

2022

Global Business LEADERS in MINING

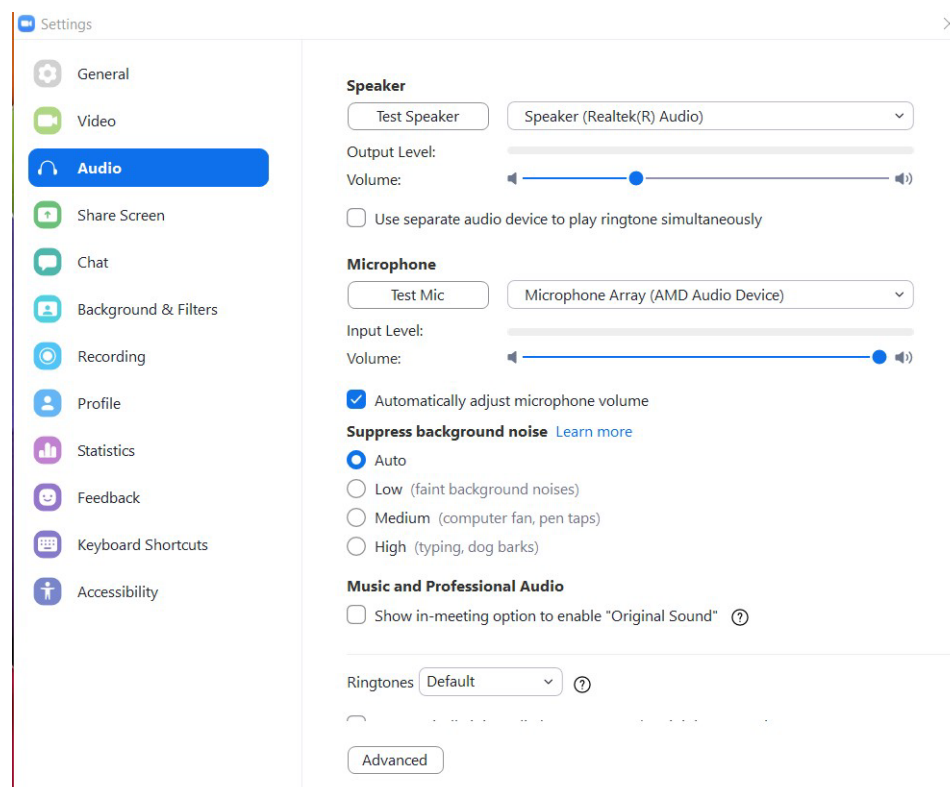
DIVERSITY CONFERENCE

Stronger
Together

May 19, 2022 • Virtual

For Business Leaders Responsible for Recruiting, Retaining and Advancing Women in Mining

- The Zoom link for you to join your session will be added to the calendar invite within 1 week of the conference. Please do not share this link with others.
- Please log in no later than 15 minutes prior to your session. You can test your audio and camera on Zoom before you enter the webinar. If you run into any technical issues, please contact Crystal Harkless at 919-589-8010 or crystal@diversitywoman.com. For urgent matters on the day of the conference, text first and someone will call you immediately to assist you.
- Keep your dial in information close. In the event you experience any audio issues during your session, please dial-in and continue your session via phone.
- Remember to test your lighting and audio before you take the stage. Don't forget to remove any background objects that may be a distraction. You can test your audio and camera on Zoom by clicking on your Profile Picture> click on Settings> click on Audio> click on Video.



Camera

HP Wide Vision HD Camera

Original ratio HD

My Video

- Mirror my video
- Touch up my appearance
- Adjust for low light

Always display participant names on their video

Advanced

- Mute all desktop and cellphone notifications before your session.
- To ensure you are looking directly into the camera, you can add a box, book or stack of printer paper under your computer.
- Make sure you remove any papers that may be blocking your computer mic to ensure people can hear you clearly. We also want to make sure attendees do not hear you moving your notes/papers.
- **IMPORTANT:** Please remain muted until it is your turn to take the virtual stage as we may have speakers presenting on the main stage before your session. To communicate with the conference director. You can also use the chat feature to communicate with the conference director if necessary.
- Please wait until after the introduction slide and music for your session ends before you start presenting. We will also spotlight your video to indicate you are now on the virtual stage.
- When you finish your presentation, feel free to log off the Zoom session. If you choose to attend other conference sessions throughout the day, please register to as an attendee. You can use your credentials to log on to the conference portal and view the sessions.