

Conference Host Guide

EXPLORING WHOLE HEALTH

October 19th, 2024 | 9AM - 11AM

Checklist:

- Register to host the conference through wellchurch.tamu.edu
- Reference 'Hosting Tips' on the Conference page of wellchurch.tamu.edu to prepare for the conference
- Advertise conference within church and community through (bulletins, emails, community calendars, etc.)
 - PDF file of marketing is provided on the Conference page of wellchurch.tamu.edu
- Download Zoom on laptop or computer
- Practice run to test audio, visibility, and wifi connection
- Print or share the 'Conference W.R.A.P.' for attendees to use during the conference on wellchurch.tamu.edu
- Read and use this guide (information provided after checklist) to host the conference
- Designate someone to enter questions that come from the audience into the chat box during the live Q&A sessions
- On the day of the conference, change name on Zoom to your church or organization name (ex: First Baptist Church of Bryan or FBC of Bryan)
- Complete Attendance Survey during the conference

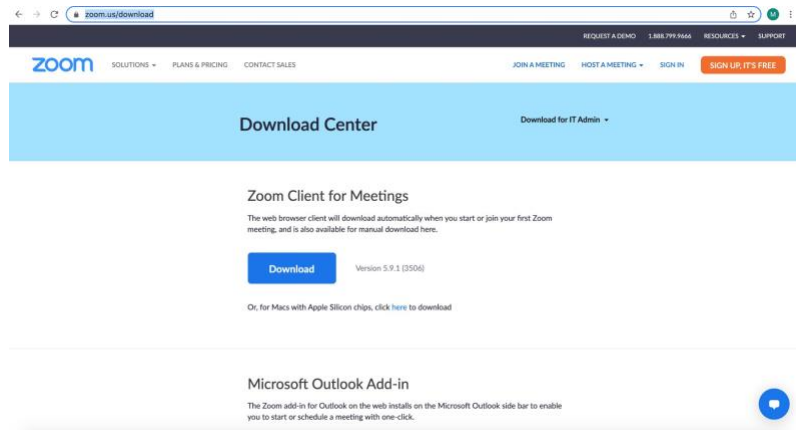
Download/Set up

Before the conference, we request you download Zoom onto your computer for reliable access. It is free to download.

Download:

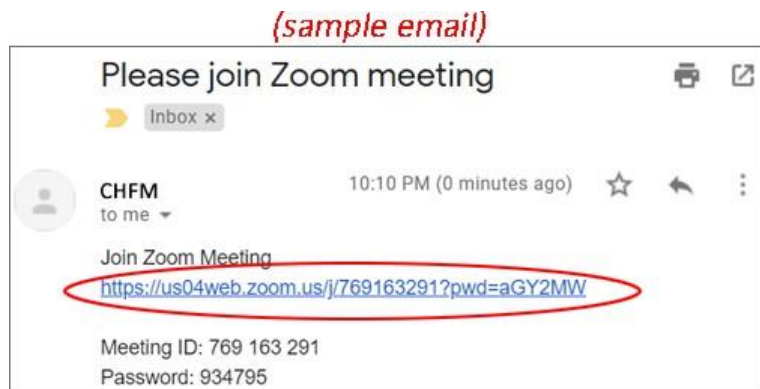
<https://zoom.us/download>

You will not need to make a Zoom account.



You can join the conference meeting by clicking the Zoom link on the hidden page of our website.

Join through the [Zoom meeting link](#) or Meeting ID and Passcode

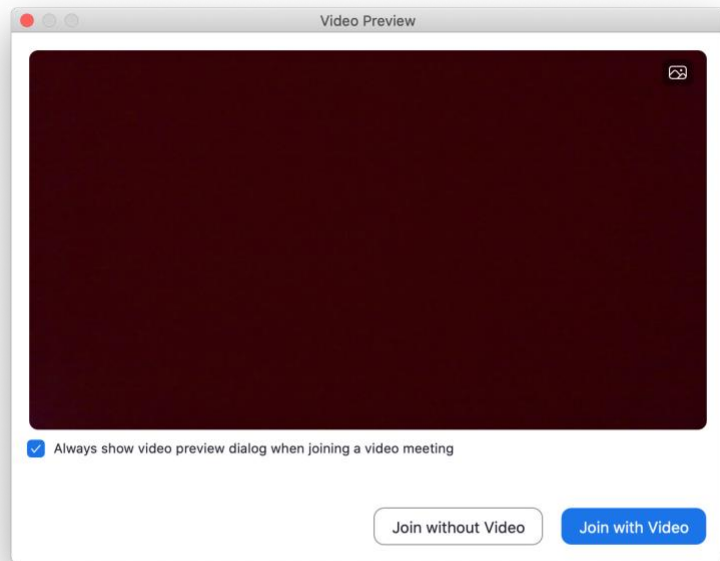


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Once you click the link it will ask you to “Launch Meeting.” Proceed by clicking “Open Zoom”

Next, you may choose to either ‘Join with Video’ or ‘Join without Video’

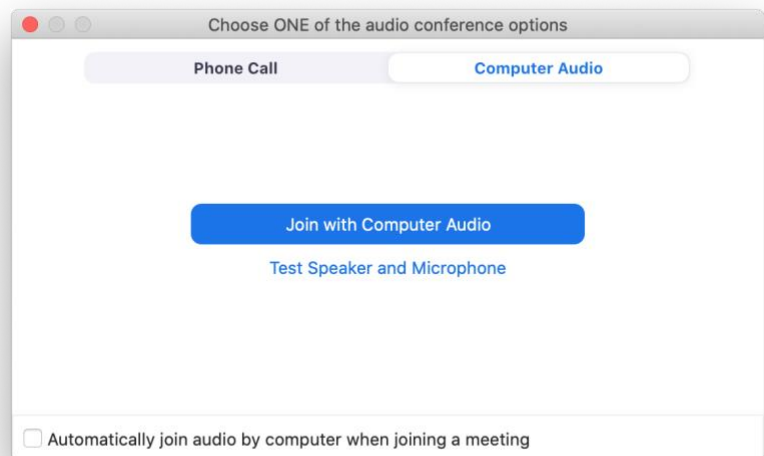
Consider video quality and WIFI bandwidth. These might be better with your camera off.



