

Zoom Tip Sheet for Attendees of the November Section Meetings

Purpose of this resource:

This tip sheet will help you navigate the virtual Section meetings held on the Zoom platform (IMGS, LGBTQ, MAS, SPS, WPS). We recommend that you read this tip sheet prior to attending the virtual meeting and keep a copy available during the virtual meeting for reference.

What does this resource contain?

- [How to log into the virtual meeting](#)
- [How to communicate with your presiding officer during the virtual meeting](#)
- [Where to go for help](#)

Questions or problems before or during the meeting? Email HODMeetingSupport@ama-assn.org or 800-337-1599.

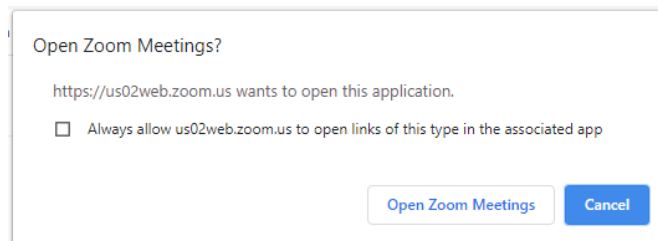
How to log into the virtual meeting

Step 1: Select the Section meeting link to join the virtual meeting (case-sensitive):

- International Medical Graduates Section: <http://bit.ly/IMGSMeting>
- Advisory Committee on LGBTQ Issues: <http://bit.ly/LGBTQmeeting>
- Minority Affairs Section: <http://bit.ly/MASmeeting>
- Senior Physicians Section: <http://bit.ly/SPSMeting>
- Women Physicians Section: <http://bit.ly/WPSmeeting>

Step 2: Enter the meeting:

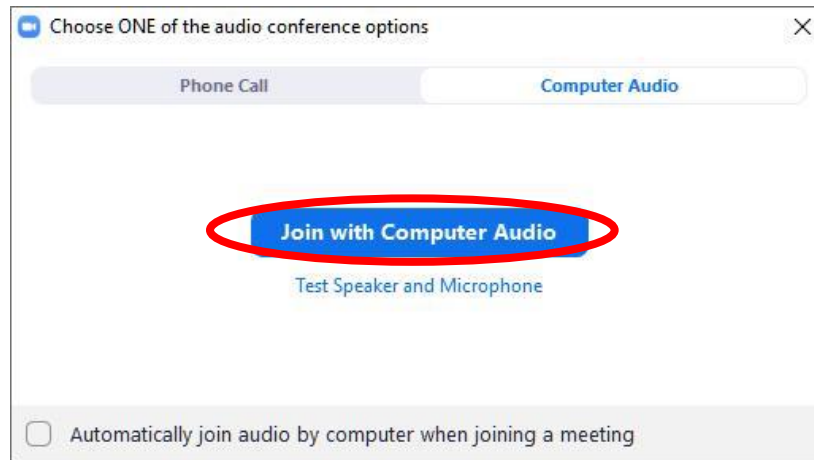
- Upon entry, click “Open Zoom Meetings” to access the meeting.



- Notes:
 - If joining the virtual meeting before your host has started the meeting, you will sit in the virtual waiting room.
 - When your meeting starts, you will join with your camera turned off and your microphone muted automatically.

Step 3: Connect to meeting audio

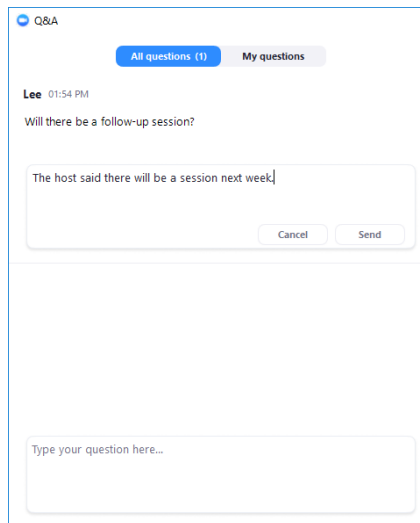
In order to hear meeting proceedings, you need to connect your Computer Audio to the virtual meeting. Click on the blue **Join Audio by Computer** button that pops up when you join the meeting. If you do not receive the blue pop up message, you can click on the “Join Audio” button in the lower left-hand corner of the Zoom window to connect to Computer Audio.



How to communicate with your presiding officer during the virtual meeting

To maintain order, we will use the messaging function as a speaker queue. Think of this as a virtual way to line up at the microphone during an in-person meeting. To submit a message to your presiding officer, follow these steps:

Step 1: Click the Q&A messaging icon in the control panel



Step 2: Use the Q&A to send your message to the presiding officer

Please enter your full name and enter your question or comment in the Q&A window. Your presiding officer will respond to your question during the virtual meeting.

- Please disregard the “raise hand” icon; we will not be utilizing this feature during the Section Meetings.

Where to go for help

Members with technical issues may contact HODMeetingSupport@ama-assn.org or 800-337-1599 for assistance. Please note that unless there is a widespread outage in one area, the meeting proceedings will continue.