MOUNT DAVID SUMMIT

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 *mtdavidsummit@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.

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.

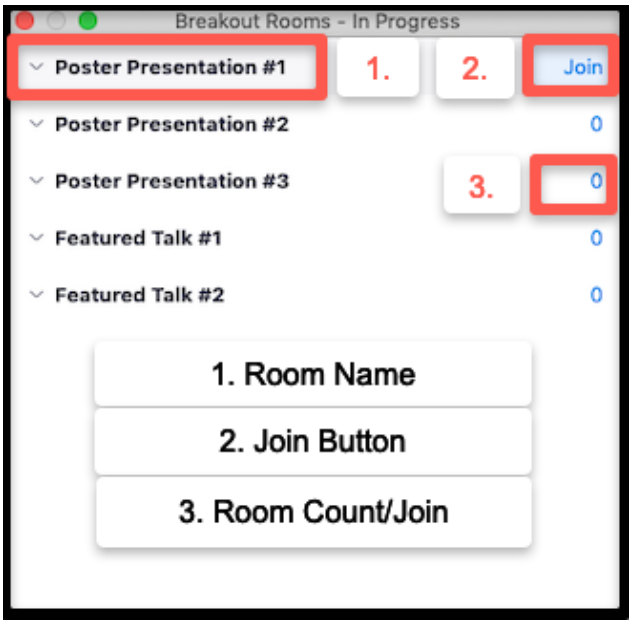

Figure 2

Figure 1

Bates

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**.

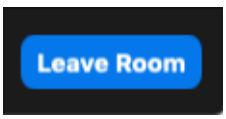

Figure 3

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!

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- 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.

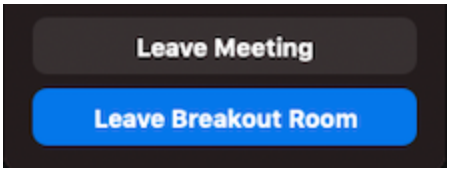

Figure 4