



American Association
of Certified Orthoptists

AACO 2020 National Meeting ATTENDEE Fact Sheet

Updated 11.12.2020

Like many other conferences this year, the AACO has been forced to avoid in-person gatherings for the safety of our members. Fortunately, we are able to continue educational opportunities by converting the 2020 National Meeting to an online format. Of course, this requires some attention to technology, and this fact sheet is intended to help guide you to a successful virtual meeting experience!

- We will be using the **Zoom Webinar** platform. Each attendee will receive sign-in links that are unique to them, meaning it can be used only by that individual attendee. There will be one link for *each day* of the 3-day conference (three links total) which will be sent to you by email. Also, you'll be able to sign-out and sign-in again during a session if you need to leave and return.
 - Several days before the first session, you will receive automated emails from Zoom with your sign-in links and some additional instructions. This same information will be sent to you one hour before each session. Be sure to keep these emails handy since it is your pathway into the conference.
 - If you receive your email at work but plan to watch the conference from home, be sure you have access to the account with the sign-in link or forward the link to your personal email address.
 - Should you sign-in a bit early for the conference, you will see a "please wait" message on your screen if the broadcast hasn't started. You don't need to do anything else... you will see the webinar presentations once the host starts the broadcast.
- Although Zoom webinars can be viewed on mobile devices, we strongly recommend that you use a desktop or a laptop computer. The sessions are several hours long, so comfort will be a factor!
- Make sure the computer or other device you're using has the sound turned on. Except for presenters, most *attendees* will not need to be heard on the webinar... questions will be asked using the chat box. If your computer does not have speakers, there will be an option to use a telephone to listen to the audio.
- System requirements –
 - Most recent computers and tablets will be able to handle the webinar requirements. However, we do recommend that you make sure your regular system updates have been installed.
 - Zoom will support most web browsers such as Chrome, Internet Explorer and Safari. Again, the most recent version should be installed.
 - Your internet connection is important! A good broadband connection of at least 600 kbps (kilobytes per second) is recommended. Most home internet connections are much faster than that. If you want to check your internet speed, consider using www.Speedtest.net
 - If you are using WiFi, be sure you have a good, reliable signal and you are near the "hub" since distance from the transmitter weakens the signal. Also, if watching the webinar at home, ask family members to avoid streaming services like Netflix or online games while you are attending the webinar; those activities could compete with the bandwidth you will need.
 - While attending the webinar, it is suggested that you close other applications on your device that do not relate directly to the conference. These take up computing power and could interfere with the smooth presentation of the graphics.
- Get help if you need it! While most people with basic computer skills will have no problem attending the AACO virtual conference, it never hurts to have a helping hand ready in case you run into a problem. During the conference, AACO will not be able to provide you with technical assistance.
- Questions *before* the conference? Contact the AACO Administrative Office:
 - Email – Info@Orthoptics.org
 - Phone – 847-680-1666