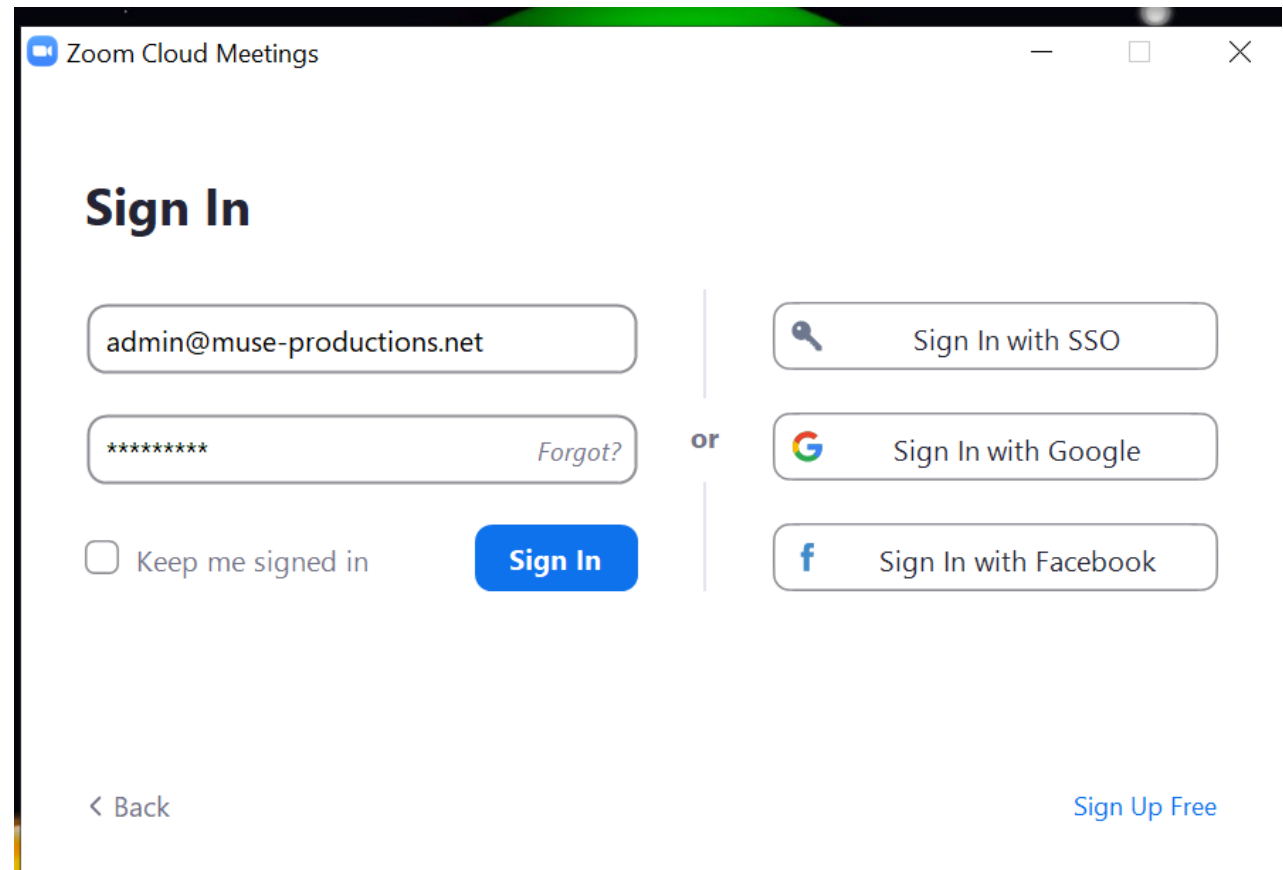
The screenshot shows a Google Sheet with the following structure:

1	TIME ZONE:	ET			
2	DATE:				
3	Status	Start Time	End Time	Action/Task	
4	<input type="checkbox"/>	10:00 AM		Presenters/Tech log on for tech check	
5	<input type="checkbox"/>	10:15 AM		Class starts	
6	<input type="checkbox"/>	11:00 AM	11:15 AM	15 minute break	
7	<input type="checkbox"/>	12:00 PM		Class ends	
8	<input type="checkbox"/>				
9	<input type="checkbox"/>				
10	Status	SCHOOLS		# of Participants	
11	<input type="checkbox"/>	Justice League Academy		23	
12	<input type="checkbox"/>	Bernie Middle School		11	
13	<input type="checkbox"/>	Maple Syrup Elementary		14	
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

