

## **EJP Virtual At-Home Gala 2020**

### Frequently Asked Questions (FAQ)

Q: What is the dress code?

We hope people will wear whatever makes them comfortable. Feel free to dress formally, or to wear shorts and a t-shirt if that's your preference. Please feel free to be creative with your background as well. Click on the video icon at the bottom of your screen to choose a virtual screen.

Q: Is it possible to attend the event in person if I wish?

No, there is no in-person component of the gala. The entire event is online. This is in consideration of the dangers of congregating together due to the coronavirus.

Q: I don't have a Zoom account. How do I set one up? Is it free?

It's not necessary to have a Zoom account to participate in the gala. You will be prompted to download the software once you click on the link that we provide. You will also be invited to create an account, but that is not required. If you do decide to set up an account, you'll be led through the process, which is free and easy.

If you're new to Zoom, you may find this link useful: ["Everything You Need to Know about Using Zoom" by OWL Labs](#).

Q: Who can I contact if I have technical problems setting up zoom or on the night of the event?

If you have trouble setting up Zoom, please contact us as [info@educationjustice.net](mailto:info@educationjustice.net).

On the night of the gala, we will have tech support standing by. You can reach them at 217.265.6737 or, if you're in the event, by describing your difficulty in the chat box.

Q: Can I use a different platform other than zoom?

No, you must use Zoom. The link that we provide will not work on other platforms such as Skype or Google Hangout.

Q: How can I change the way my name appears on the Zoom platform?

Once you enter the meeting, click on the "Participants" button at the bottom of the Zoom window. A list of all participants will appear on the right side of the window. Hover over your name and click on "More" and then "Rename." Enter the name you want to appear and click OK.

Q: What if my call drops?

That happens occasionally with Zoom! You can reenter the gala by re-clicking on the Zoom link. We will not lock the event, so you can enter and leave multiple times.

Q: How do the breakout rooms work?

Breakouts rooms are sessions that are split off from the main Zoom meeting. During the gala, we will twice provide guests the option of entering a breakout room so they can meet in smaller groups. An individual can elect to leave a breakout room at any time by clicking “leave breakout room.” People using Chromebooks are unable to join breakout rooms. The main room can function as a breakout room for those individuals.

Q: Can I share the zoom link with my friends?

Because this is a fundraiser and as space is limited on the Zoom platform, we hope that you will not do that. It might prevent people who have RSVPd from entering the event. If you want to share this event with your friends, please direct them to the recording afterwards (see below).

Q: Can I record the event?

No, you cannot, to preserve the privacy of those in attendance. However, we will be recording the speakers and will make that recording online available after the gala.

Q: Help, my sound isn't working!

We will mute everyone upon entering the gala so that people can hear the music more easily and to avoid background static. During the gala, you can communicate using chat. You will also twice have the option of joining breakout rooms, where smaller conversations can take place. Also, at the end of the evening we will unmute everyone. You are welcome to stay on the Zoom platform as long as you wish after the event.

Q. Can I use my cell phone or tablet?

Yes. We recommend using a laptop/desktop computer, but you can use any device that will connect to Zoom, including a cell phone or tablet.

Q. What is a Waiting Room? How long do I have to wait to join?

When participants first connect to the Zoom meeting, they are placed in a waiting room while the host admits them into the meeting. Depending on the number of participants connecting to the Zoom meeting in the beginning, the waiting time might vary between a few seconds to a few minutes. Everyone will eventually be admitted and no one will be left waiting in the waiting room.

Contact:

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Gala website: <https://ejpgala.wixsite.com/home>

EJP website: [www.educationjustice.net](http://www.educationjustice.net)