

WOMEN'S fund

— virtual —

luncheon

Preparing for your Virtually Together Table Gathering

We are thrilled that you will be joining us virtually for our 20th annual Women's Fund Luncheon on September 10th and will be seated at a Virtually Together Table.

In order to ensure the best possible experience for all guests, there are a few steps you need to take now to get ready for the luncheon.

1) Sign up for a free Zoom account

To be seated at a Virtually Together Table, each guest will need to have a registered Zoom account. This step ensures you get seated at the correct table and helps to secure the privacy of your table gathering.

If you do not already have one, sign up for a free Zoom account here zoom.us/signup and enter the same email address that was used for luncheon registration. It is important that these two email addresses match. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.

*If the email address for your Zoom account is not the same as the address used to register for the luncheon, please let us know so that we can be sure to seat you at the correct table.

2) Download the Zoom Desktop Client

You may choose to download the Zoom Desktop Client at this time by clicking here: [Download Center](#). Otherwise, you will be prompted to download and install Zoom when you join the meeting on the day of the luncheon.

3) Test Zoom meeting capabilities

If you are new to Zoom and would like to familiarize yourself with the platform, you can click to join a [test Zoom meeting](#) and make sure your microphone/speakers/camera are working before the luncheon.

Getting Seated at your Virtually Together Table (10:45am-11:15am)

On the morning of the luncheon, we encourage all guests to **sign in to their free Zoom account** and get their devices ready *15 minutes early* to ensure that your technology is working properly when the event begins.

1) Open Zoom and Sign In

Sign in to your free Zoom account. The Zoom account email and the email address used to register for the Women's Fund Virtual Luncheon must match. This is how we know your table seating location. Please confirm that you are signed in with the correct account before joining the meeting.

2) Join the meeting

You will need to get the private meeting link or ID and password from your table host.

After you have signed in to your Zoom account, click the meeting link or enter the meeting ID and password. If you have downloaded the Zoom App, it will automatically open. If not, you will be prompted to do so. Approve the request for permission to use your computer audio and camera.

At this point, you will find yourself in a Zoom meeting room with other luncheon guests. Your private table gathering (which are Zoom breakout rooms) will open at 10:45am and your private meeting will begin. The chat feature is available for you to send messages within your private table gathering once your breakout room is open.

If the platform does not recognize your account or you have not signed in prior to joining the meeting, you will remain in a general Zoom meeting. Please be patient and we will get you seated at the correct table as soon as possible. Should you have a question or need assistance, you can contact the meeting host using the chat feature at the bottom of your screen. Be sure to select the HOST (it defaults to send to everyone) in the drop down menu.

Enjoy your time catching up virtually with the other guests seated at your Virtually Together Table.

Viewing the Women's Fund Virtual Luncheon Program

At approximately 11:15 we will begin inviting table guests to head over to the luncheon livestream. At this time, you may choose to leave your Virtually Together Table, or you may stay seated at the table with your group while you view the program together virtually.

1) Open the Luncheon Platform

The luncheon program is not being hosted within Zoom. It will be broadcast live on YouTube and Facebook. To view the event, simply click on one of the links below to watch on your preferred platform. Each guest will need to click the link to view the luncheon on their individual device.

- o YouTube Live: <https://youtu.be/zvrzRKgwyz4>
- o Facebook Live: <https://www.facebook.com/womensfundfvr>

At the conclusion of the program, you will have a few minutes to reconnect with your Virtually Together Table if you are still gathered. We will let you know when the Zoom meeting is about to close and your table will no longer be available.

Don't forget to check out the Silent Auction to browse and bid on a selection of 20 beautiful designer handbags. Click to begin browsing: <https://WFLuncheon.givesmart.com>

Thank you for joining us for this very special event and supporting the Women's Fund in our mission to promote the advancement of women and girls in our community.

For more information about the Women's Fund Virtual Luncheon, visit:
<https://www.womensfundfvr.org/luncheon/virtual/>

Like the [Women's Fund Facebook Page](#) and follow our [LinkedIn Page](#) for updates.