Important Information Regarding State Group Prep Meetings

In preparation for the State Group Prep Meetings, Tuesday, March 9th at 4:15 pm ET, please make sure you have version 5.3 or higher of Zoom. Otherwise, you will not be able to self-select your state's room and there could be a delay in you joining the discussion. In order to ensure you have the most up-to-date version of Zoom, please see the following, which provides screenshots of the steps you need to take: https://tinyurl.com/bs7nnyvt

Joining the Zoom Meeting

The link to join the State Group Prep Meetings will be provided in the Training Zone and also in the Chat during LAC on Tuesday.

The states that have opted to have a breakout room tomorrow are: AL, AZ, AR, CA, CT, FL, GA, IL, IA, ME, MA, MN, MS, NJ, NM, NY, NC, ND, PA, SC, TX, VA, WA, and WI. Once you join, everyone will be in the same Zoom meeting and will be welcomed. After a few minutes, the host will open up the breakout rooms.

Self-selecting a breakout room

Participants will be allowed to self-select and join breakout rooms of their choosing once the host has opened them. Participants will be able to view and select from a list of breakout rooms the host has created (they will be named after each state.)

Note: Participants not joined with the desktop or mobile app (version 5.3.0 or higher) will not be able to self-select a breakout room. The host will need to facilitate moving these participants manually. *For this reason, we are asking everyone* *to please Rename yourself in Zoom by putting a hyphen and your state's abbreviation behind your name. This way, we can more quickly put you into the correct room manually.*

1. Click the **Breakout Rooms** option in your meeting controls.

   This will display the list of open breakout rooms created by the host.
2. Click **Join** next to the Breakout Room you wish to participant in, then confirm by clicking **Join** again.
3. Repeat as necessary to join other breakout rooms, or click **Leave Room** to return to the main session.

Asking for help

If you click **Ask for Help**, it will notify the meeting host that you need assistance and they will be asked to join your breakout room.

1. Click **Ask for Help** in the meeting controls.

2. Confirm that you would like assistance by clicking **Invite Host**.

You can invite the host to this Breakout Room for assistance.

Invite Host

Leaving the breakout room

You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

1. Click **Leave Breakout Room.**
2. Choose if you want to leave the breakout room or the entire meeting.
3. When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.