

BREAKOUT ROOMS



Vendor Booths

MARCH 10-11, 2022
ARRIVE: 12:30PM ET
EVENT: 12:45-1:45PM ET

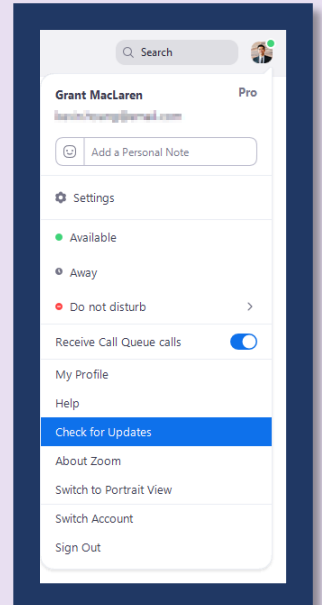
Michigan Indian Education Council
52nd Annual Native American Critical Issues Conference
Jichag: Seeking Balance and Centering Identity

BEFORE THE EVENT

1) Please email hello@williamsoncreativeagency.com by March 9 at 9am ET to indicate one primary contact for your breakout room including **First Name, Last Name, and email.**

2) Before the event, ensure Zoom is updated to the most recent version [5.9.6 (3799)] on your device.

Watch this video to learn [how to update your Zoom](#). Check if you're up to date by following those steps.



AT THE TIME OF THE EVENT

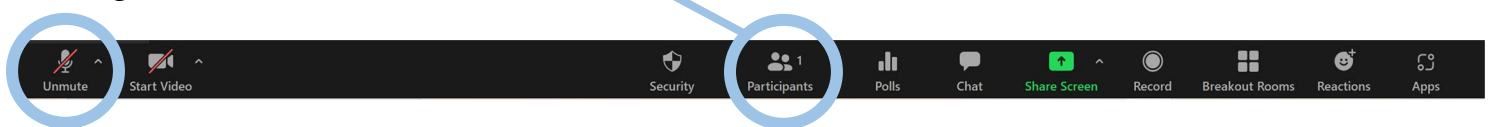
1) Please use the link shared by calendar invitation to join Zoom.

2) Upon joining the Zoom on the day of the event, update your Zoom name to the following format:

"[Name], [Title], [Company Name]"

For Example: *Monica, Director, Williamson Creative Agency LLC*

Rename yourself by clicking **Participants** on your Zoom Control Panel, hovering over your name, and clicking the **More** button.



3) Upon joining the Zoom, you will be automatically muted. You can **unmute** yourself clicking the **Microphone** button in the Zoom Control Panel.

4) MIEC will facilitate the introductory portion of the Vendor Booths. Each vendor will give a 2 to 5-minute introduction in the Main Room. When we complete all introductions, Tech Support will assign you to a Breakout Room, where participants can later join you. Tech Support remains in the Main Room.

You are entirely responsible for the vendor-attendee experience (including sales) once attendees have entered your Breakout Room. You can share your screen with participants inside your Breakout Room, so long as your Zoom is properly updated, as well as talk using audio and video. You can also use the chat box feature. The chats are not broadcasted outside of your individual Breakout Room.

5) Participants can navigate between Breakout Rooms at will. Instructions to do so will be projected onto the screen in the Main Room. Plan to remain in your assigned Breakout Room for the duration of the session.

6) Support will be available in the Main Room for technical assistance. See contact information below if you need additional technical assistance before or during the event.

See you soon!

hello@williamsoncreativeagency.com | 248-830-5958