



36th 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 using the email address that you used when registering for the meeting.
- 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 and with the email address associated with your Zoom login.
- **Ensure that you have a functional microphone and speakers:** Please make sure you are familiar with how to connect to audio and video on Zoom. If you have the desktop app, you can test this any time by going to the settings and picking the audio and/or video. If you are using external device that requires charging, (such as a headset or headphones) please make sure they are fully charged by the morning of the meeting.
- **Practice session:** The DMCC will not be holding practice sessions, but if you need to practice you can **Join a test meeting on Zoom:** <https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting>
- **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 by Royce Malnik 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 start the meeting at least 15 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.
 - **Zoom shortcuts and tips:**
 - **Mute/Unmute**
 - If you are logged into the meeting on a computer but connected by phone, you can easily unmute yourself by pressing *6 on your phone. Note that you may be re-muted by a host if we detect background noise or other audio issues on your line.
 - If you are connected only by computer, you can temporarily unmute yourself by holding down the space bar. When you release the spacebar, you will become muted again. Note: you must have one of the meeting windows active in order for this to work (e.g. if you were working in email you need to click on the zoom meeting window in order for this function to work).

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, phone: 206-696-3005.
- **ON THE DAY OF THE MEETING:** If you can't connect to the meeting or have zoom related issues, please contact: edrnmcc@fredhutch.org or Jeff Pittman by phone: 206-465-6483