



# Welcome to NBCC's 2020 Virtual Advocate Leadership Summit



## Summit Virtual Event Center

### **Summit Virtual Event Center**

Register Here:

<https://nbcc.virtualevent.center/reg-zr6gmhwwijvzgwej6tw7npzxqzox6plioazc1r37/>

**Link once registered:**

<https://nbcc.virtualevent.center>

### **Getting Started:**

All registrants must create an online account ahead of time. Use your email to register at the Summit Virtual Event Center using link above.



# REGISTER

Fields marked with an \* are required

**Username \***

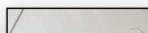
**First Name \***

**Last Name \***

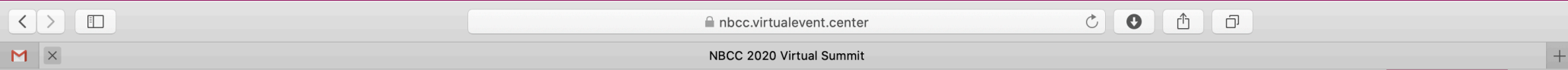
**Email \***

**Organization**

**Password \***



# Summit Virtual Event Center HomePage



Click to close this tab; Option-click to close all tabs except this one



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## Welcome to the National Breast Cancer Coalition 2020 ADVOCATE LEADERSHIP SUMMIT



LEARN MORE ABOUT OUR CONFERENCE

## BOLD LEADERS


Accelerating Progress and Innovation to End Breast Cancer!

Chat (26)






# Summit Program Page



nbcc.virtualevent.center

Summit Program – NBCC 2020 Virtual Summit



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## JUMP TO SESSIONS

[Plenary Sessions](#)[Workshop Sessions](#)[Advocate Networking Sessions](#)

## PLENARY SESSIONS

MAY 19, 2020

1:00 PM to 1:45 PM ET – Summit Opening and President's Plenary



1:45 PM to 2:00 PM ET– NBCC Policy Advocacy in Response to COVID-19



2:15 PM to 3:45 PM ET – Plenary Session (1): The ARTEMIS Project® in 2020 and Beyond

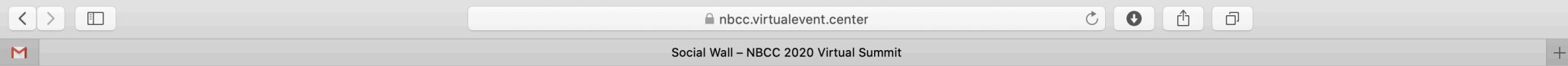


MAY 27, 2020

Chat (26)



# Social Wall



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TAG US USING #NBCCSUMMIT #NBCCONTHEHILL #STOPBREASTCANCERNOW



National Breast Cancer Coaliti...  
@National Breast ... • 12 hours ago



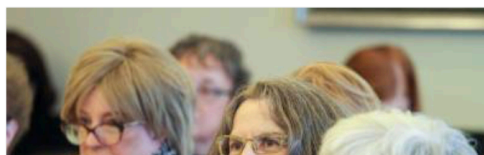
TOMORROW! Get ready for NBCC's Virtual Summit featuring four weeks of live webcasts, workshops, and networking sessions with everything you need to know about breast cancer and advocacy. It's not too late to sign up! Learn more here: <https://bit.ly/2WvlxVP>



NBCC  
@NBCCStopBC • 13 hours ago



TOMORROW! Get ready for NBCC's Virtual Summit featuring four weeks of live webcasts, workshops, and networking with everything you need to know about #breastcancer. Sign up here: <https://bit.ly/2WvlxVP>



NBCC  
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NBCC's Virtual Summit starts in just TWO DAYS! Sign up here for four weeks of live webcasts featuring @GhajarLab, Dr. Alana Welm, Dr. Keith Knutson, and more: <https://bit.ly/2WvlxVP>



