

2024 OTA Virtual International Residents Course – Zoom Tips

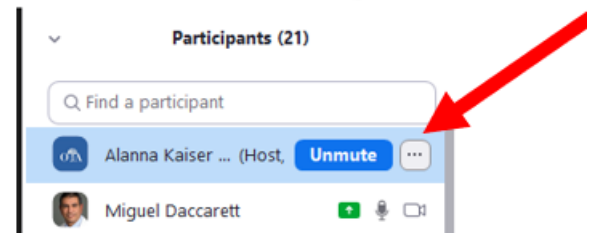
The course starts on Thursday, August 15th at 7:00 am Central Daylight Time. **Please join the Zoom meeting 30 mins in advance of the course.** This will allow you to take the time to test your mic/camera and allow OTA staff to rename you (if needed) and assign you to the correct breakout room.

Time Zones

U.S. Central Time/Mexico	U.S. Eastern Time	U.S. Mountain Time	U.S. Pacific Time	West Africa	East Africa
7:00 am	8:00 am	6:00 am	5:00 am	1:00 pm	3:00 pm
South Africa	Central Africa	Central Europe	Eastern Europe		
2:00 pm	2:00 pm	2:00 pm	3:00 pm		

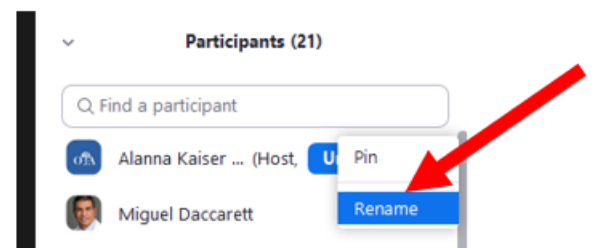
Logging into Zoom

- **We strongly recommend that you Log-In to Zoom (do not join as guest) with an account associated with your email that OTA has on file.** To login, use this link: <https://zoom.us/signin>
- If you do not have a Zoom account associated with your email, you can create one for free using this link: <https://zoom.us/signup>
- We will pre-assign you to your breakout room, and signing into zoom will ensure this feature will work and eliminate delays



Housekeeping

- Please rename yourself to your breakout room then your full name
Example, "Room 1 – John Smith"
- We encourage you to turn on your cameras.
- Keep yourself on mute unless you are talking.



Breakout Rooms

- You are pre-assigned to a breakout room
- OTA staff will automatically send you to your assigned breakout rooms.
- Please be patient, as this can take up to 1 minute. **Do not close your window or disconnect when joining or**

In "Participants" list on the right side of your zoom window, hover over your name and click on the "Rename" Button

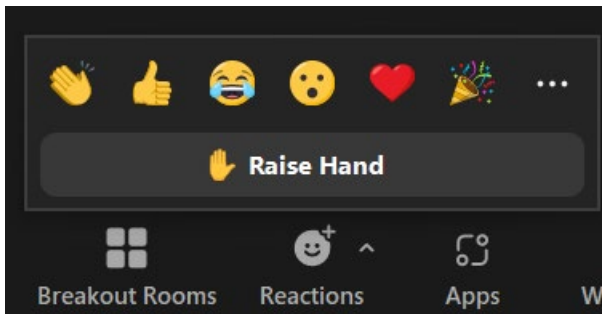
returning to the main session. This will all occur automatically.

- *If you believe you are in the wrong breakout room, please chat with OTA staff using the chat feature or click on the “Leave Breakout Room” button at the bottom left to return to the main session and talk with OTA Staff.*

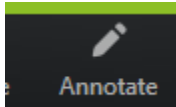
- During the breakout, faculty should start with a brief recap of the faculty [presentations](#), followed by the case presentations.

Breakout Discussions Tips for Success

- Some rooms will primarily speak in Spanish and others may primarily speak in English depending on the attendees in the room.
 - If you do not understand, please raise your hand and ask for a translation.
- Make use of the reactions tab on the bottom of the screen. For example, thumbs up or raise hand.



- When sharing your screen, you are able to use “Annotate” to draw on the screen or draw attention to a part of a slide.



During Breaks

- During breaks & lunches, feel free to turn off your camera and your mic, and walk away from the computer or work on something else.
- Avoid Leaving the Zoom Meeting as that will delay staff being able to send you to your assigned breakout room.

Technical Difficulties

- If you are having connection issues, please try the following steps to help troubleshoot:
 1. Leave breakout room & Chat with OTA Staff via the Zoom chat feature. All OTA staff will be labeled as “OTA Staff – ” in the participants list
 2. Turn off your video

3. Connect to audio via telephone
 - Find your local number: <https://us02web.zoom.us/j/kdMzBQAUr>
4. Connect via ethernet internet instead of WiFi or move closer to your WiFi router
5. Disconnect and re-join the Zoom meeting