



**35th Steering Committee Meeting
(Virtual via Zoom)
June 30 to July 1, 2020**

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(s) and password(s) (see below).

PRIOR to the Meeting Day:

- **Registration:** You must be registered to attend this meeting. The registration date was June 19th. If you still have not registered, please contact Royce Malnik.
- **If you are unfamiliar with Zoom functions**, please review [the Zoom support page](#) or watch [Zoom video tutorials](#)
- **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 it is 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, contact edrnmcc@fredhutch.org to schedule.
- **Ensure you have received the meeting password(s)** in advance (see Meeting Day, below).

Meeting Day:

- **Select the meeting link in the calendar invite:** The Zoom meeting links and the Agendas can be found on the [EDRN Public Portal](#). On the Public Portal, find the meeting you want to attend, and click Zoom connection.
- **Enter the password after selecting the Zoom meeting connection:** You will find the **password(s) in the individual meeting calendar invites and email notices** sent prior to the meeting dates. NOTE: the password is NOT the same as the verification code you used to register.
- **Log in early:**
 - [Ensure your full name appears](#) so that the hosts know who you are. If you can't change this while you're waiting, please change it as soon as you are admitted, by opening the "participants" list, finding your name, clicking "more", then "rename".
 - The DMCC will launch the meeting 30 minutes prior to the start time. Presenters will be admitted first and attendees will wait in virtual waiting room until being admitted (see below).
- **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](#) shown at the bottom of your screen, and someone will help you.



- **If you need to call in and use your phone for audio** (because you do not have a microphone on your computer), click this link for using telephone call-out aka ["call me" option](#). Once you've dialed in, don't forget to choose "leave computer audio" by clicking ^ on your computer mute icon, so you won't get feedback issues.



EARLY DETECTION RESEARCH NETWORK

National Cancer Institute Division Of Cancer Prevention

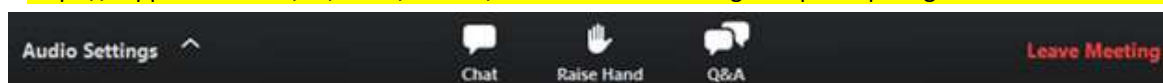
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Tuesday: Collaborative Group Meetings:

- 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.
- The Zoom [chat](#) function will be used to ask questions without interrupting. Open the chat window at the bottom of the Zoom meeting screen so that it is visible, and you can see communications about the meeting.

Wednesday: General Meeting Webinar:

- Wednesday will be run as a **webinar** in Zoom, which restricts your ability to mute/unmute and turn on video.
- If you have a general question or comment, use the [chat](#) function to communicate with everyone.
- If you have a question for the presenter, use the Q&A function at the bottom of the meeting screen next to the chat.
<https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee->



Having Trouble?

[Zoom video tutorials](#) can be found on the website as well as more information on [the Zoom support page](#)

If you cannot find the information you need, have not received your invitation or password(s) before the meeting day, can't connect to the meeting on the day, or have zoom related issues, please contact: edrndmcc@fredhutch.org with a description your issue and how to reach you.