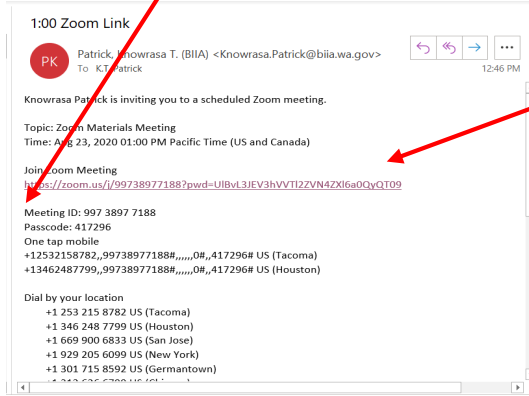
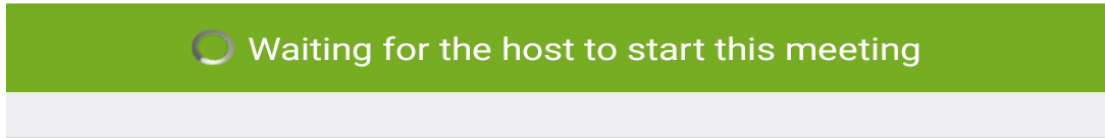


**Zoom Materials for Participants Using Android Phones:**

You will receive a link, likely through your email. Click on the link to go straight to the meeting. Then click "open zoom meetings" if prompted. If you are calling in, dial the phone number for your closest location. Enter the meeting ID and Passcode when prompted.



You may need to wait until the host starts the meeting if the judge has not started the meeting.

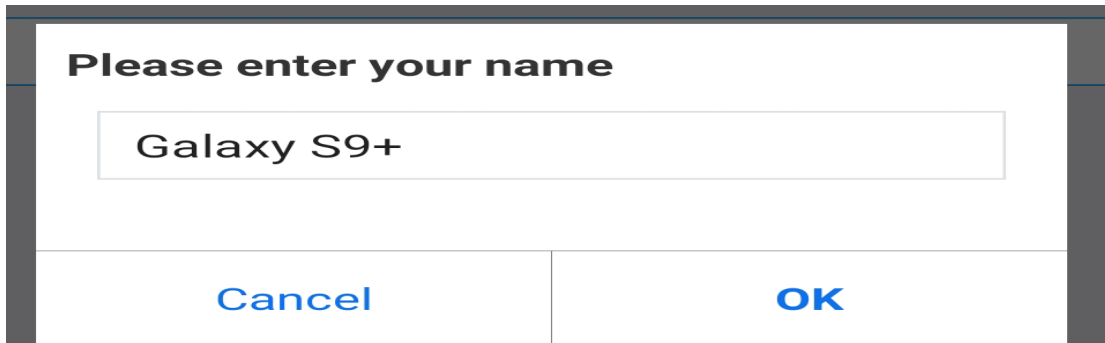


**Meeting ID:** 956 0607 0549

**Date:** Thu, September 3

**Time:** 9:30 AM

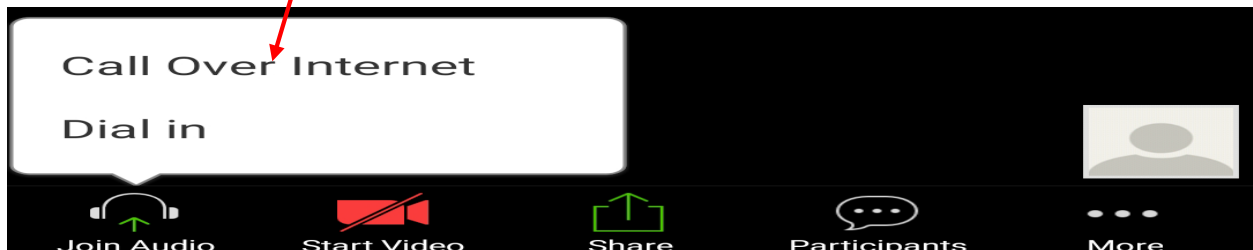
If you get a screen asking you to enter your name, please enter your full first and last name.



