Guide for Attendees
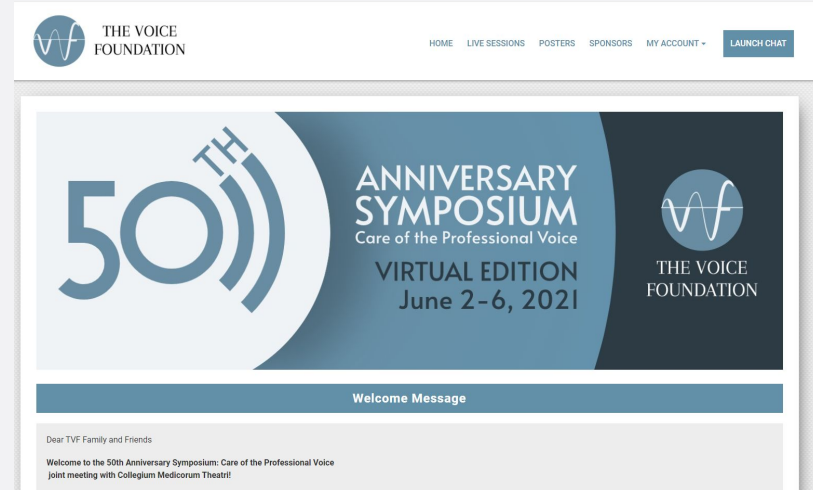
The Gallery

Sessions Gallery is the Hallway to your conference
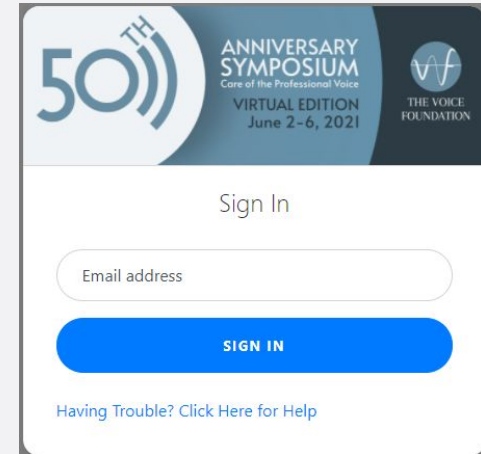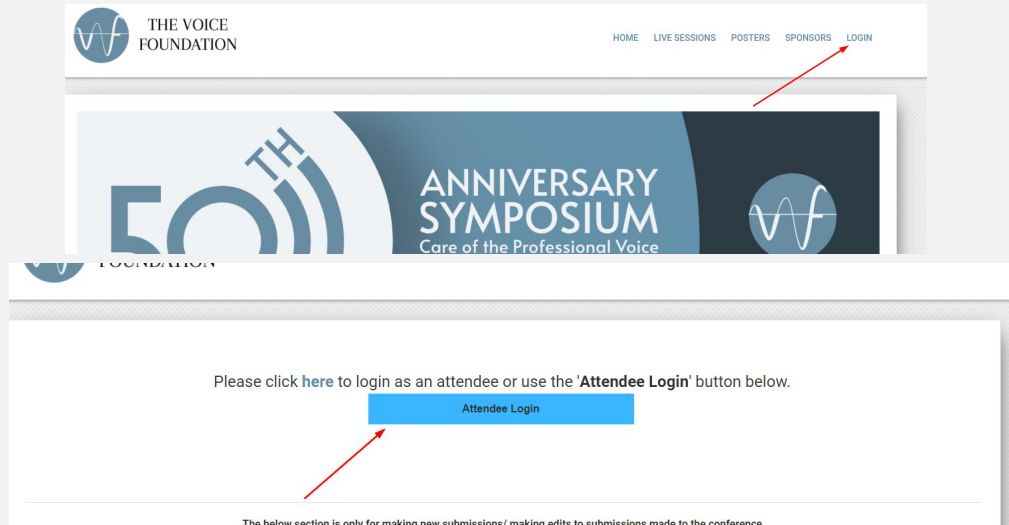
- You will be able to login using your registered email:
  https://voicefoundation.secure-platform.com/a/organizations/main/home
- Gallery is the "Hallway" to your conference. In the gallery you will be able to browse through the schedule and find the session you will be presenting in.
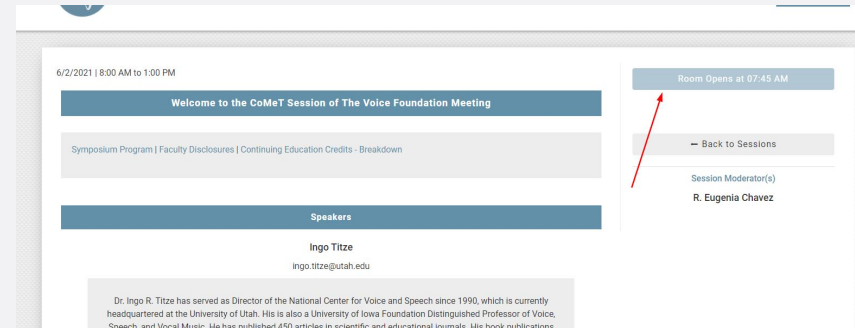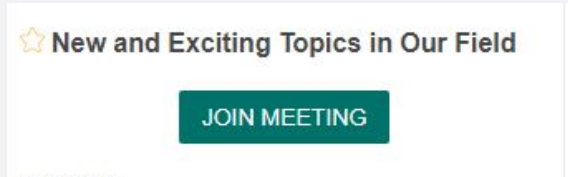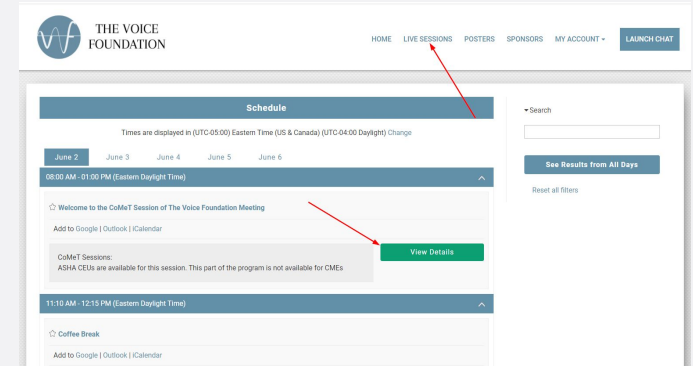
Logging into the Gallery