National Breast Cancer Coaliti...  
@National Breast ... • a day ago



NBCC's Virtual Summit starts in just TWO DAYS! Sign up here for four weeks of live webcasts featuring Dr. Cyrus Ghajar, Dr. Alana Welm, Dr. Keith Knutson, and more: [Chat \(26\)](#)



## How the Virtual Summit Works

### Plenary Sessions

- Plenary Sessions on May 19, May 27, June 1 and June 9 can be viewed at <https://nbcc.virtualevent.center/live/>.
  - You do not need to register for these sessions.
  - For the best experience watching the live, Plenary Sessions use a browser such as Chrome, Safari, or Firefox. Do not use Internet Explorer.
- Plenary Sessions on June 3, June 4, and June 11 will be hosted on zoom, please sign up for those on the summit program page.

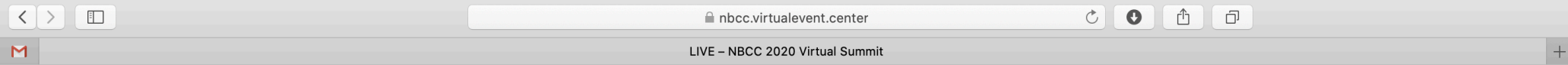
### Workshops and Advocate Networking Sessions

- Live Workshops and Networking Sessions will be hosted via Zoom. You must sign up now for each session you plan to attend, please sign up for those on the summit program page.

### Sessions On Demand

- Videos of all Plenary Sessions and Workshops will be archived for all registrants to view later on demand. Please allow 1-3 days for upload.

# Plenary Sessions LIVE



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[LIVE Plenary](#)



## 2020 ADVOCATE LEADERSHIP SUMMIT

**THE NEXT LIVE PLENARY WILL BEGIN ON MAY 19 AT 1:00 PM ET!**



# Virtual Information Desk

## Have Questions?

- E-mail [2020summit@stopbreastcancer.org](mailto:2020summit@stopbreastcancer.org) with your summit questions.
- Arrive 30 minutes before any session to speak with a staff person. Or call-in +13017158592,,83266406879#, Password: 587620.





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[@NationalBreastCancerCoalition](https://www.instagram.com/NationalBreastCancerCoalition)

# Tell Us *Your* Advocacy Story

NBCC advocates have influenced policy on both the local and national levels, pushed for access to healthcare for all, and supported research focused on ending breast cancer. We are focused on the day when breast cancer is over and done.

**Impossible? We don't think so.**

**Tell us your advocacy story, visit:**

**[www.stopbreastcancer.org/tellyourstory](http://www.stopbreastcancer.org/tellyourstory)**



## UPCOMING WORKSHOPS

### **Secrets to Effective Advocacy from a Capitol Hill Staffer**

Wednesday, May 20<sup>th</sup>, 2:30 – 3:30 PM EDT

### **Advocacy in the Digital Age**

Thursday, May 21<sup>st</sup>, 1:00 – 2:00 PM EDT

### **Finding Your Niche: An Orientation for New Leaders**

Thursday, May 21<sup>st</sup>, 4:30-5:30 p.m. EDT

### **Models of Breast Cancer**

Friday, May 22<sup>nd</sup>, 1:00 – 2:00 PM EDT

**You must pre-register to attend workshops on Zoom**  
**<https://nbcc.virtualevent.center>**

# Tell Us What *You* Think



Please complete evaluation forms online for each plenary and workshop session. You will receive an email with a link after each session to the evaluation.



# Virtual Lobby Day

## June 16, 2020



Schedule a meeting with  
your representatives!

Share on social media!



# Special Thanks to Our Summit Sponsors

## Presenting Sponsors

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# Special Thanks to Our Summit Sponsors

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# Special Thanks to Our Summit Sponsors

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Anne Grant Advocate Scholarship Fund

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Given by NBCC C4 Board Members





# Accessing Zoom

## Different Ways to Access Zoom

### Computer

- Connect via web browser - If using a computer, just click the link and allow the computer to download/install the Zoom application at that time.
- Optional - Download Zoom on desktop

### Tablet or Phone (using internet)

- Download the app in advance. Search your Google Playstore or Apple Store for "Zoom Cloud Meetings". Then you can just click the link provided for easy access.