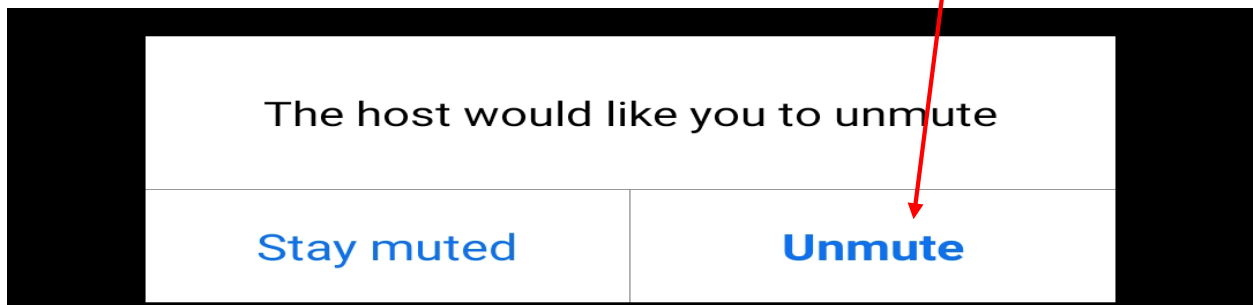
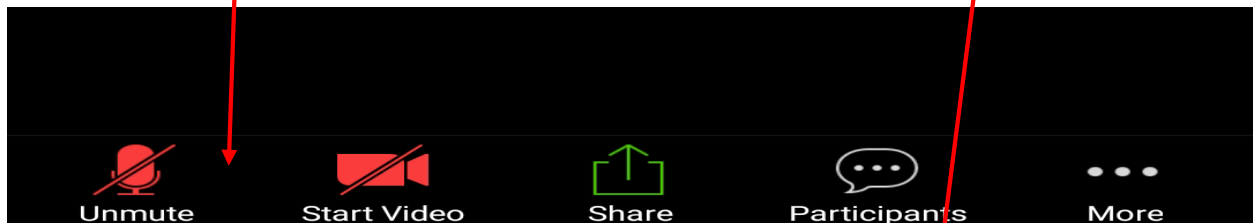
Once the meeting has started, you will be in the "waiting room" until you are admitted to the main session.

# Please wait, the meeting host will let you in soon

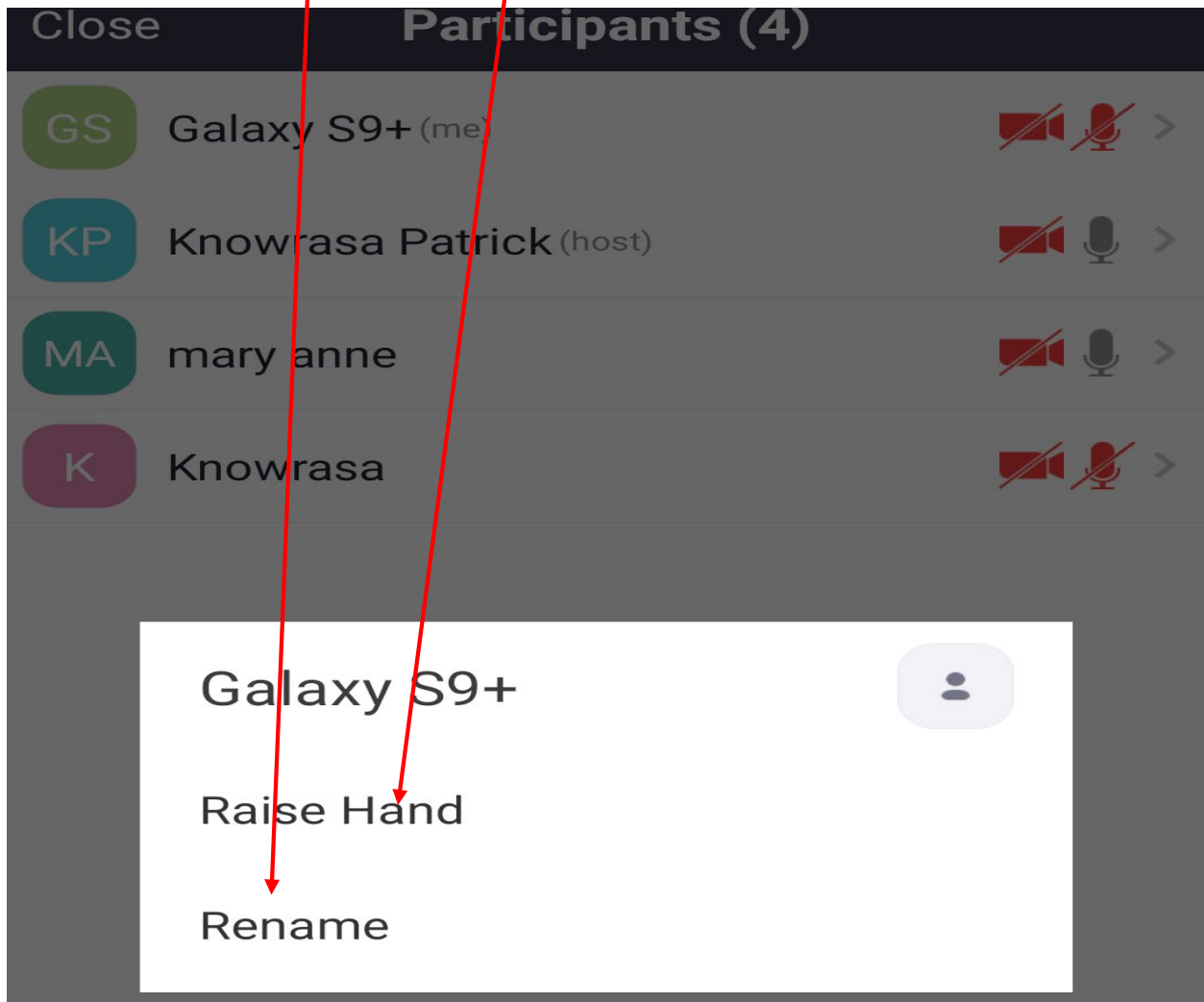
Click "Call over internet" if prompted. This is preferred to you calling in separately.



