



**Local Food
CONNECTS**

**NMFMA 2021 Local Food Connects Annual Conference
Monday, March 22 – Thursday, March 25
Make the most of your Zoom conference experience**

Please read and follow the tips presented below to make the most of your participation in this year's virtual conference. Please note that the information below might look a little different depending upon if you are on a laptop computer, a tablet (like an iPad) or a smartphone.

Please Note the Following:

- All sessions will start promptly at the time listed on the Agenda.
- If you join a session a few minutes before it starts, you might catch the last few minutes of the previous session.
- All sessions will be recorded and available after the conference.
- In a session, you will not see other participants nor will you be able to control your video or microphone.
- During a session if you need any technical assistance, please use the **CHAT** feature to send a message to Michael Green or Ashley Taylor. Or text/call for assistance:
 - Michael Green: 505-250-8880 or Ashley Taylor: 330-635-3764

Interacting During a Session:

After you join a session using a link provided in the daily morning email during the week of the conference, look on your screen (probably at the bottom) to find **CHAT**, **RAISE HAND**, **Q&A**, and **LEAVE**. You will use these options to interact during the conference.

CHAT: Use CHAT to introduce yourself to other attendees, make general comments, or ask for technical assistance. Do not use CHAT to ask specific questions of panelists (see Q&A below for that).

- After you open the CHAT screen, at the bottom just above the textbox where you type, you'll see a dropdown menu where you can choose who to send a chat message to: Please select "Send to attendees and panelists," from the dropdown menu.

RAISE HAND: Use RAISE HAND during sessions designated as forums to ask to be unmuted or if you are unable to use the chat feature during regular sessions; a Tech Assistant will reach out to assist you.

Q&A: Use Q&A to ask questions of panelists during a session. Depending on the session, your questions may be addressed at a good stopping point during the session, or held until the end.

LEAVE: Use the "Leave" button to exit the session.