



**National Conference of State Tax Judges  
40th Annual Meeting**

**October 22—23, 2020**

**GUIDELINES FOR ONLINE ZOOM CONFERENCE**

**Technical Requirements for Zoom**

For optimal participation during the conference, you will need a computer or smart device equipped with a microphone, camera, and speakers (these are built into most laptops and tablets). While it is possible to join the conference using a mobile phone, **this method is not recommended** (if you are using a mobile phone, you will need to download the **ZOOM Cloud Meetings** app from the Google Play Store or Apple App Store).

We recommend viewing the meeting on a larger desktop screen rather than a laptop so that you are able to see more participants at once.

**How to Join the Conference**

1. **Registration reminder:** You will have received a confirmation email with a customized link to join the meeting for each day. These links will remain active throughout each conference day and you may join at any time.
2. **Join Conference:** Click on the link in the Zoom registration confirmation email and follow the directions to join the meeting. Alternatively, copy the URL and paste into the address bar of your preferred web browser, then enter the password and meeting ID.

If you have not previously used Zoom, a pop-up window will appear prompting you to open Zoom meetings. Click on "Open Zoom Meetings" to download the app and join the meeting.

**Guidelines for Participation and General Information**

**General**

- Please log into the meeting using your full name (first name, last name) so that other participants are able to easily identify you. If you have questions during the sessions, this will help moderators to call upon you.
- You will be muted upon entry. The host will unmute you if you are called upon to ask a question.
- We encourage you to keep your video on for a more interactive experience.
- The conference will open with welcome remarks from the conference chair, followed by participant introductions (in order alphabetically by state, then last name).
- Please note that the speaker presentation portion of the **Housing Crisis and the Tax System** will be recorded. There will be an announcement when recording begins and ends. There will not be Q&A during the presentation, only after.

**During the Conference**

- Participants are welcome to ask questions throughout the substantive programs each day (except during the Housing Crisis and Tax System presentation; see note above).
  - Use the "raise hand" function to ask a question. Do not use the chat box for questions.
  - To view the "raise hands" button, click on "Participants" in the navigation menu at the bottom of the screen. The button will be on the bottom right hand side of the participant list window.
- When called upon, you will need to accept unmute from host
- Participants may communicate amongst themselves using the chat box. Comments in the chat box will be visible to all participants.

**Technical Concerns**

If you have any technical questions or concerns, please do not raise them to all participants in the chat. Contact Kate Austermiller via e-mail at [kaustermiller@lincolnist.edu](mailto:kaustermiller@lincolnist.edu).