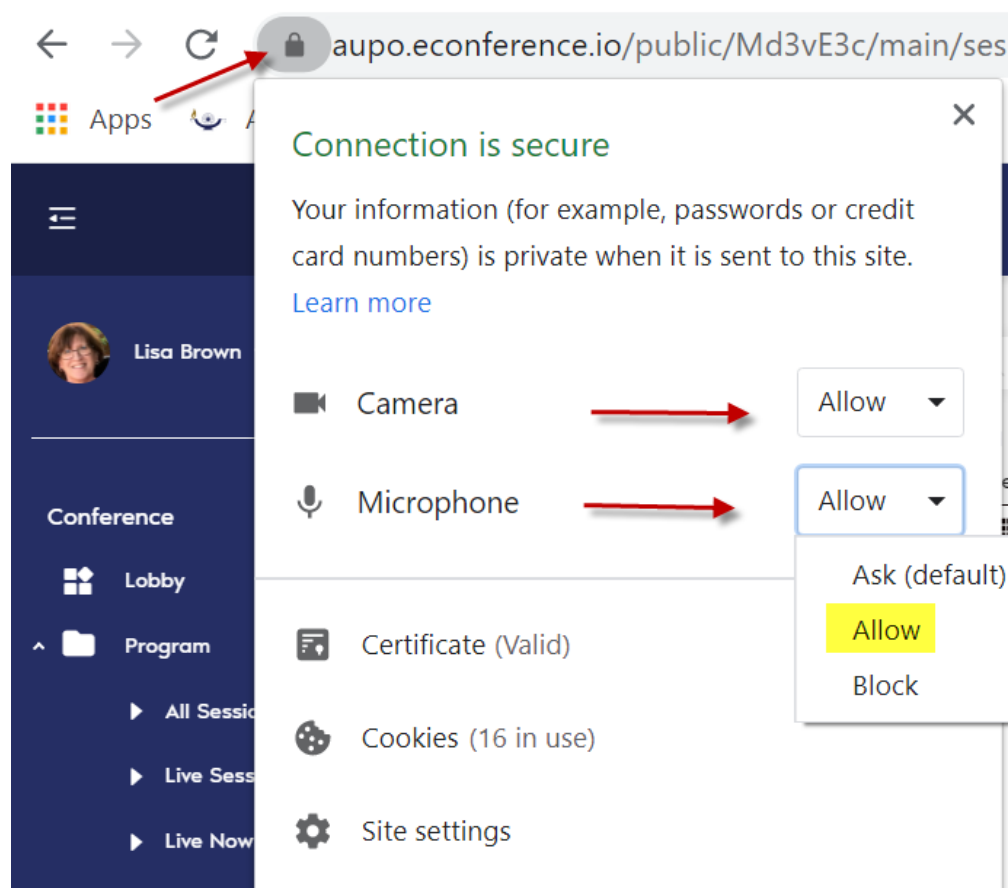Dear Book Club Moderators,

In preparation for facilitating your session please familiarize yourself with the platform before January 29. This session will be in a virtual room that is live, similar to Zoom or Webex. Please arrive at least 10 minutes before your session starts, to familiarize yourself with all the options you have inside the room such as raise hand and share your screen. Please do a wrap up of your session 5 minutes before the end of your session. Staff will send notifications at 5, and 1 minutes before the end of the session.

Browser choice is important. Chrome is the recommended and optimal browser for this meeting. Safari and Firefox should also work. Do not use Internet Explorer or Microsoft Edge. Prepare by setting your default browser in advance of the meeting.
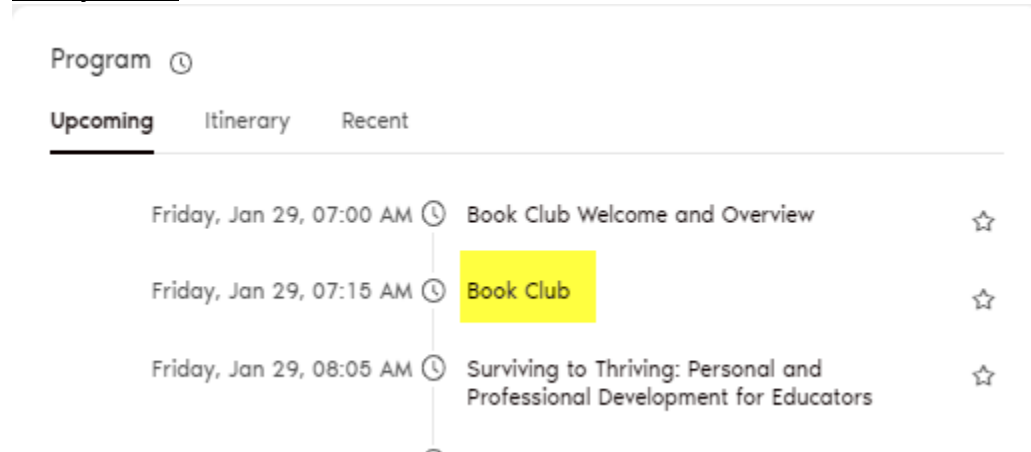
For a quick video overview of breakout rooms please click here. The platform is live now, please feel free to log in and preview and test it out in advance of the meeting on Friday.

