Delta Gamma
1873

Virtual Event Technology
Requirements, Best Practices & Frequently Asked Questions

Technology Requirements

Virtual programs are reliant on technology in new ways. To ensure the success of our virtual program, please pay special attention to the following items, as they will impact your ability to participate in the training.

- You will need access to a stable internet connection for the duration of the training.
- We will utilize Zoom, an online virtual meeting platform, and the email address you provided at registration as our primary methods of access and communication during the training. **Delta Gamma is offering a recorded [Intro to Zoom training](#), which may be viewed at your leisure ahead of your training.**
    - If you are unfamiliar with Zoom and wish to learn more after watching the Intro to Zoom training, [click here](#) to learn about:
        - How to Join a Meeting
        - Downloading the Zoom app (necessary if using a tablet)
    - We suggest you take a moment to [download Zoom](#) to your device ahead of the event.
- Attendees may be seen and heard during the training. During Zoom orientation at the start of training, you will be given instructions on how and when to mute your microphone and turn off your personal video.
- If you would like to test your device's capabilities prior to the virtual event, we have offered a few additional resources.
    - [Test your web camera](#)'s ability.
    - [Test your microphone](#)'s ability.
    - [Test your computer or device audio](#) within Zoom.
    - [Troubleshoot (Windows devices)](#) your speakers.
    - [Troubleshoot (Apple devices)](#) your speakers.
- We suggest all attendees begin logging into Zoom 15 minutes prior to the start time to ensure plenty of time to access the platform, check audio and visual capabilities and to be ready to begin promptly at the start of each event.
- To ensure an optimal experience, we recommend using a laptop or desktop to access the training. If you need a webcam or microphone, please email dgevents@deltagamma.org.

If you have any questions or technical difficulties ahead of your virtual event, please email dgevents@deltagamma.org.

Preparing for Your Virtual Event

To ensure an engaging training experience and avoid Zoom fatigue, we recommend the following:
- Keep water and snacks on hand.
- During scheduled break times, get up and move around, use the restroom and grab a snack or meal.
- Try to eliminate other distractions from your area, if possible. It is important that you can fully participate in all sessions, as the training you will receive is key to success in your role.

Frequently Asked Questions

- **I have never used Zoom before/attended a virtual conference/etc. What do I need to know?**
  If you have never used Zoom before, please plan to view the Intro to Zoom recorded webinar. The Zoom Basics presentation can be found here. During interactive virtual events, all attendees will participate in a quick technology check at the beginning of the training day. Zoom is a web-based, video-conferencing platform that will enable you to interact with other advisers, facilitators and Delta Gamma Executive Offices (EO) Staff. If you would like to schedule a practice session with a member of EO Staff, please email dgevents@deltagamma.org.

- **How do I know if my web camera and/or microphone work properly?**
  You can test your web camera at this website, and your microphone at this one. These results are for your awareness and do not need to be shared. Please review the *Technology Requirements* section for additional information.

  If your web camera and/or microphone is not working, or you do not have access to this technology, please email dgevents@deltagamma.org.

- **Will sessions be recorded?**
  No, sessions will not be recorded. Delta Gamma's training curriculum focuses on dialogue and idea sharing, so a recording would not be effective outside of the training environment. This decision has been made to promote an inclusive environment in which all attendees feel comfortable contributing.

- **What if I have technical difficulties ahead of or during the conference?**
  Please email dgevents@deltagamma.org to discuss any issues with technology ahead of the conference. During your event, you should reach out to the dedicated staff member listed on your pre-event communication.