Zoom Account Information (highlighted in red circle):

This information to be used by the TECH LIAISON only	
Zoom Account:	admin@muse-productions.net
Password:	MuseProd1
Zoom Link	https://www.google.com/url?q=https://us02web.zoom.us/j/81061375785?pwd=3Zluc2hEUXVEdnVsYUZYMTZz09&sa=D&source=calendar&u=https://us02web.zoom.us/j/81061375785?pwd=3Zluc2hEUXVEdnVsYUZYMTZz09&usg=AOvVaw2TSvGJtu7Dz8rvPLd1hU1y

3. Log in with that Zoom account



The screenshot shows the Zoom Cloud Meetings sign-in interface. At the top, the title bar reads "Zoom Cloud Meetings" with standard window controls. The main heading is "Sign In". On the left, there are two input fields: the first contains the email "admin@muse-productions.net" and the second contains masked characters "*****" with a "Forgot?" link to its right. Below these is a checkbox labeled "Keep me signed in" and a blue "Sign In" button. On the right, separated by a vertical line and the word "or", are three social sign-in buttons: "Sign In with SSO" (with a key icon), "Sign In with Google" (with the Google logo), and "Sign In with Facebook" (with the Facebook logo). At the bottom left is a "< Back" link, and at the bottom right is a "Sign Up Free" link.

Zoom Cloud Meetings

Sign In

admin@muse-productions.net

***** [Forgot?](#)

☐ Keep me signed in [Sign In](#)

or

[Sign In with SSO](#)

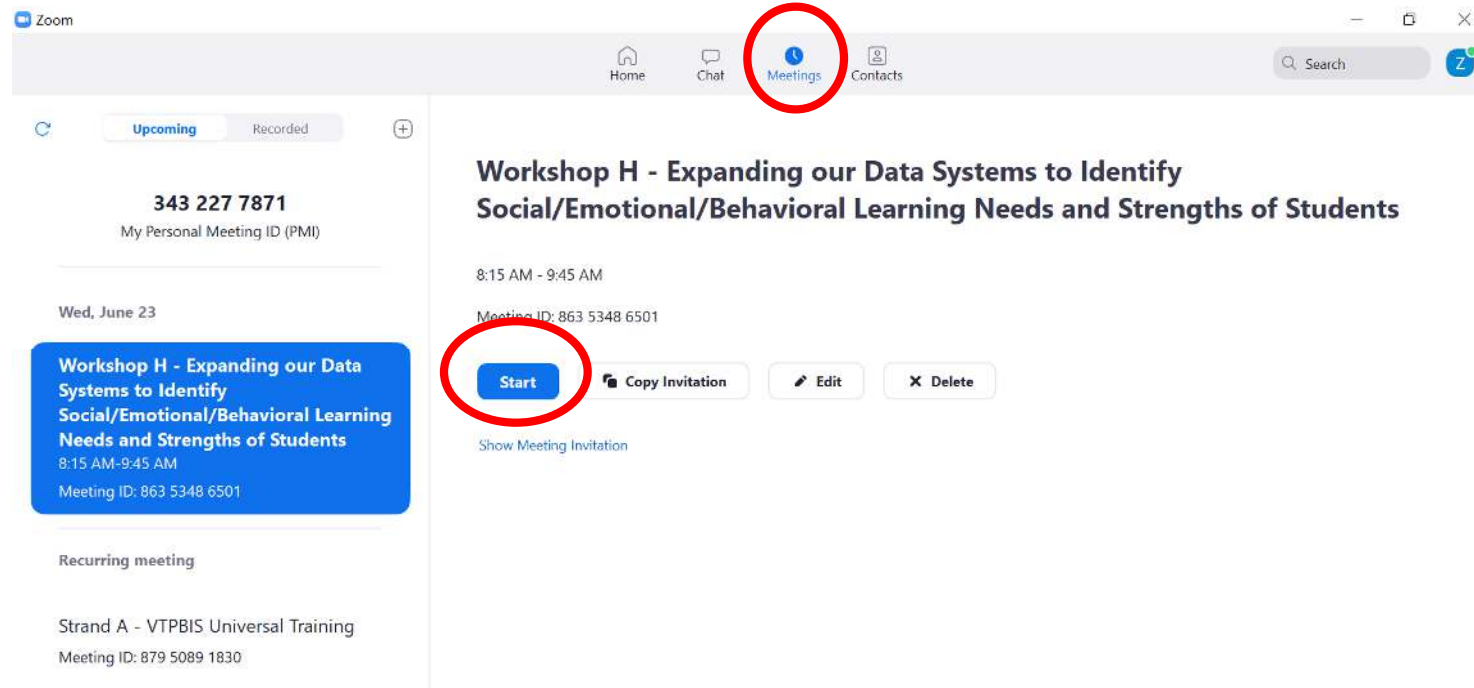
[Sign In with Google](#)

