



**WORKPLACE
SUMMIT**

ZOOM WORKAROUNDS



OVERVIEW

- Summit will be hosted on the virtual platform, Pathable, which is Zoom based.
- For those attendees whose company does **NOT** permit the use of Zoom, this document outlines some workarounds so that you can still participate in the 2020 Workplace Summit.



OVERVIEW

- Option #1 – The best way to maximize your Summit experience is to request a temporary lift from your company on Zoom restrictions for the week of Summit.
- Option #2 – The next best option would be to use your personal computer. If you go this route and you registered with your work email address, there will **not** be a conflict in signing into your Pathable account.
- Option #3 – Another option is to participate in Zoom sessions at Summit via your tablet or phone. We have a Summit app available for mobile devices. **Please note- this workaround is for attendees only. Workshop presenters MUST be able to download the Zoom client.**
- Option #4 - If you are unable to utilize any of the recommendations above, please review this entire document to better understand how we use Zoom and determine how you can participate.



OVERVIEW

While this document does provide some workarounds, please note there are some sessions that require Zoom for participation. We apologize for the inconvenience in advance.

With that said, nearly all Summit programming will be recorded and available 1-2 hours after the session has concluded. The only exceptions are the Board Meet & Greet, Networking Meet-up sessions, and Wellness Lab sessions.



ZOOM WORKAROUND AREAS

- Plenaries, Premier Sessions & Night In
- Workshops
- Engagement Center & Career Fair
- 1:1 Private Meetings
- VIP Events
- Board Meet & Greet
- Additional Programming



PLENARIES, PREMIER SESSIONS & NIGHT IN

- Plenaries, Premier Sessions, and Night In will be streamed live. They will not be hosted on Zoom.
- Therefore, attendees with Zoom restrictions will **NOT** have any issues viewing these types of sessions.



WORKSHOPS

- Live Workshops
 - There are two types of live workshops. This distinction will be made on the agenda via the “Webinar” or “Video Meeting” tags.
 - 1) Webinars: These are embedded into Pathable – you will not be required to launch Zoom. You should be able to attend these sessions directly in your browser.
 - 2) Video Meetings: These require the use of Zoom. Unfortunately, you may not be able to attend if no workaround is possible. As previously mentioned, these sessions will be recorded and made available 1-2 hours after the live session has concluded.
- On-Demand Workshops
 - In addition to live sessions, a number of on-demand Sessions will be made available immediately after the Plenary on Monday. You do **not** need Zoom to view these.



WORKSHOPS

- Hybrid Workshops
 - These feature pre-recorded content followed by a live Q&A session. Zoom is not required to watch the pre-recorded portion. While you may access the pre-recorded content, you would not be able to enter the Q&A portion as that requires Zoom.
- Round Tables
 - Zoom is required for these sessions, although recordings will be made available.



ENGAGEMENT CENTER & CAREER FAIR

- The Engagement Center and Career Fair virtual booths will have a feature that allows booth representatives and attendees to live video chat with each other.
- Scenario #1 – You are a booth representative whose company does not permit the use of Zoom.
- Scenario #2 – You are an attendee whose company does not permit the use of Zoom.



ENGAGEMENT CENTER & CAREER FAIR

Scenario #1 – Booth Representatives

- Instead of attendees using the "Video Chat Live" button, we've created a section titled "Alternative Video Chat Live Link" for your company to include a different link.
- Please copy the below language in this field and add your approved video conferencing platform link (i.e. Webex, Microsoft Teams).
"PLEASE USE THE LINK BELOW TO CONNECT WITH OUR STAFF DURING LIVE HOURS (the main "Video Chat Live" button above is not a supported video conferencing platform within our company"<INSERT YOUR APPROVED LINK>



ENGAGEMENT CENTER & CAREER FAIR

Scenario #1 – Booth Representatives

Back to organization details

Acme
ALUMINUM PARTNER

Basics Leads (1) Visits (6) Polls Files

Organization Details

Name: Acme

Logo: ACME ACME-logo.png
Please upload a JPG or PNG file of minimum 300x300px size

Alternate "Video Chat Live" Link

PLEASE USE LINK BELOW TO CONNECT WITH OUR STAFF DURING LIVE HOURS (the main "Video Chat Live" button above is not supported within our company's video conferencing platform)

If your company CANNOT use Zoom, please insert your preferred video conferencing link in this field.