### Phone (calling in/audio only)

- If you need to call in (audio only) because you're driving or some other reason, there will be a number you can call in.

### Tutorial Links

- [Quick start guide for new users](#)
- [Getting Started with Zoom Meetings – Zoom](#)
- [Getting Started on Windows and Mac](#)
- [Getting Started with iOS](#)
- [Getting Started with Android](#)
- [Quick start guide for new users](#)
- [Getting Started with Zoom Meetings – Zoom](#)
- [Meeting and Webinar Best Practices and Resources – Zoom Help Center](#)
- [Zoom Meetings Training Reference Guide.pdf](#)
- [Frequently Asked Questions](#)
- [Watch Recorded Training Sessions](#)

# This is a zoom meeting in gallery view.

Change View from Gallery to Speaker & Make full Screen



The screenshot shows a Zoom meeting in gallery view. The top right corner has buttons for 'Speaker View' and 'Exit Full Screen'. The main area is a grid of 24 video tiles. Most tiles show individual participants, including Melanie Wyne, Kristin Walega, Bonnie Anderson, Bethany Zell, Karen Poliseno, Nancy Ryan, Marylin Minor, Carol Matyka, Michele Rakoff, Jennifer Levine, Connie Holdridge, Wanda Lucas, Dale Eastman, Kathleen, Judy Perkins, Tracy Solak, Annie Appleseed, Elizabeth Wohl, Kim Tankersley, Christine Carpenter, Rose Marie, Sherryl Stahl, and Judi Hinshelwood. Two tiles are replaced by text: 'Lori Seawell' and 'Lisa Ann Wheeler'. One tile shows a poster for '5 Steps to 4 health'. Another tile shows a person with a dog. The bottom toolbar contains icons for Mute, Stop Video, Participants (29), Chat (2), Share Screen, Record, Reactions, and a red 'Leave' button. A chat bubble is visible above the toolbar, showing a message from Melanie Wyne.



Ability to Change Audio & Video here.