[Sign In with Facebook](#)

[< Back](#) [Sign Up Free](#)

4. If you are using the ZOOM APP:

You will see the scheduled events on the **Meetings** tab

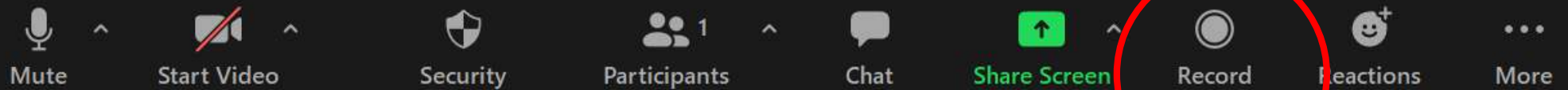


4. If you are NOT using the app:

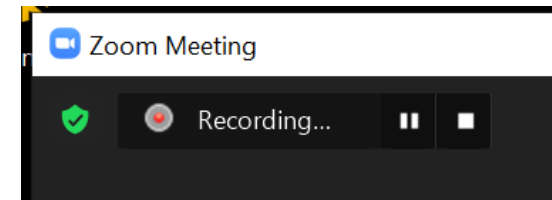
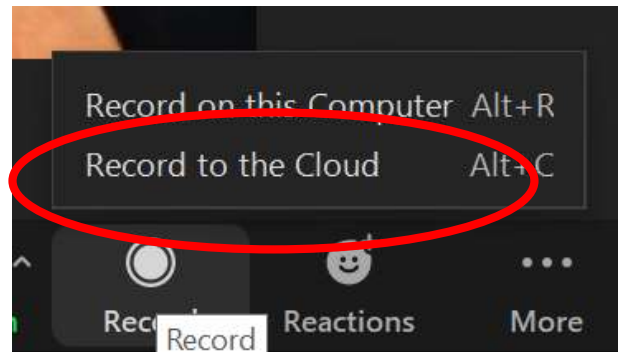
Go back to ROS tab and click on Zoom link to launch strand/workshop

	E	F	G	
	<i>This information to be used by the TECH LIAISON only</i>			
	Zoom Account:	admin@muse-productions.net		
	Password:	MuseProd1		
for tech check	Zoom Link	https://www.google.com/url?q=https://us02web.zoom.us/j/81061375785?pwd%3DVlIBRjk5bUhka3hEUxVFdnVsYUZMZz09&sa=D&source=calendar&ust=1622384304940000&usg=AOvVaw2TSvGJtu7Dz8rvPLd1hU1y		

Recording

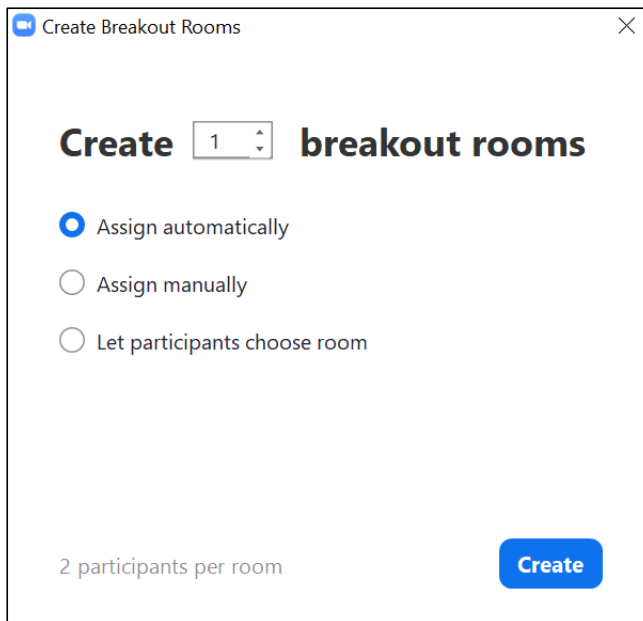


- Start recording once session begins – record to the Cloud
- Pause during breaks or breakout sessions
- ***But remember to UNpause!***