**Toolbar:** Usually along the bottom of your screen you will see a tool bar. If your camera is off or you are muted you will see red lines through your microphone or camera. You may see a message from the host/judge requesting that you turn on your camera or unmute. Click on these buttons to turn on your camera and unmute.



**Participants Window:** If you open your "participants" window at the bottom of your screen, you will have options such as: "rename" and "raise hand". Depending on the judge's view, the virtual hand raise may be seen easier than a real hand raise. If your full name is not listed, please select "rename". You should always use your full first and last name in BIIA proceedings.

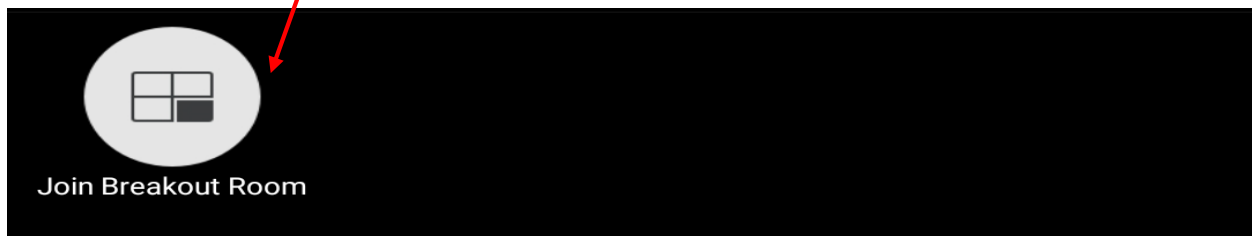
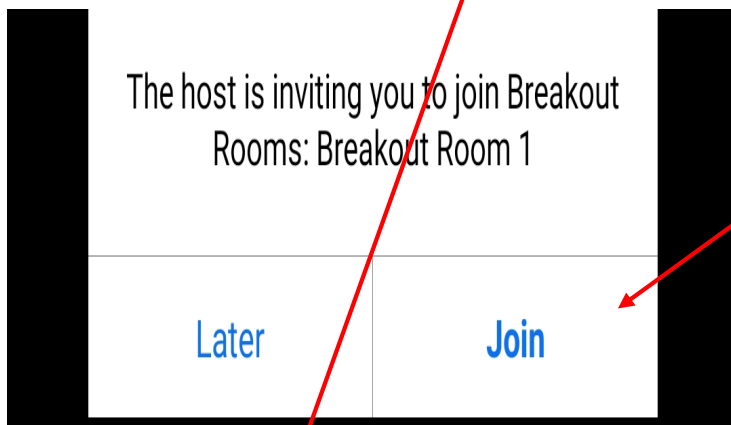


**More Window:** If you open the "more" menu at the bottom of your screen, you will see options to allow you to "chat" and select a "reaction". You can also use the "raise hand" feature in this window.