- Mute/Audio
- Video



See Participants List, Chat, Share Screen

Leave or End Meeting

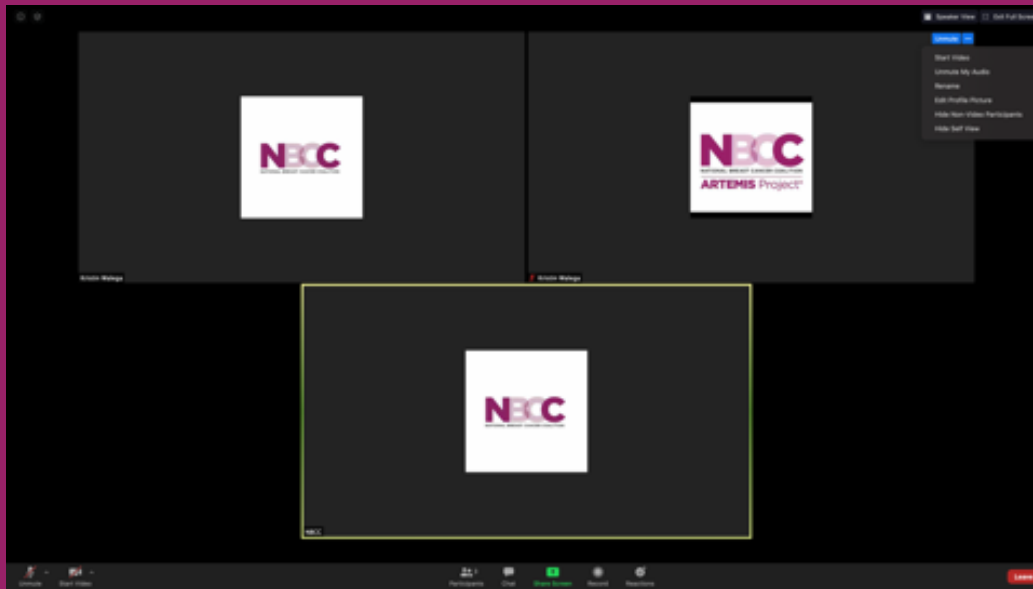
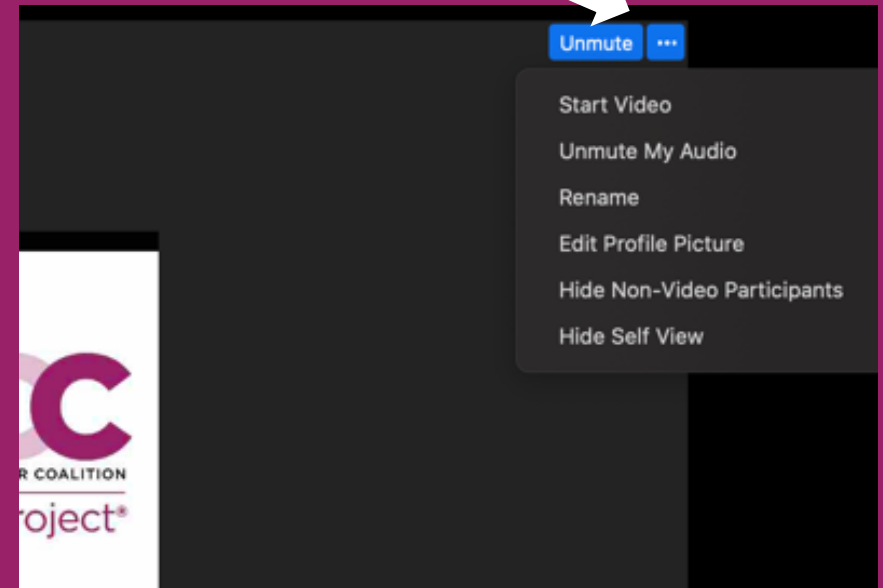