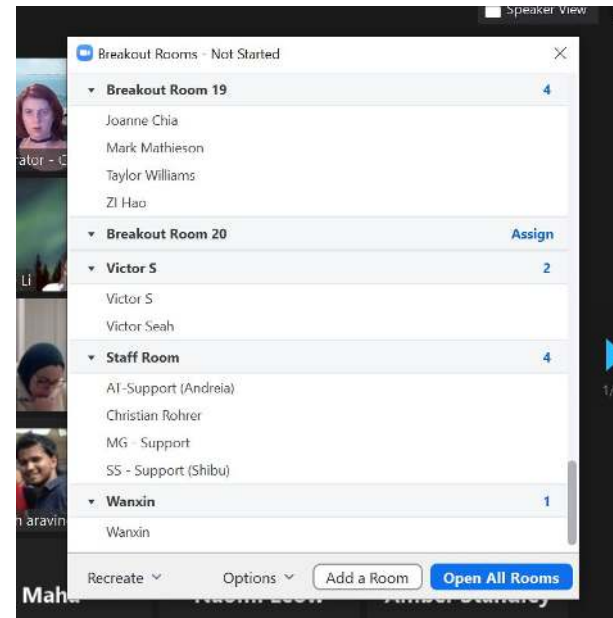


Breakout Rooms: Automatic

If you assign automatically, EVERYONE, including co-hosts, get assigned (but not the HOST)



The screenshot shows a dialog box titled "Create Breakout Rooms". It has a close button (X) in the top right corner. The main text reads "Create 1 breakout rooms". Below this, there are three radio button options: "Assign automatically" (which is selected), "Assign manually", and "Let participants choose room". At the bottom left, it says "2 participants per room". At the bottom right, there is a blue "Create" button.



The screenshot shows a panel titled "Breakout Rooms - Not Started". It lists several breakout rooms with their participant counts and names:

- Breakout Room 19** (4 participants): Joanne Chia, Mark Mathieson, Taylor Williams, ZI Hao.
- Breakout Room 20** (Assign button): Victor S, Victor Seah.
- Staff Room** (4 participants): AI-Support (Andreia), Christian Rohrer, MG - Support, SS - Support (Shibu).
- Wanxin** (1 participant): Wanxin.

At the bottom of the panel, there are controls: "Recreate" (dropdown), "Options" (dropdown), "Add a Room" (button), and "Open All Rooms" (button). A "Speaker View" toggle is visible in the top right corner of the panel.

Breakout Rooms: Manual

Create the number of rooms you want; you can rename them to the school name, if applicable.

Create

8

breakout rooms



☐ Assign automatically

☒ Assign manually

☐ Let participants choose room

Recreate

Breakout Rooms - Not Started

Room 1	 Rename  Delete	Assign
Room 2		Assign
Room 3		Assign
Room 4		Assign
Room 5		Assign
Room 6		Assign
Room 7		Assign
Room 8		Assign
Room 9		Assign
Room 10		Assign

Options

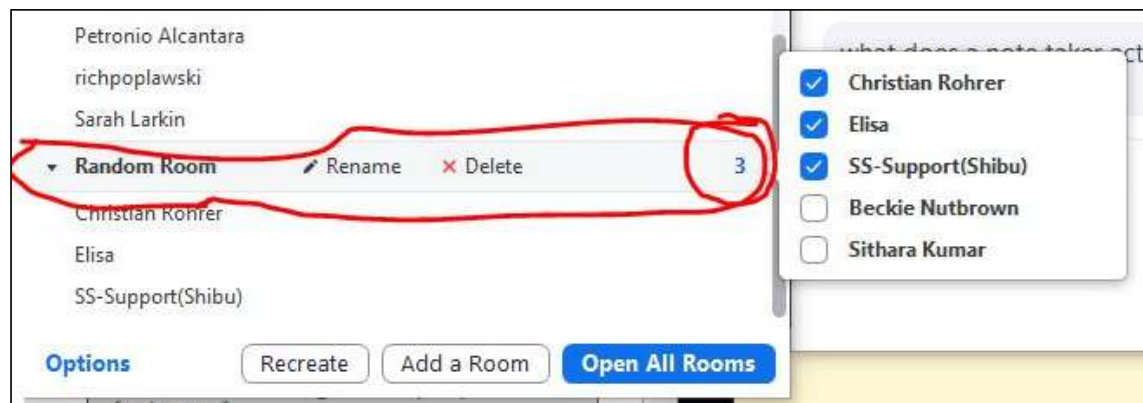
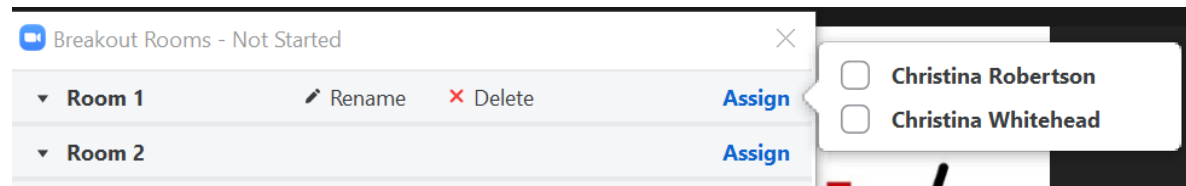
Recreate

