Welcome to the 2021 Mount David Summit! This year’s Summit will take place on Zoom as a Virtual Event. Each poster session, as well as each event featuring talks, panels, and readings will be in its own virtual breakout room. **As a Summit guest, you will be able to freely move from breakout room to breakout room, to attend many of the wonderful presentations and featured events throughout the day.** If you encounter any issues with connecting to the virtual event or have any questions, please email mt davidsummit@bates.edu.

Once you have arrived at Mount David Summit’s Virtual Lobby via Zoom, you will be presented with a directory of poster presentations and featured events. If you see a poster presentation of interest, join the breakout room for that poster presentation and engage with our presenters. Maybe you would rather attend one of our featured talks, panels, or readings, all you have to do is switch breakout rooms to a new room.

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**Joining a Breakout Room from the Virtual Lobby**

Once you have joined the Mount David Summit’s Virtual Lobby, please take a moment to familiarize yourself with the **Summit Directory**.

- **On the bottom** of your Zoom window, **locate the Zoom Tool Bar** *(Figure 1)*.
  - **You may need to nudge the bottom of the Zoom Window with your mouse** for the Zoom Toolbar to appear.
- **Click on the Breakout Rooms button**
- **From the list of Breakout Rooms** *(Figure 2)*, **search for the Breakout Room you want to Join**.
  - **Hover your mouse over the Room Count**.
    - The room count will change to the word “Join,” **click on the word Join** to select that breakout room.

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![Figure 1](image1.png)

![Figure 2](image2.png)
Joining a Breakout Room from another Breakout Room

Once you have joined a Breakout Room, you may switch to another Breakout Room from within the Breakout Room you have joined, rather than returning to the Virtual Lobby.

- On the bottom of your Zoom window, locate the Zoom Tool Bar (Figure 1).
  - You may need to nudge the bottom of the Zoom Window with your mouse for the Zoom Toolbar to appear.
- Click on the Breakout Rooms button.
- Click on the Choose Breakout Room option.
- From the list of Breakout Rooms (Figure 2), find the Breakout Room you would like to Join.
  - Hover your mouse over the Room Count.
    - The room count will change to the word Join, click on the word Join to select that Breakout Room.
    - You will receive a confirmation prompt to Join a Room, click on Yes.

Testing your Zoom Connection, Camera, Speakers, and Microphone

We strongly suggest testing your Zoom connection, camera, and microphone before joining the 2021 Virtual Mount David Summit.

- Visit https://zoom.us/test to perform a Zoom Test.
- Click on the Join button.
- Test your camera, speakers, and microphone.

Returning to the Virtual Lobby or Leaving your Zoom Session from a Breakout Room

If at any time you need to refamiliarize yourself with the Summit Directory, you can always return to the Virtual Lobby. You may also end your Zoom Session from within a Breakout Room.

- On the bottom of your Zoom window, locate the Zoom Tool Bar (Figure 1).
  - You may need to nudge the bottom of the Zoom Window with your mouse for the Zoom Toolbar to appear.
- Click on the blue Leave Room button (Figure 3)
- You will be presented with a choice to either Leave Meeting or Leave Breakout Room (Figure 4).
  - If you choose Leave Breakout Room, you will be returned to the Virtual Lobby.
  - If you choose to Leave Meeting, you will skip the Virtual Lobby and end your Zoom Session.

Leaving and Ending your Zoom Session from the Virtual Lobby

On behalf of the Mount David Summit Planning Committee, we wish to thank you for attending this year’s Virtual Summit!

- On the bottom of your Zoom window, locate the Zoom Tool Bar (Figure 1).
  - You may need to nudge the bottom of the Zoom Window with your mouse for the Zoom Toolbar to appear.
- Click on the red Leave button.

End