Using your registered email to log into the gallery

1. Select **Login**
2. Select **Attendee Login**
3. Enter your registered email and click **Sign in**
4. You will receive and email with your login link

Joining Your Session

- Find your session and select **View Details**.
- On the left side of the screen is your **Session Information.** On the right side of the screen is where you will be able to join your meeting.
  - As an attendee you will be able to join your session at the official start time
  - At the appropriate start time, a button will appear that says **JOIN MEETING.** Click to join the session
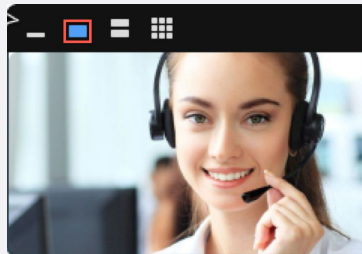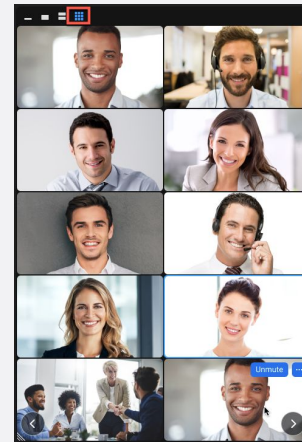
Camera Views

- All attendees can control their own camera views.

- There are two main camera views
  - Active Speaker view: Only the person who is currently speaking will be displayed.
  - Gallery Grid View: All active cameras will be displayed.

- To change the view find the **Speaker Control Strip** at the top right of the screen (only appears when there is more than one active camera)

Gallery Grid View

Active Speaker View

Chat

- The **Chat** feature can be used to communicate with hosts and other attendees.
- To access the chat feature, select the **Chat** icon in your Zoom toolbar.
- Depending on your meeting settings, you will be able to either chat with Everyone or Privately Message other attendees.
- You can use the Chat feature to also upload files