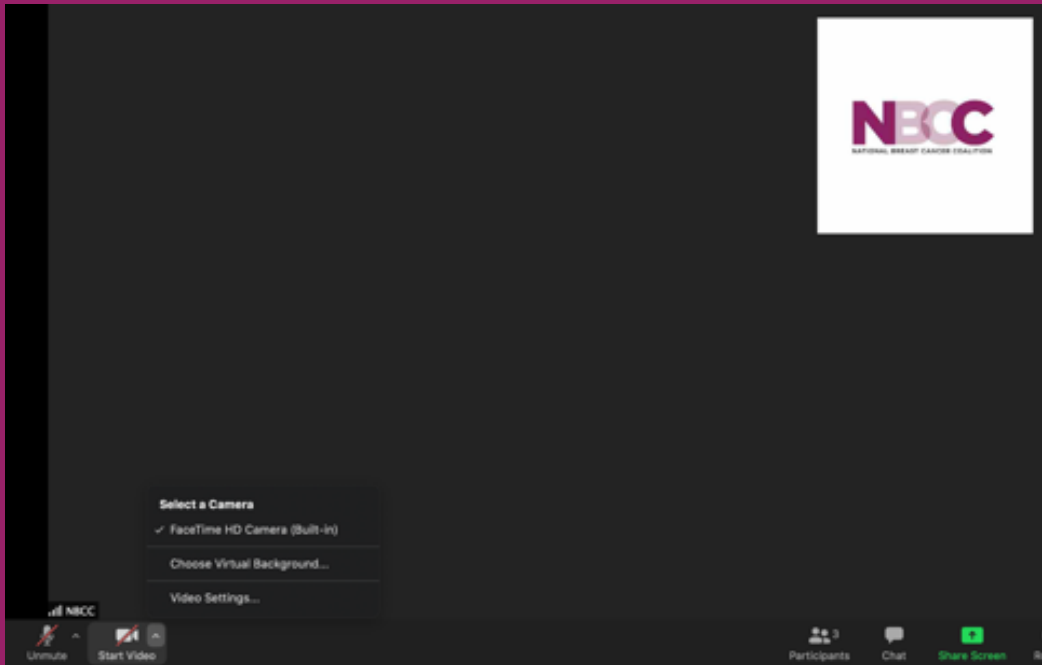


Click on your video image on the screen at the 3 dots.

Here you can:

- mute or unmute
- start video
- rename your profile that shows on the screen
- hide non-video participants – so you only see people with videos





## VIDEO

Select the arrow next to the Video image, by selecting this you can\*:

- Change your video settings
- Activate Touch Up Face
- Change Virtual Background

You Can turn on and off your video by clicking on the video icon as shown above with the red slash (indicating it is off).

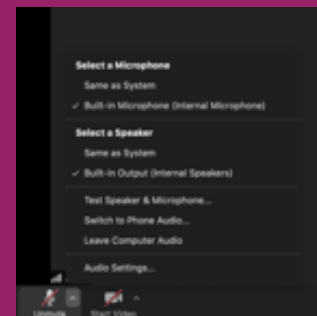
\*See next Slide for an image of this

## MUTE

- Don't Forget to Mute yourself when not speaking & Unmute yourself when speaking by clicking on the microphone image
- Select the arrow next to the Microphone image you can change audio features – see picture to right

