

AJL'S DIGITAL CONFERENCE 2020



Staying Connected

JUNE 28-JULY 2, 2020

Association of Jewish Libraries:
The Leading Authority on Judaic Librarianship

ATTENDEE GUIDELINES

Welcome to AJL's Digital Conference 2020: Staying Connected! Your conference organizers would like to make you aware of a few details:

SECURITY You may have read about “Zoombombing,” where online trolls enter a Zoom Meeting and begin to add inappropriate, often hateful photographs, videos and/or messages to the conversation. AJL has learned about and put into place the recommended safeguards provided by Zoom and ADL to avoid this behavior. But we also need your assistance:

- Only people who have registered for the digital conference have access to these Zoom links through the Socio App.
- Please **DO NOT** Share your Zoom links with anyone else. Instead, ask your interested friends to please register for the digital conference at <https://jewishlibraries.org/meet-req1.php?id=24>

RECORDING All sessions are being recorded. Sessions may be Webinars (attendees cannot be seen) or Meetings (attendees can be seen). If you do not wish to be seen on a Meeting recording, please turn off your video when you enter the Zoom session. **FYI, all registered attendees will have access to the session recordings, so you can see any sessions you missed.**

IDENTITY Upon entering the Zoom session, please select “Chat” on the control bar and introduce yourself in the Chat space by providing your name, institution, and location.

- If your identity is showing on screen as “iPod5,” “LovestheBeach,” or something else nondescript, please change it to your real name in the Participants’ list by clicking “More” next to your name, clicking “Rename,” and changing it to your actual name. This way we will know that you belong in the Zoom session.

ROLES Each session has a Moderator, Host and Cohost

- The Moderator will introduce the session and presenters and will also transmit questions to the presenters.
- The Host and Cohost will serve as the technical support during the session. They will be monitoring the chat area and assisting with answering questions.
- The Host and Cohost will also be keeping an eagle eye out for people who don't seem to belong. If they see a name they do not recognize (see above), they will message you privately in the Chat. If you do not respond, they will remove you from the session.

COMMUNICATION Everyone entering the Zoom session is muted. Please do not unmute yourself unless invited to do so by the Moderator. If you want to share a comment or ask a question:

- In Webinars, please use the Q&A feature of Zoom to ask your questions.
- In Meetings, you can make comments throughout the session by using the Chat. If you have a question for the presenter(s), please type it into the Chat. The Moderator will get it to the appropriate presenter.
- At the end of each session, we will be saving a copy of the Chat. This will be made available to all conference attendees.

FUN STUFF

- Please consider participating in our Zoom Background Challenge! We will be offering fun certificates for the best backgrounds, both real and virtual, displayed during the AJL Virtual Roundtable on Sunday June 28, 2pm EDT!
- If you post on social media about the conference, please use the hashtag #AJLConnect20.
- At the end of your session, please take a moment to rate it on the Socio app. Your input is valuable to the conference planners.

Full details about the conference can be found at
<https://jewishlibraries.org/meetinginfo.php?id=24&ts=1590423063>

Thank you for participating in AJL's Digital Conference. Remember to wash your hands, wear a mask, practice social distancing, and stay well!