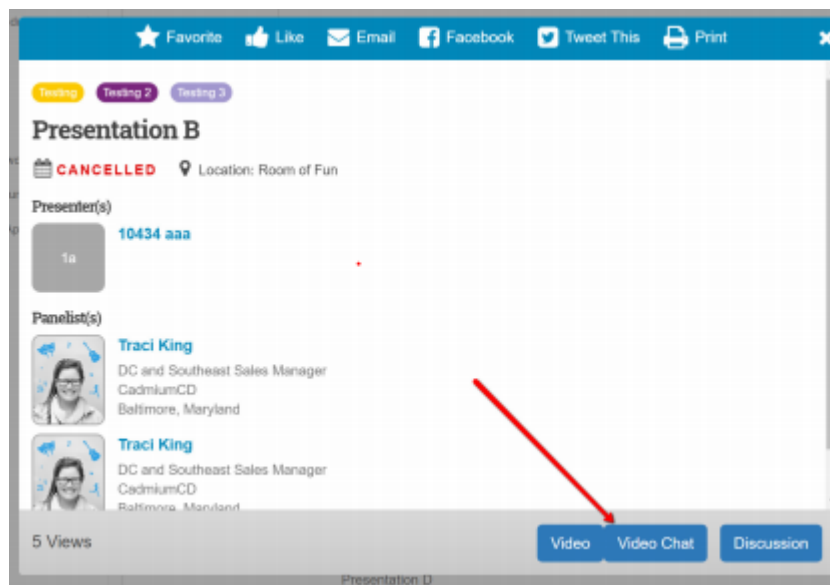


Video Chat

- Chat feature (private or to full group)
- Share screen option
- Raise hand button, mute button, show video, etc.
- Recommended for 20 or less people, but can have up to 30, upon request

1) The “Video Chat” button will appear in the event’s listing pop up on the website – see below.



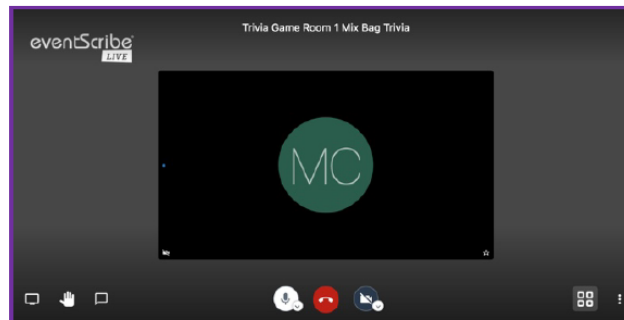
2) Click the button and the “Video Chat” platform will launch automatically into the video chat room for the event – see below.

Note: Attendees can join in a video chat without a camera. They will be able to see and hear the group, they just won't be visible.



3) Video Chat Controls

- Once you have launched the chat, take a moment to familiarize yourself with the tools and features available:



a) Bottom Left Corner:

- Computer Icon:** This will allow you to share your screen with other participants
- Hand Icon:** Allows you to digitally “raise your hand” and alert the chat that you have a question
- Speech Bubble:** You can send messages within the video chat to other participants

b) Bottom Center:

- Microphone Icon:** You can mute/unmute the microphone on your device
- Red Phone Icon:** Clicking this will “hang up” the chat, and users will see that you have left the room
- Camera Icon:** This will allow you to turn the camera on your device on/off

c) Bottom Right:

- Four Squares Icon:** You can click this to toggle the orientation of how the users appear in your window
- Three Vertical Dots Icon:** This will open up to a menu with additional options such as blurring your background, adjusting the resolution, and more.

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4) Questions or issues in advance or the day of the event, reach out to Katie or Michelle (see below)

Overall Logistics – Katie Kostiuk: KKostiuk@conferencemanagers.com

Logistics Support – Michelle Ruiz: MRuiz@conferencemanagers.com 714-404-1368