## Tips for being on a Zoom Video Call

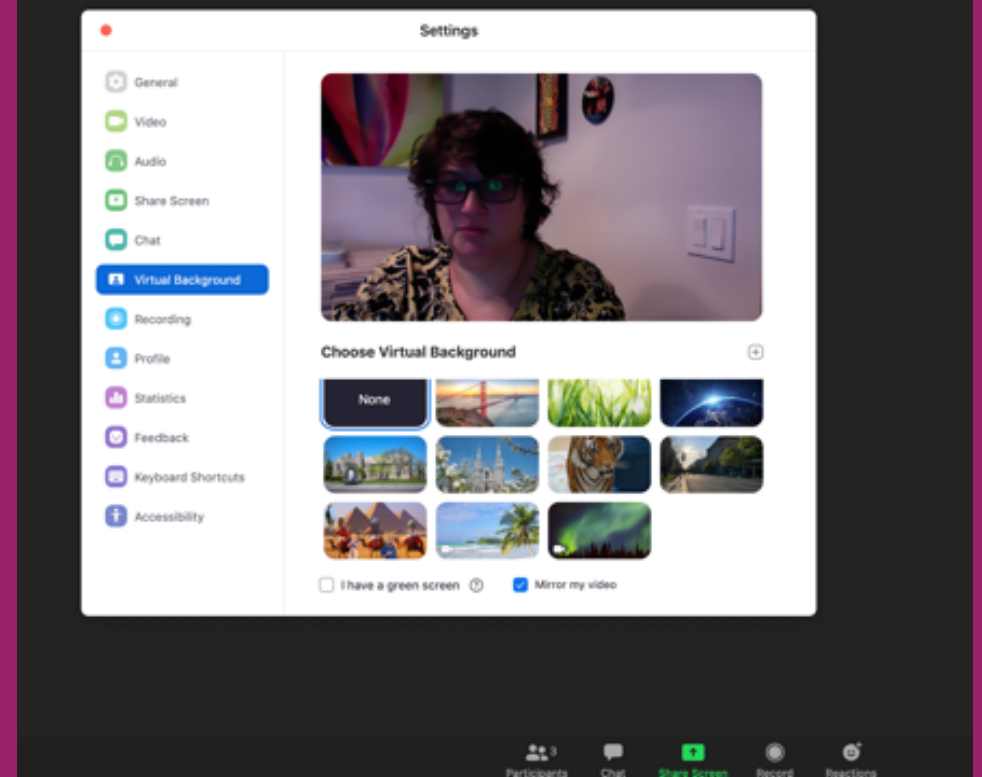
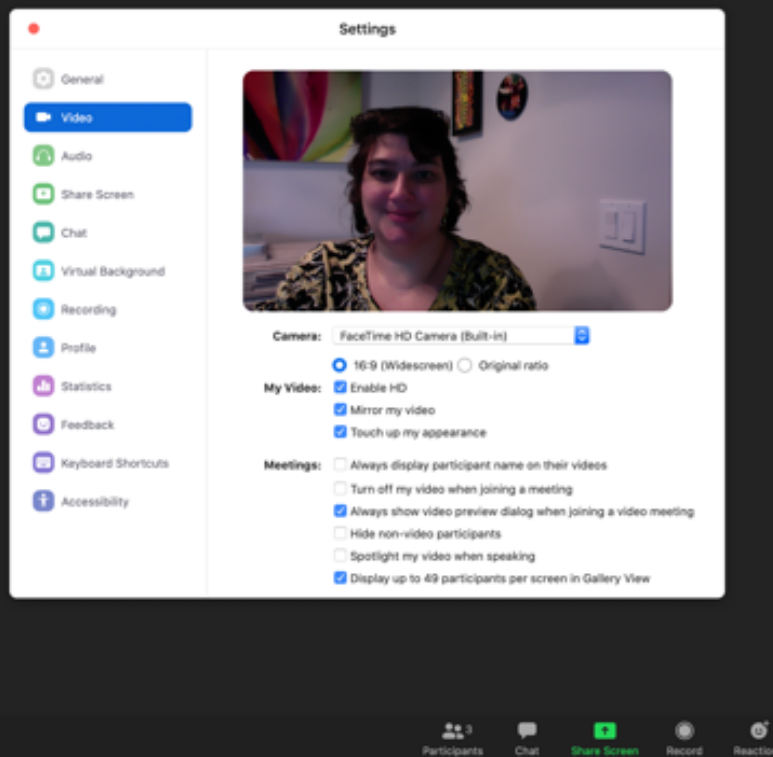
- Remember you are on camera
- For Lobby Day Meetings please dress business casual
- Keep your room lighting and background in mind (see last 2 slides for more tips)
- Move any distracting items from view
- Remember to have your video camera higher than your head to get the best view of your face
- Angles from below can be distracting
- Make sure you have ample lighting
- Limit distractions and other noise in your room/house
- Don't have your back to a window as it is hard to see you
- Mute unless speaking
- Remember to Unmute when you want to speak
- Test it out first to see how your video will appear and how the sound is



## VIDEO

Select the arrow next to the Video image, by selecting this you can:

- Change your video settings
- Activate Touch Up Face
- Change Virtual Background
  - Keep in mind not all devices support this feature
  - Also, keep in mind when you move around with a virtual background your image might be morphed



# Setting Your Video Layout

## Speaker View

- Enable if you want to see the speaker as the main view with fewer participants in smaller video boxes, you can move the other smaller video boxes to the side, top, or bottom of your screen
- Only want to see the main speaker all the time click on the 3 dots on their image and pin the speaker – if you enable this you won't see the other people that may speak besides the presenter on speaker view

## Gallery View

- If you want to see multiple participants. If there are a large number of participants there may be multiple pages to scroll through

