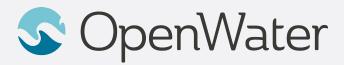
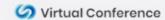
# **Guide for Live Attendees**



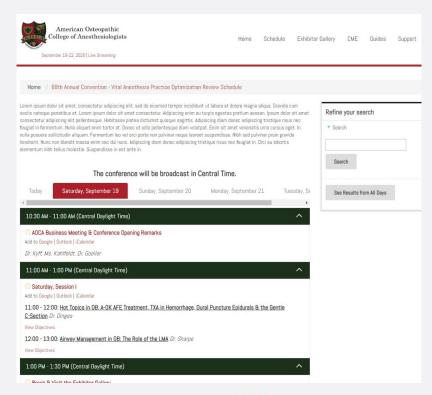


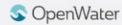


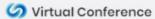
## The Gallery

#### **Sessions Gallery is the Hallway to the conference**

- You will be able to login using your email:
   https://aoca-annual-vapor.secure-platform.com/a/organizations/main/home
- Gallery is the "Hallway" to your conference. In the gallery you will be able to browse through the schedule and find the session you will be joining.



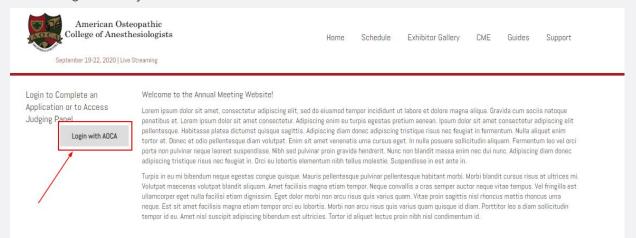




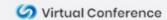
## Logging into the Gallery

#### How to login

- Follow this link to log into the conference gallery: https://aoca-annual-vapor.secure-platform.com/a/organizations/main/home
- Select Login
- Use your registered email and credentials to sign into the gallery. When you put in your email you will receive a login link in your email inbox.







American Osteopathic

College of Anesthesiologists

September 19-22, 2020 | Live Streaming

Sign In

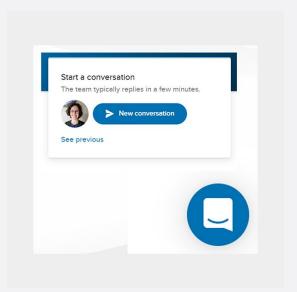
SIGN IN

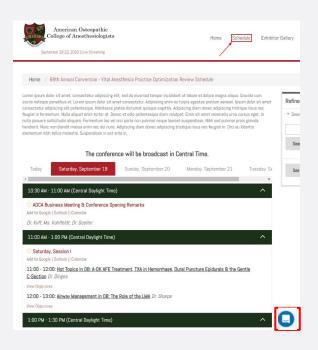
OpenWater

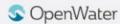
Email address

#### How We Work With You - Live Event

- Once you are signed in, select **Schedule** to find the conference schedule.
- Browse through the schedule to find your session.
- If you run into any issues, select the Live Chat Widget on the bottom right of the gallery. This will connect you with OpenWater Live Support who can point you in the right direction or send you direct links to any session.



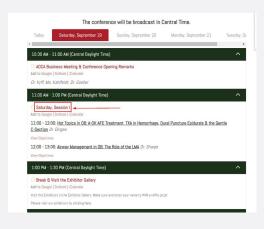


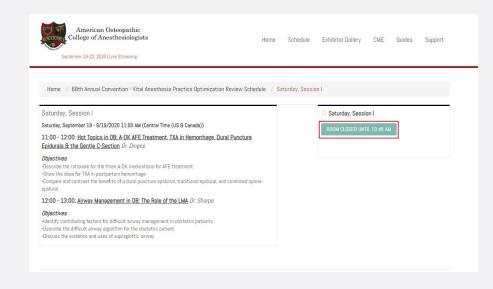




### **Joining Your Session**

- Find your session in the conference schedule and Select the course title
- On the left side of the screen is the Course Information. On the right side of the screen is where you will be able to join the session.
  - The rooms will open up 15 minutes prior to the schedule start time. Before the 15 minute mark a message will display reading ROOM CLOSED UNTIL X:XX AM / PM
  - When it is 15 minutes before the scheduled start time, that message will change to a button that says **JOIN MEETING**. Click to join the meeting.



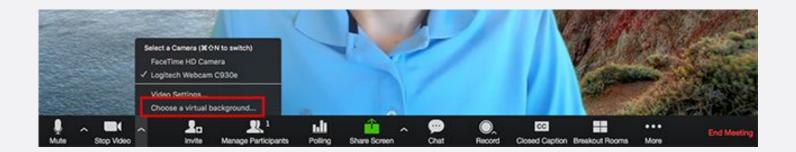


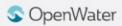




## Set Your Virtual Background

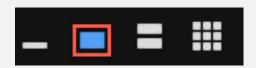
- If you are sharing your camera, you can choose to have a **Virtual Background**. To do this, click on the arrow next to **Start Video** and **Choose a Virtual Background**
- The virtual background will work even if you don't have a green screen. If you have a bookshelf or a lot of angles, the virtual background won't work well.

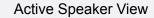




### **Camera Views**

- All attendees can control their own camera views.
- There are two main camera views
  - Active Speaker view: Only the person who is currently speaking will be displayed.
  - Gallery Grid View: All active cameras will be displayed.
- To change the view find the **Speaker Control Strip** at the top right of the screen (only appears when there is more than one active camera)







Gallery Grid View







### Chat

- The **Chat** feature can be used to communicate with hosts and other attendees.
- To access the chat feature, select the Chat icon in your Zoom toolbar.
- Depending on your meeting settings, you will be able to either chat with Everyone or Privately Message other attendees.
- You can use the Chat feature to also upload files