Add a Room

Open All Rooms

Assign/Unassign

- Click on “Assign” and check the names of the people you want in that room
- To Unassign people from a room, click on the number of people in the room and UNCHECK their names



Let Participants Choose Breakout

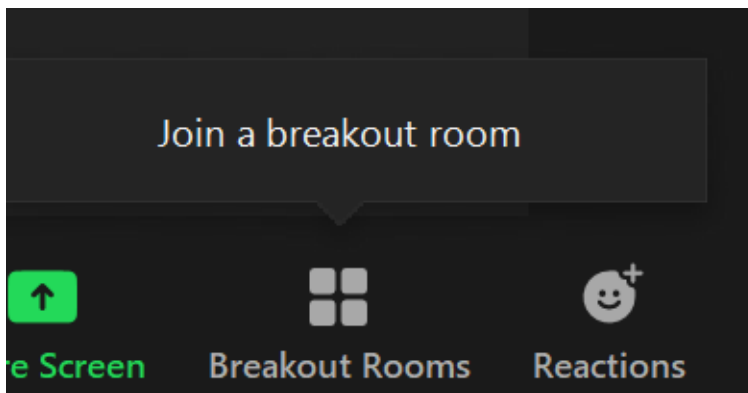
Create breakout rooms

- ☐ Assign automatically
- ☐ Assign manually
- ☒ Let participants choose room

Breakout Rooms - Not Started			
▼ Room 1	Rename	Delete	Assign
▼ Room 2			Assign
▼ Room 3			Assign
▼ Room 4			Assign
▼ Room 5			Assign
▼ Room 6			Assign
▼ Room 7			Assign

Breakout Rooms - Not Started			
► Friends	Rename	Delete	Assign
► Scrubs			Assign
► Golden Girls			Assign
► Growing Pains			Assign
▼ How I Met Your Mother			Assign
▼ MASH			Assign
► Law & Order			Assign

Attendees will see the options and can click on “join”:



Breakout Rooms - In Progress (00:13:13)	
▼ Friends	Join
▼ Scrubs	Join
● Christina Whitehead	
▼ Golden Girls	Join
▼ Growing Pains	Join
▼ How I Met Your Mother	Join
▼ MASH	Join
● Christina Robertson	
▼ Law & Order	Join

Breakout Room Options

- Uncheck “automatically move assigned participants”
- Select time of breakouts if designated
- Check “Notify me when the time is up” to be able to extend the time of the room
 - NOTE: the timer will not extend, you will have to monitor the additional time manually

☒ Allow participants to choose room

☒ Allow participants to return to the main session at any time

☒ Automatically move all assigned participants into breakout rooms

☒ Breakout rooms close automatically after: minutes

☒ Notify me when the time is up

☒ Countdown after closing breakout room


Set countdown timer: seconds

Options

Recreate

Add a Room

Close breakout room

 Time is up for the 1 minutes Breakout Room. Do you want to close all Breakout Rooms now?



Breakout Rooms - In Progress

Friends	Joined
Moderator - Christina	
Scrubs	0
Golden Girls	0
Growing Pains	0
How I Met Your Mother	0
MASH	0
Law & Order	0

