



HELPING CHILDREN DREAM AGAIN



Virtual Tour Best Practices – Zoom

Before the Event

- The Children's Center is utilizing Zoom for virtual tours. Zoom is compatible with Windows, Mac, Linux, iOS, and Android. It is possible to join the meeting via your browser, but it is recommended you download the application and create a free account prior to the event start.
- In order to get the best experience it is recommended to use a laptop or desktop computer to join the virtual tour rather than a tablet or phone. However, all are welcome and we will do our best to accommodate you and your technology.
- Please fill out our [Virtual Tour Card](#) prior to joining the meeting.
- Please bring a scrap paper and writing utensil to the virtual tour.
- You will receive the link to join the virtual tour 24 hours in advance.

During the Event

- **Joining:** Join the Zoom meeting by clicking the meeting URL or typing in the Meeting ID found in your confirmation email sent 24 hours in advance of your virtual tour. You can connect audio via your computer or by dialing in.
- **Video + Microphone:** The virtual tour is an engaging, interactive experience and we ask that you utilize video and audio throughout the tour to participate fully.
- **Speaker or Gallery view:** At the top of the Zoom meeting screen, you can pick one of two view options. This only impacts how you view a meeting and The Children's Center is not responsible for your layout.
 - *Active Speaker:* By default, Active Speaker is the chosen video layout, which the person talking is large on screen.
 - *Gallery View:* The Gallery view brings in every participant on one screen in a grid format.
- **Chat Feature:** Ask a question of the speaker or chat with your fellow attendees.
- **Name:** Right click on your image and click 'Rename' to share your first and last name.

For More Information Contact

Abby Adair

aadair@thechildrenscenter.com

313.236.5812