



Georgia Occupational Therapy Association

2020 Virtual Conference Tips

Proper planning and preparation prevents poor performance in-person as well as virtually. To ensure participants enjoy the 2020 Virtual Conference the GOTA encourages you to check out the following tips.

Get Excited

The GOTA Conference is the largest event held in the state of Georgia for occupational therapy practitioners and students. The annual conference revenue supports GOTA operations throughout the year. This year marks an exciting opportunity to experience a virtual conference. The GOTA launched a virtual conference page for registration and will utilize Zoom for the conference sessions. What can you do to help? Register & promote the conference in your community. Consider using a GOTA 2020 Virtual Conference Background during your Zoom calls in September and October. Visit the online conference shop to purchase a t-shirt.

- [Click here to download the GOTA Zoom Background.](#)
- [Click here to visit the online conference shop.](#)



Environment

Prior to your first session, set up your environment. We recommend the following:

- Print out the list of your registered sessions. After registration, participants receive a registration confirmation email. **Following all sessions, participants must complete the course evaluation to receive continuing education certificates.** The registration confirmation email will ensure participants submit 1 course evaluation per session.
- Reliable internet
- Quiet and possibly carpeted space
- Adequate lighting
- Desk Ergonomics: 90, 90, 90 rule. [Click here for details.](#)
- Use a laptop or desktop (if possible) instead of a phone
- Check technical set up prior to your first session:
 - Test-run Zoom
 - Check your audio
 - Raise webcam to eye-level
 - Position your conference window near your camera to simulate making eye contact

- Turn off notifications and minimize distractions: silence phones, prevent computer pop-ups
- Have all items needed for success prior the meeting starting: coffee, water, items needed for note taking, etc.

During the Conference

- Drink plenty of fluids
- Take a stretch break between sessions.
- Give your eyes a break. Every 20 minutes look away from your computer, fixate on a point approximately 20 feet away. This gives your eyes a rest from the computer screen.
- Consider using one of the GOTA Zoom Backgrounds. Pre-set backgrounds are available during sessions or [access one of the backgrounds here](#).
 - Not familiar with how to use Zoom Backgrounds? [Watch this video](#).

Accessibility

The Georgia Occupational Therapy Association is committed to providing equal opportunity and access to all conference participants. The GOTA 2020 Virtual Conference utilizes Zoom. The GOTA compiled the following list of common accessibility topics to assist conference attendees. Attendees with needs not addressed below are encouraged to email info@gaota.com at least 1 week prior to conference participation to allow the GOTA to assist in access.

Closed Captioning

If you would like to use closed captioning, during a presentation: click on the Zoom icon in the menu bar. Select settings. Toggle the option for closed captioning. Zoom appears differently to users based on application, version, and device settings. Please visit the Zoom link for details regarding PC, Mac, Android, and iOS applications. [Click here for details from Zoom](#).

Hot Key and Keyboard Shortcuts

Zoom is compatible with standard hot keys and keyboard shortcuts. Standard hot keys are listed below. [A comprehensive list from Zoom is available here](#).

Alt+A: mute/unmute my audio

Alt+Y: raise/lower hand

Alt+N: switch camera

Esc: enter/exit full screen mode

Alt+U: hide participant window

Ctrl+Shift+T: screenshot

Screen Reader Support

Zoom is compatible with screen readers. Users are encouraged to test their screen reader with Zoom prior to their first GOTA 2020 Virtual Conference session. If issues arise, please contact Zoom directly via access@zoom.us.

Audio Transcripts

All GOTA 2020 Virtual Conference participants will have access to the audio transcripts of each presentation they registered. Remember to keep your Registration Confirmation Email for presentation details. Following each presentation, participants must complete the presentation evaluation to ensure they receive CEUs. The conference website will also contain the recorded audio transcript for individuals needing this level of accessibility. [Click here for details from Zoom](#).

Additional Questions or Concerns?

Please contact the GOTA Conference Committee Chairs:

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- GOTA Administrator info@gaota.com



Georgia Occupational Therapy Association, Inc.