All Breakout Rooms will close in 51 seconds

Open Rooms

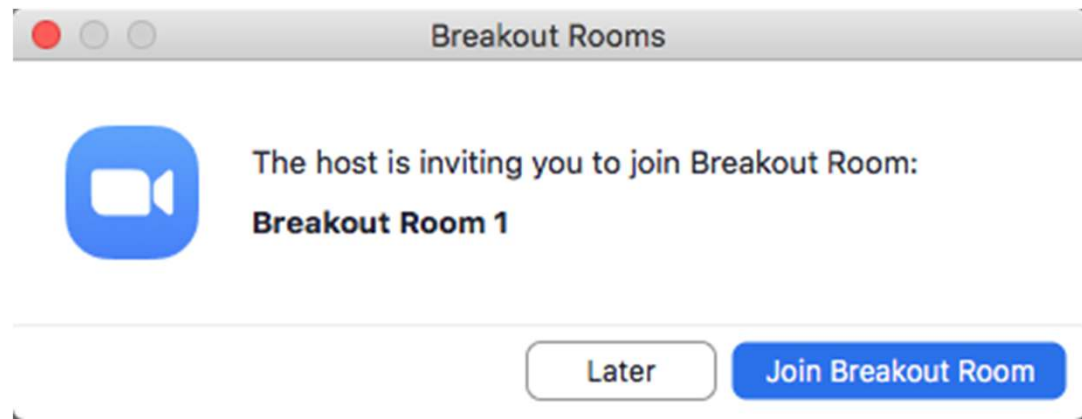
You will see “unassigned” people at the top – can move them into a room or leave them alone.

 Breakout Rooms - In Progress (00:01:35) 

▼ Unassigned	2
<input type="radio"/> Christina Robertson (not joined)	
<input type="radio"/> Christina Whitehead (not joined)	
▼ Friends	Join
▼ Scrubs	Join
▼ Golden Girls	Join
▼ Growing Pains	Join
▼ How I Met Your Mother	Join
▼ MASH	Join
▼ Law & Order	Join

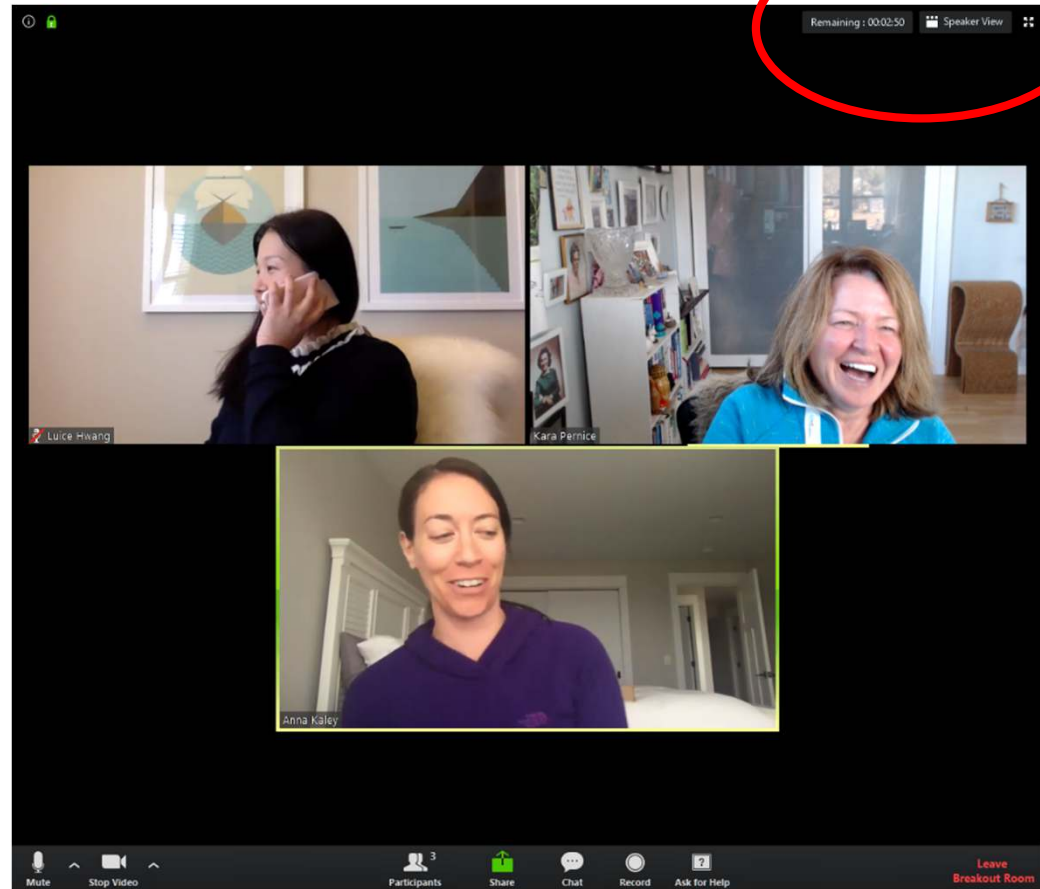
Attendees Get an Invitation

If they don't see the invitation, but are assigned to a room, ask them to go to their Zoom toolbar and look for "Join Breakout" (they may need to click "more").