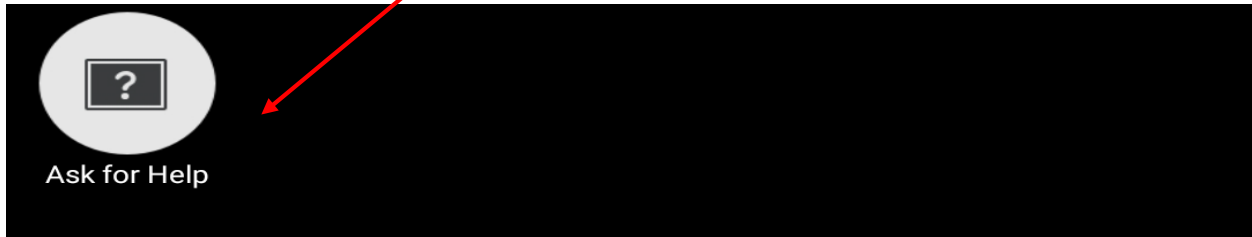


### Breakout Rooms

If parties need to speak outside the presence of others, the judge can put the parties in a breakout room. When the judge initially opens the breakout rooms, you will receive a pop-up inviting you to join the room. The judge will advise whether you should select "join" or "later". If you need to go to the breakout room later, click "join breakout room" in the top left corner of your screen. This button is not available until the judge opens breakout rooms.



Once in the breakout room you can "ask for help" if you need the judge to join you in the breakout room. The judge may then join you in the room.

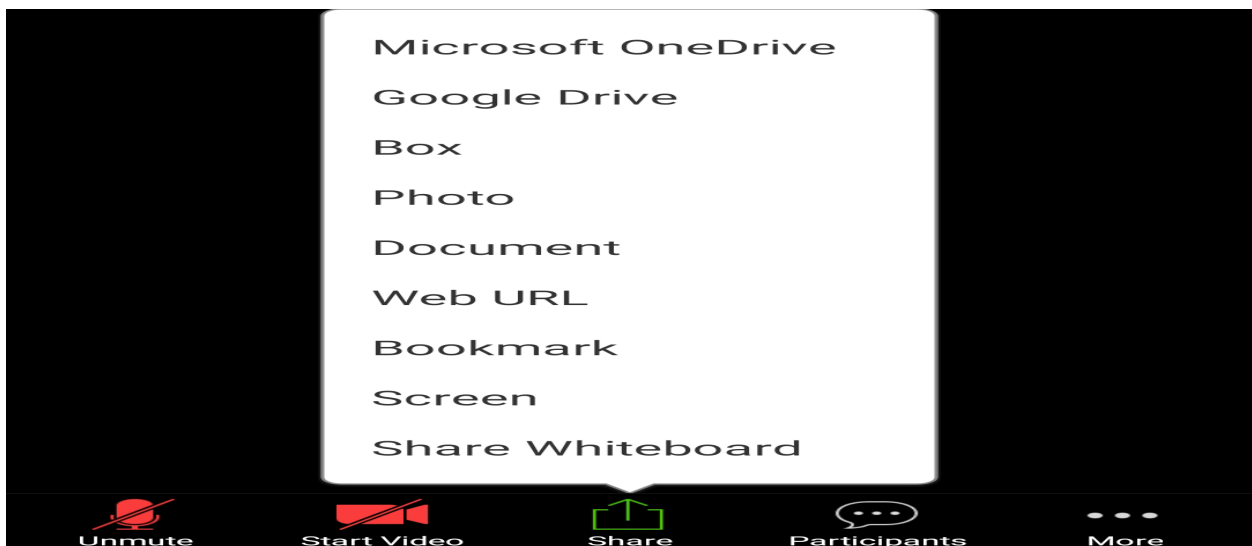


When you are ready to leave the breakout room. Click leave, but be careful to only leave the breakout room. **DO NOT CLICK "LEAVE MEETING"**. If you mistakenly leave the meeting, re-join by clicking on the original invitation link.



### Screen Sharing

You are able to share content, by clicking on the "share" button in your toolbar. A new dialogue box will open.



Here is a link to [Frequently Asked Questions](#) provided by Zoom.