Then click ‘Join with Computer Audio’

You will automatically be muted as you enter the meeting by the Well Church Project Team. **Do not unmute during the conference.**

Once you have selected ‘Join with Computer Audio’, you will enter the conference meeting.

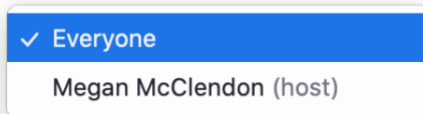


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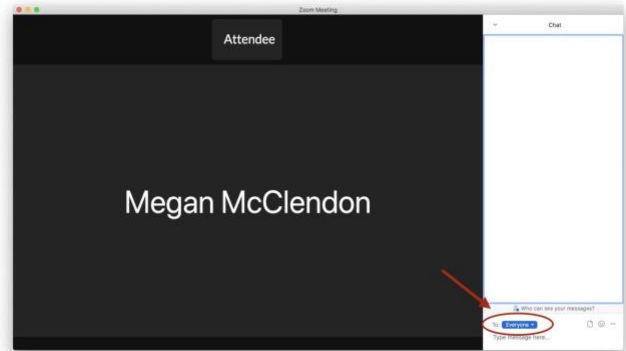
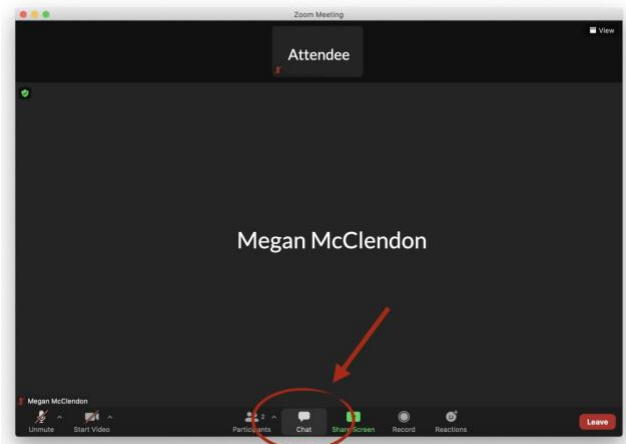
Use the chat box for questions.

You can select who is able to see what you type into chat.

You can choose if your questions are visible to all attendees or just the host. Either way, the host will be able to see your questions. **If you choose to make your questions visible ONLY to the host click on 'Michelle Rawls'**



You can type in your questions before, during, and after the Q&A sessions.



Check your volume levels and screen visibility for everyone attending. **The setup is complete. Now you can watch and enjoy the conference!**

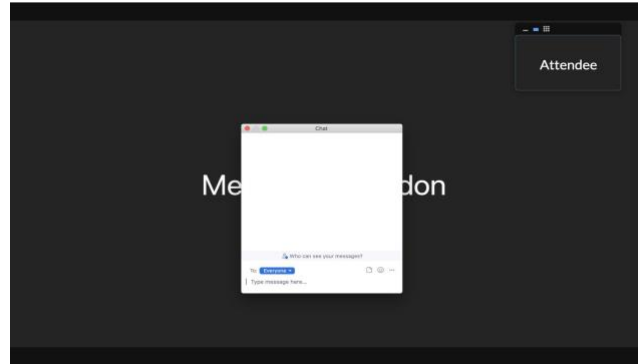
Note: The conference will be recorded for future access.

Attending Tips

- You can join the conference by 8:30AM. We recommend joining by at least 8:45AM.
- During the conference an **Attendance Survey** will be entered into the chat box by the Well Church Team for host churches and groups to complete. We ask that you complete the survey once to provide us with your church or organization name and number of attendees watching the conference.
- Upon entering the conference via **Zoom**, all attendees will be automatically muted. We ask that you remain muted throughout the duration of the conference.
 - Do not unmute to ask a question.
 - Do not use the option to "raise your hand" to ask a question.



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- Type any and all questions into the **chat box** to reduce noise interference and ensure questions are acknowledged. We will have someone monitoring the chat at all times so that we can address your technical needs, questions posed to speakers, and meet any other needs that you have.



- For easy identification of the host churches we recommend you change your name on Zoom to the **legal church name**.

To change your name once you have joined the Conference Zoom meeting:

- ❖ On the Zoom in-meeting controls, click Participants .
 - ❖ Hover your mouse over your name, then click the ellipses .
 - ❖ Click Rename.
A pop-up box will appear.
 - ❖ In the pop-up box, enter your display name.
 - ❖ Click Change.
- During the provided breaks keep the Zoom meeting running. A timer will appear on the screen counting down the remaining time until the break is over.
 - **Do not leave/turn off** Zoom until the entire conference has ended at approximately 11AM.

Technical Support

- For tech support during the conference, the Well Church Project Team members will be available to assist you.
 - Any questions or assistance will be available through the chat box. Type your questions or issues into the chat box.
 - A Well Church Team member will be monitoring the chat box for the entire duration of the conference.
- If you get kicked out of Zoom, attempt to join the meeting again. If it will not allow you to attend, then let us know by using the 'HELP DESK' button on our website at wellchurch.tamu.edu.