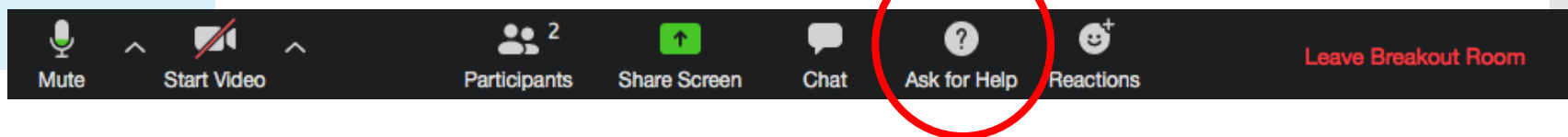
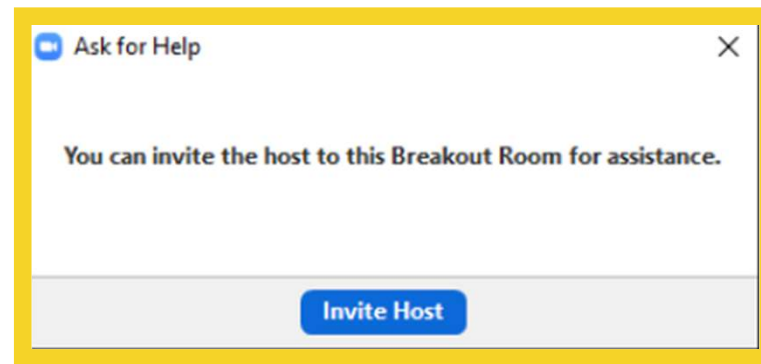
Zoom Breakout Rooms

Time left for group work will display at the top of your breakout room.



