



Dear Friends,

We are delighted that you will be joining us for the 2020 Summer Sessions Virtual Conference, Thursday, July 23 (1:00pm-4:00pm EDT)! This conference will mark the first time that we've conducted a conference in a virtual setting, and the information that follows will help ensure that the experience is a success for everyone – please read it carefully!

You can find PDFs of the agenda and handouts, such as presenter bios, on our [Summer Sessions Virtual Conference](#) webpage on the [Administrators' Resource Center](#) (ARC).

Zoom Instructions for Participants

Most of us have become quite familiar with Zoom (or similar platforms) meetings during COVID-19, and the following guidelines will be very useful to you throughout the meetings.

Before the Conference Begins:

1. You will need a computer, tablet, or smartphone with headphones and mic/speaker, and if possible, a webcam. All participants will have an opportunity to test audio immediately upon joining the conference.
2. If you're joining the conference from your home – as most of us will be – please be sure your Wi-Fi signal is as strong as possible. We suggest turning Wi-Fi off on as many devices in your home as you're able. If you're joining from your normal office and have your usual strong internet access, you should have no connectivity issues.
3. When you registered, you received an auto-generated confirmation email from Zoom, notifying you of your registration, and providing you the necessary information and your unique "join meeting" links. **We hope you**

kept this email! You should receive an email reminder from Zoom as the conference nears that will include your “join meeting” link.

4. For further Zoom help, you can also watch this short video (with written instructions) on how to join a Zoom Meeting: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

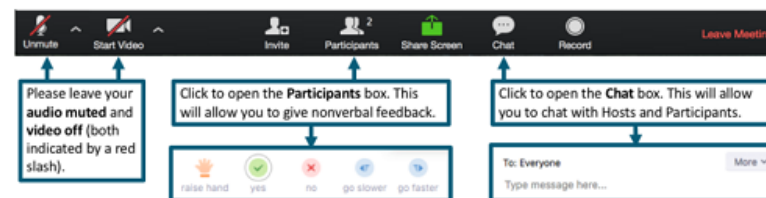
On the Day of the Conference:

1. We will open the Zoom conference 30 minutes prior to the actual start time. Just to be safe, we highly recommend joining the meeting at least 15 minutes prior to the actual start time.
2. When you join, click the link in your invitation to join via computer, tablet, or smartphone. You may be instructed to download the Zoom application. You may be asked to input the password, included in your registration confirmation email.
3. You will be given the opportunity to review your webcam image, and also test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”
4. If you are having trouble hearing the meeting via computer audio, you have the option of joining the audio portion of the meeting via your phone while remaining on the video conference via your computer or tablet:
 - o On your phone, dial the tele-conferencing number provided in your invitation
 - o Enter the Meeting ID number (also provided in your invitation) when prompted using your touch-tone keypad (you may need to input the meeting password, found in your Zoom confirmation email)
 - o If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer

You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID.

Participant Controls

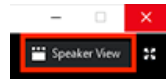
Participant controls are in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left) – please mute yourself during presentations
- Turn on/off your camera (“Start/Stop Video”) – please turn off camera during presentations
- View the participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand, along with “Yes” and “No” icons
- Change your screen name that is seen in the participant list and video window

Somewhere on your Zoom screen (usually the upper right corner) you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows only the active speaker. “Gallery view” shows all of the meeting participants. We recommend “Speaker View” during presentations.



During the Conference

It is very important for everyone to log in to Zoom early, for when the clock strikes 1:00pm, we'll begin. Bob Griffith, the conference organizer, and I, the conference host, will guide everyone through instructions and housekeeping items at the beginning of, and throughout, the conference, so it's important to pay close attention to the information we give.

While we are very much looking forward to seeing and hearing everyone during the conference, we ask that everyone turn your webcams off and mute yourselves during the presentations. We'll let you know when to unmute and turn the cameras back on!

If you have any questions before we begin Thursday, please don't hesitate to reach out to me – either by phone, (212) 592-6278, or email, sliles@cpg.org.

See you Thursday!

A handwritten signature in blue ink that reads 'Stokes'.

Stokes Liles
Program & Conference Specialist

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