

Zoom Tip Sheet for Attendees of the June 2021 Section Meetings

Purpose of this resource:

This tip sheet will help you navigate the virtual Section meetings held on the Zoom platform (IMGS, IPPS, 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.

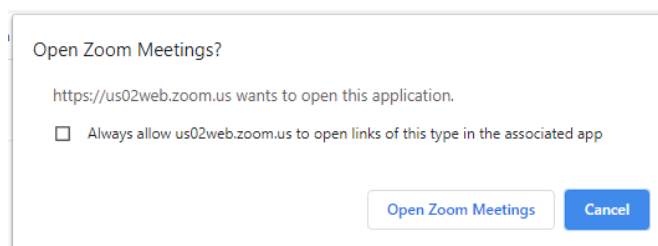
How to log into the virtual meeting

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

- Integrated Physician Practice Section: <http://bit.ly/ipps-meeting-j21>
- International Medical Graduates Section: <http://bit.ly/imgs-meeting-j21>
- Advisory Committee on LGBTQ Issues: <http://bit.ly/lgbtq-meeting-j21>
- Minority Affairs Section: <http://bit.ly/mas-meeting-j21>
- Senior Physicians Section: <http://bit.ly/sps-meeting-j21>
- Women Physicians Section: <http://bit.ly/wps-meeting-j21>

Step 2: Enter the meeting:

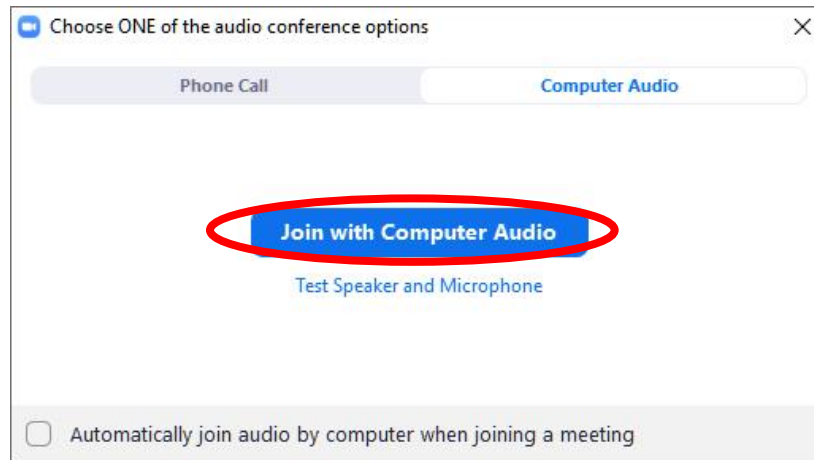
- Upon entry, click “Open Zoom Meetings” to access the meeting.



- Notes:
 - If joining the virtual meeting before your host has started the meeting, you will be placed 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.

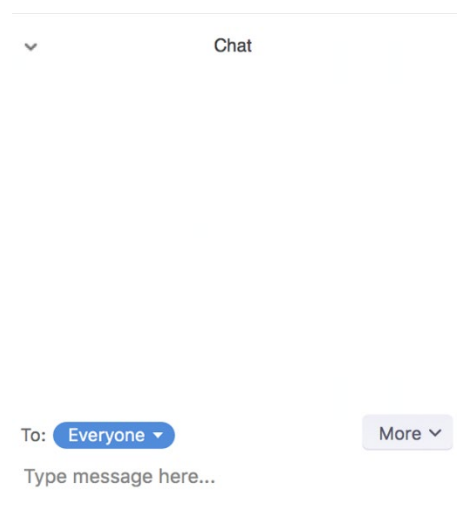


How to communicate with your presiding officer during the virtual meeting

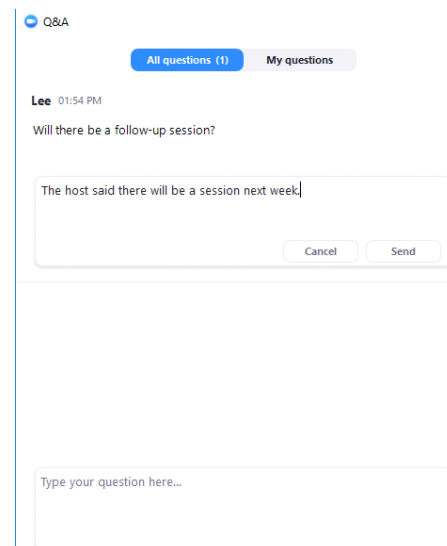
To maintain order, we will use the messaging functions as a speaker queue. Think of this as a virtual way to line up at the microphone during an in-person meeting. To submit a message to your presiding officer, follow these steps:

Step 1: If you are attending the IMGS, IPPS, LGBTQ, MAS, or SPS meeting, click the Chat  icon in the control panel. If you are attending the WPS meeting, click the Q&A  icon.

Zoom Chat



Zoom Q&A



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

Please enter your full name and enter your question or comment and hit “send.” Your presiding officer will respond to your question during the virtual meeting.

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.