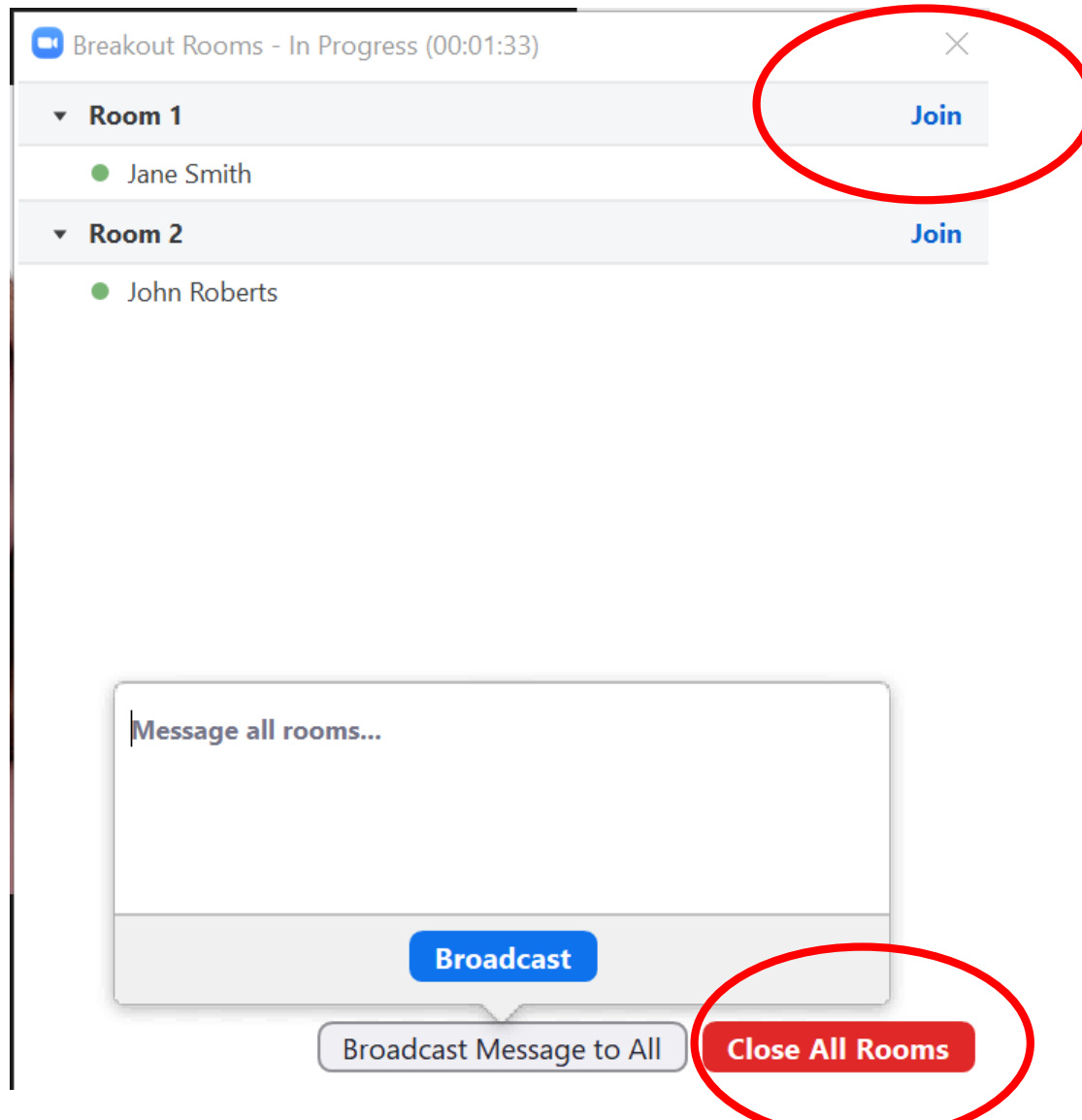
Zoom Breakout Rooms

Only the Host will see the request for help.



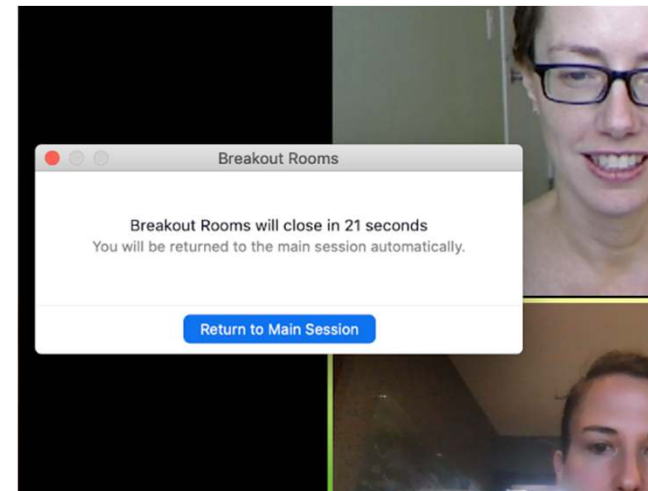
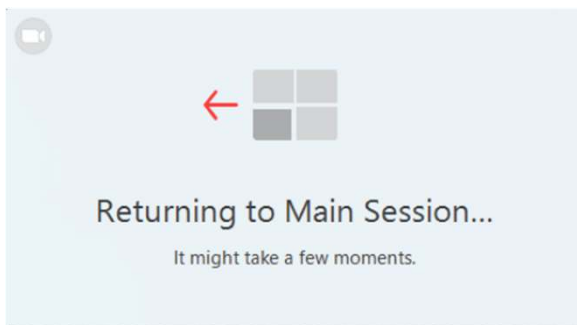
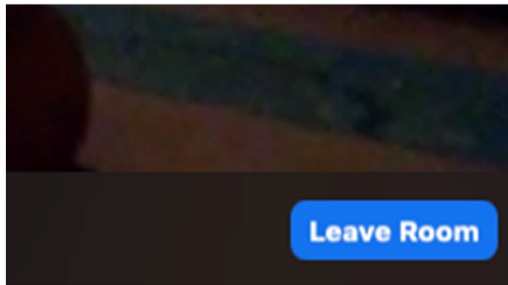
Host/Co-Host Options

- Attendees in Breakout Rooms will not see anything posted in the chat in the Main Room
- You can send a message using the “Broadcast” button
- Characters are limited, so keep messages short
- Broadcast appears in a small blue box in the Breakout Room
- Can click to join breakout rooms
- Can close rooms at any time



Zoom Breakout Rooms

Attendees can click “Return to Main Session” or wait for timer to count down



Tech Assistance During the Institute

Participant
or Presenter



Strand/
Workshop
Liaison



Christina

**Contact
me!**

Christina Robertson Whitehead, CMP
MUSE Productions

Cell: 678-361-1100 [text, please!]

Email: christina@muse-productions.net

