



# EARLY DETECTION RESEARCH NETWORK

National Cancer Institute Division Of Cancer Prevention

## 36<sup>th</sup> Steering Committee Meeting

(Virtual via Zoom)

October 27 and 28, 2020

Platform: Zoom

- **For the best user experience**, download the Zoom Desktop app for [Mac](#), [Windows](#), [ChromeOS](#) and [Linux](#), or the Zoom Mobile App for iOS and [Android](#) from the Zoom Downloads page for the device you will be using to join the meeting(s) and create an account.
- If your institution prohibits you from downloading the Zoom application, you can join the meeting via browser using the provided meeting link and password (see below).

PRIOR to the Meeting Day:

- **Register** for the meeting on the [EDRN Public Portal](#). Make sure you register with your full name that will be used to verify your participation on the meeting day.
- **Plan to use a headset** or earbuds with a microphone if possible. You will find this improves the overall experience for everyone. If your audio device requires charging, make sure they are fully charged by the morning of the meeting.
- **Practice sessions:** will be available the week before the meeting. If you would like to test your audio/visual equipment, connection or Zoom skills. Dates/times will be forthcoming.
- **Ensure you have received the meeting password** in advance (see Meeting Day, below).
- **If you are unfamiliar with Zoom functions**, please review [the Zoom support page](#).

Meeting Day:

1. **Select the meeting link:** The [EDRN Public Portal](#) will have links to the meetings and agendas.
2. **Enter the password:** You will find the **password in the calendar invites and email notices sent prior to the meeting dates**. Ensure you have received the password in advance. Note: this is NOT the same as the verification code sent with the registration email.
- **Attendees will be admitted to the meeting “muted” with “video off”**. If you are not able to mute/unmute, please indicate that you need assistance via chat and someone will help you.
- **Log in early:**
  - Ensure your full name appears so that the hosts know who you are.
  - The DMCC will be setting up the meeting 30 minutes prior to the start time.
  - Attendees who join early, will be placed in a “virtual waiting room”. Here you can review meeting guidelines and test your audio, until the host admits you.
  - Zoom will allow you to test your connection and audio/video at any time before the meeting begins by following steps 1 and 2 above.

Having Trouble?

If you cannot find the information, have not received your invitation or password, or have any other meeting issues before the meeting day, please contact: [rmalnik@fredhutch.org](mailto:rmalnik@fredhutch.org)

**ON THE DAY OF THE MEETING:** If you can't connect to the meeting or have zoom related issues, please contact: [edrndmcc@fredhutch.org](mailto:edrndmcc@fredhutch.org)