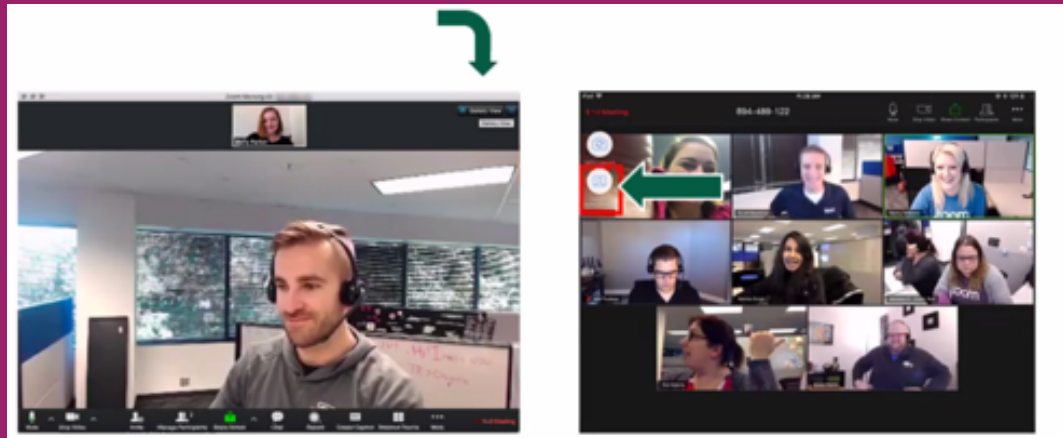
## Laptops & computers

- When you move your mouse you will see either the “Speaker View” icon or “Gallery View” icon in the upper right-hand corner. Select the one you want

## Tablets

- Tap on the screen.
- In the upper left of the Tablet you will see a small circle with either a Globe or a Head & Shoulders silhouette
- Tap to switch between views
- If the host is sharing their screen you will not be able to enable gallery mode on a tablet

\*Not all tablets work this way



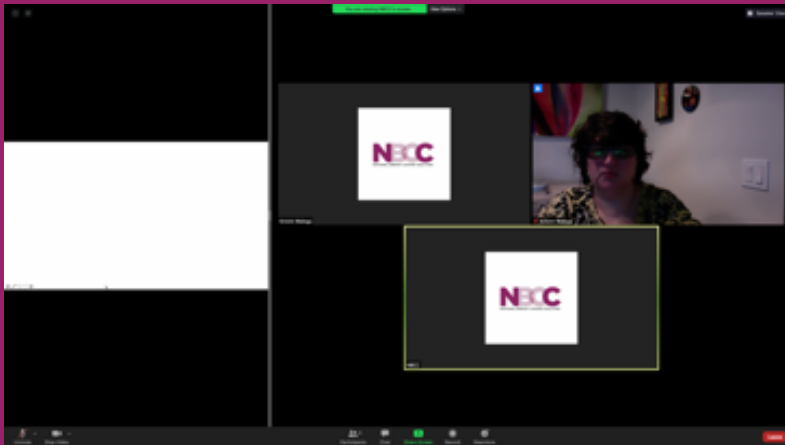
## Phones

- Swipe left and right to switch between Speaker View and Gallery View. You may have multiple pages in Gallery View depending on number of participants