About Us

Manage your Team

Add any members of your company that will be attending the event. Note that they must register and have an account on this site before you can add them here. If your company has lead retrieval, this will also give them the ability to scan and view leads.

 Nathan Hernandez, He/Him Acme	 Kiera Jackson, She/Her Acme	 Dominic Johnson, He/Him Acme	 Lawrence Jordan, He/Him Acme
 Serena Smith, She/Her Acme	 Michael Smith, He/Him Acme	 Candice Thompson, They/Them Acme	 Molly Williams, She/Her Acme


+
New Member

This is where you would enter that information – from the “Edit My Organization” dropdown option under the “Account” tab.



ENGAGEMENT CENTER & CAREER FAIR

Scenario #1 – Booth Representatives

WANT TO MEET MANAGE

VIDEO CHAT LIVE

Alternate "Video Chat Live" Link

PLEASE USE LINK BELOW TO CONNECT WITH OUR STAFF DURING LIVE HOURS (the main "Video Chat Live" button above is not supported within our company's video conferencing platform)

<https://teams.microsoft.com/j/meetup-join/>

About Us


Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Link(s)


<https://outandequal.org/>

JOB OPPORTUNITIES


Tags




Nathan Hernandez
Recruiter




Kiera Jackson
Director of Marketing




Dominic Johnson
Events Manager




Lawrence Jordan
Program Manager




Serena Smith
Recruiter



Michael Smith
Communications Manager



Candice Thompson
Account Manager



Molly Williams
VP, Diversity

Showcases

Opening Plenary Session +

This is what attendees would see when they visit your booth.



ENGAGEMENT CENTER & CAREER FAIR

Scenario #1 – Booth Representatives

- It is not possible to remove the light blue button, including for those partners who need to use an alternative link. However, attendees will be made aware of the two different ways to connect live with booth representatives.
- Please note that if your company decides to use an alternative link, the features available (i.e. breakout rooms, sharing your screen, etc.) will be dependent on what your video conferencing platform (i.e. WebEx, Microsoft Teams) allows.



ENGAGEMENT CENTER & CAREER FAIR

Scenario #2 – Attendees

There are two ways to connect live with booth representatives in their booths:

- 1) “Video Chat Live” button – For virtual booths that only have the “Video Chat Live” button, attendees who do not utilize Zoom will be unable to chat live. However, you can request to schedule a private meeting with one of the booths reps. Please reference the next page for details.
- 2) Alternative Video Chat Live link – Some virtual booths may have an alternative video chat link, which means that the company is also utilizing a different video conferencing link (i.e. WebEx, Microsoft Teams). Attendees with Zoom restrictions can click on this link to connect with booth reps live.

If attendees do not want to live video chat with any booth representatives, there is no need to use Zoom. They can participate in the booths without any issues.

1:1 PRIVATE MEETINGS



- Attendees are able to schedule private video meetings with fellow attendees.
- These video meetings will be hosted via Zoom.
- You can, however, go outside of this system. Just include a link to your preferred video conferencing platform (i.e. WebEx, Microsoft Teams, etc.) in the message field and ask the attendee to use your link instead of the auto-generated Zoom link during the specified meeting date and time.



VIP EVENTS

- **VIP Events are exclusive to certain attendees as part of their company's partnership benefits.**
- Similar to Plenaries, Premier Session and Night In, all VIP Events will be streamed live. They will not be hosted on Zoom.
- Therefore, attendees with Zoom restrictions will not have any issues taking part in these sessions.



BOARD MEET & GREET

- **The Board Meet & Greet is also exclusive to certain attendees as part of their company's partnership benefits.**
- This event will be hosted via Zoom. This is also a session that will **not** be recorded.
- Unfortunately, if you are unable to join this via Zoom you will not be able to attend this event. (This might be the session that you choose to join using Zoom on your phone or tablet as suggested earlier.)



ADDITIONAL PROGRAMMING

The following sessions will use Zoom, and individuals who are not able to use Zoom will not be able to attend them live. We have indicated which sessions will be recorded. Those sessions will be available to watch approximately 1-2 hours after they conclude:

- Wellness Lab
- ExFo Sessions – for ExFo attendees only (recorded)
- Career Breakthrough Series (recorded)
- Networking Meet-ups



We hope this information has helped you plan for how you experience our Summit programming.

If you have any questions, please contact registration@outandequal.org