Ensure that your camera and mic are 'allowed', not blocked. (See screenshot below)
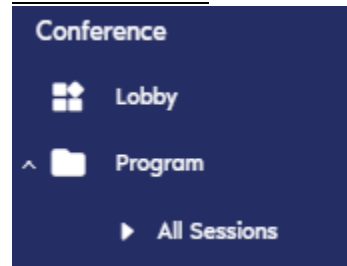
Choose the Book Club session from the Lobby menu or from the left side menu choose Program + All Sessions and locate Book Club
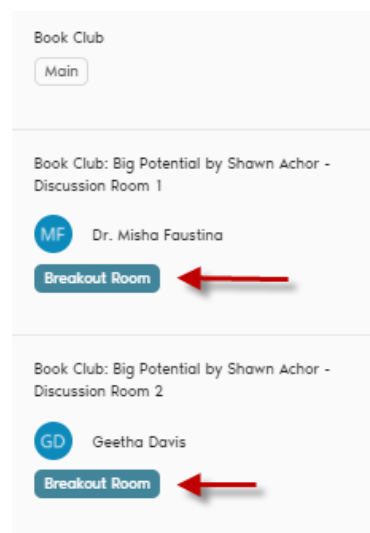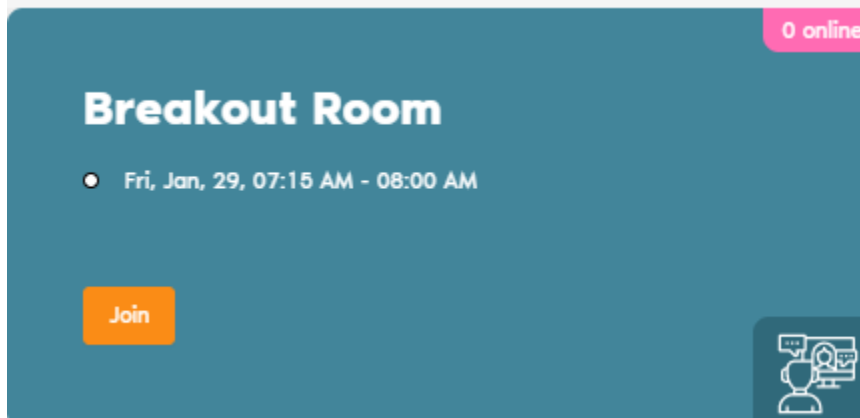
Lobby Menu

Program ⓞ

Upcoming   Itinerary   Recent
_____

Friday, Jan 29, 07:00 AM ⓞ   Book Club Welcome and Overview   ☆

Friday, Jan 29, 07:15 AM ⓞ   <mark>Book Club</mark>   ☆

Friday, Jan 29, 08:05 AM ⓞ   Surviving to Thriving: Personal and   ☆
                             Professional Development for Educators

Left side menu

Conference
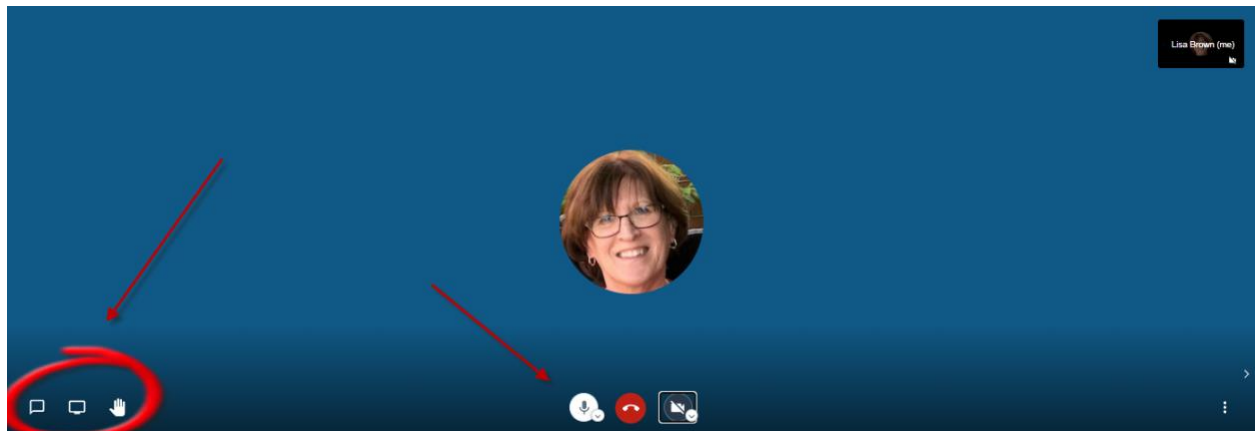
▤ **Lobby**

∧ ▤ **Program**

   ▶ **All Sessions**

After you choose the Book Club session, on the left side of your screen, you will see all the breakout rooms listed by facilitator. Select the breakout you are leading.

Book Club
[Main]

Book Club: Big Potential by Shawn Achor -
Discussion Room 1

(MF)   Dr. Misha Faustina
[Breakout Room] ←

Book Club: Big Potential by Shawn Achor -
Discussion Room 2

(GD)   Geetha Davis
[Breakout Room] ←

After you click on your breakout room, click the Join button that will appear on the right side of screen in the box labelled Breakout Room. Once you do that you will be inside your room.

Inside the breakout room you will find controls in the left corner for Chat, Share Screen and Raise Hand. In the center you will find controls for turning mic and camera on/off and to leave (red phone icon).

Thank you again for moderating a Book Club Session!