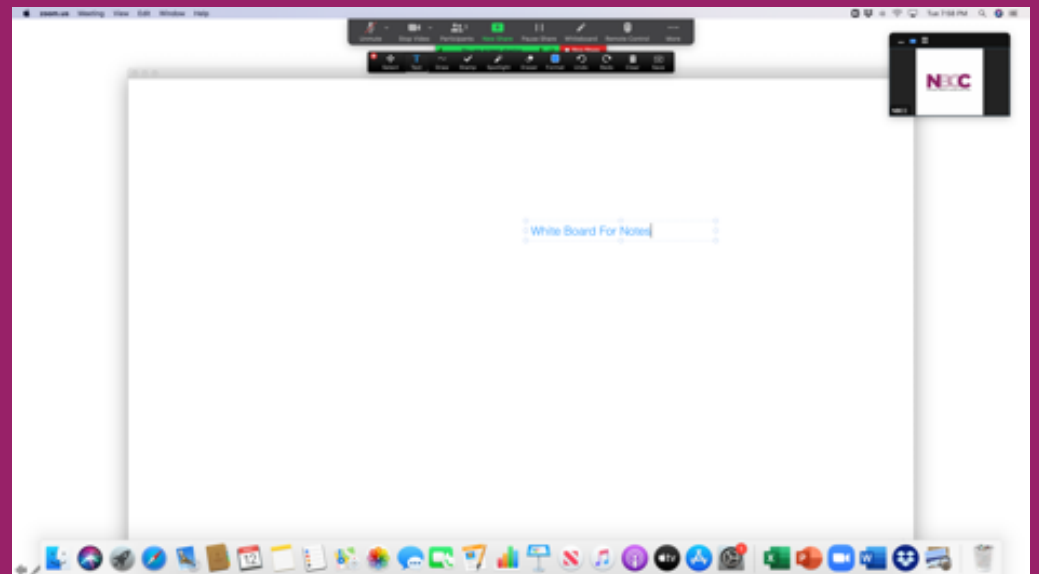
# Screen Sharing Tips

On a computer there will be 3 white lines in between the screen share and the videos.

Click on those lines and you can move the size of the screen share image on your screen.



- Open what you want to share before the call.
- Clean up your desktop if you will be sharing that at any time.
- Click on the green “screen share” icon at the bottom of your screen to share your screen.
- You will be given options – to share entire desktop or a specific document you have open.
- If you have multiple documents choose entire desktop.
- You can also choose whiteboard – here you can take notes that everyone can see – you can save this before exiting if needed (see image below).
- End Video Share at the top of your screen to end the screen share.







1. Double check your internet connection on your computer or mobile device. If you are having connection issues, it may be helpful to move closer to your wireless router. You can test your internet connection speed before the meeting at <https://www.speedtest.net>.
2. Be sure to test your camera and mic on your computer at <https://zoom.us/test>. If your computer audio is weak, consider using wired headphones for optimum audio quality.
3. Adjust your camera for best lighting and avoid backlighting by making sure there are no windows or bright white walls behind you. Webcams are often challenged by bright backgrounds, which means sitting in front of a window will likely result in your face being silhouetted.
4. Download and install the Zoom app at least half an hour before the scheduled meeting.
  - a. To download, head to <https://zoom.us/download>. Once on the Download Center landing page, scroll to “Zoom Client for Meetings” and click the blue “Download” button.
  - b. Once the download is complete, proceed with installing the Zoom application onto your computer by following the prompts.
5. If you plan to attend your scheduled meetings on a mobile device, be sure to install the Zoom application on in advance.
6. Keep your microphone muted at all times unless speaking. Before you speak, take a moment to introduce yourself. Once you are finished speaking, please remember to mute your microphone again.
7. Make sure your laptop, tablet, or mobile device are plugged into a charger, so you don't run low on battery during the meeting. Some meetings may be locked after they begin and you will not be allowed re-entry if you lose connection.
8. Avoid the use of virtual backgrounds; they are distracting and may conflict with clothing and/or your movement. We're all at home together during this time, so no one will be shocked at the sight of your makeshift home office behind you!



### Pick your Location

- Look for a quiet, uninterrupted location away from foot traffic.
- Try to avoid areas with humming/buzzing sounds like fans, HVACs, large refrigerators, motors, generators, etc.
- Find a well-lit area preferably with natural light. Windows are great! But, sit facing the windows and not with your back to the window to avoid being backlit and in a shadow.

### Staging

- Rather than sitting against a wall, which creates unsightly shadows and boring composition, look for a background that has natural depth. Sit a few feet away from your backdrop.
- Think about what's in the shot and declutter. Remove any unsightly items.
- Don't have things directly behind your head but shift them to either side.
- Avoid reflective surfaces – try to not have glass or mirror surfaces behind you.