

# 2020 Virtual Advocacy Survivor-Caregiver Public Summit Women4Women

September 26, 2020 | 8:00 am-12:00 pm CST

## WOMEN4WOMEN AGENDA

7:30-8:00 am CST	Pre-Summit Start-Up
8:00	Welcome & Opening Session
8:20	Gynecologic Cancer Literacy—Part I
9:10	Gynecologic Cancer Literacy—Part II
9:53	We Create: Joint Art Project (See instructions below)
10:15	Survivorship 101: Focus on Quality of Life
10:58	The Power of Patient Advocacy
11:31-11:45 am	Closing
11:45 am-12:00 pm	Finale: Women4Women Concert & Virtual Celebration (individually, together)
12:05-12:50 pm	Optional Bonus Sessions

### ZOOM INSTRUCTIONS & TIPS

Once you are in the Zoom Video Conference, test muting your sound by clicking on and off the microphone at the bottom of the screen.

Note: Please keep yourself muted during the Summit so everyone can hear the presentations. The moderator may mute you if there is background noise.

Turn on your video by clicking the video setting on the bottom of the screen. Please note that if your video is on, all participants will be able to see you and anything in the background.

Change View:

Click on the top right of your screen (this may be different on different devices) and you can change the view by clicking Speaker View or Gallery View. You can choose which option works best for you or change it throughout the Summit.

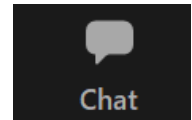
Change your Display Name:

- You can change your display name to include your first name and the country where you live.
- To change your name, hover over your picture and 3 dots will appear on the top right corner.
- Click on the 3 dots and click rename
- Type your first name and then your country (e.g., Dicey—USA).

If you have any technical difficulties, please email [susan.ralph@igcs.org](mailto:susan.ralph@igcs.org) or call or text her at 773-294-2386 via WhatsApp.

Chat – Use the Chat feature to ask questions during the Summit

- Tap the screen to make the controls bar appear.
- Tap on Participants.
- At the bottom of the list, tap Chat.
- Type your message and tap Send. If you want to send to a specific person, tap the arrow next to "Send to:" and choose from the list.
- When new chat messages are sent, they will be displayed at the bottom of the screen. Tap Participants, then Chat to view them.



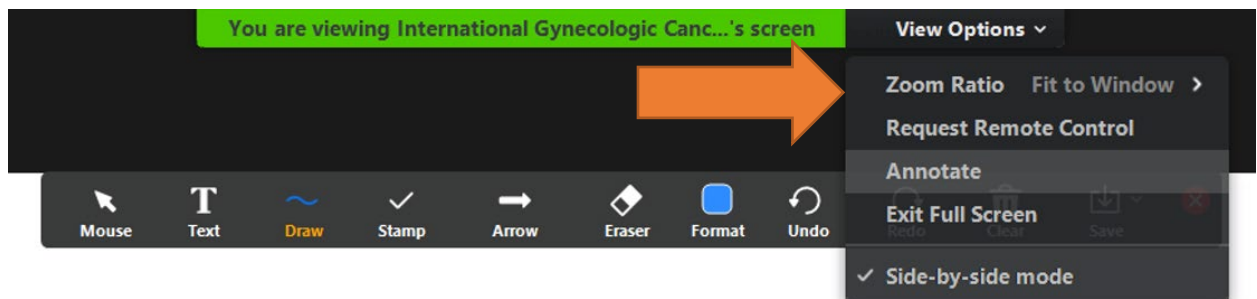
## We Create: Joint Art Project Instructions

The session will be broken into small groups.

1. Once you are in your group, designate one person in your group to share their screen.
2. The designated person will click the Share Screen button located in your meeting tool bar.
3. The designated person will click Whiteboard and then they will click Share.
4. The Whiteboard will appear on the screen and the Annotation Tools will appear for the person sharing the screen.
5. The other attendees should click View Options at the top of their screen and then select Annotate. Use the annotate tools to draw and color on the white board in free style.



Whiteboard



6. Use the page controls in the bottom-right corner of the whiteboard to create new pages and to switch between pages. Note: Only the participant or host that started sharing the whiteboard has access to create and switch pages.
7. You will get a message 60 seconds before the session is going to end. Please click Save Whiteboard at the top right of the screen before the time is up.
8. When you are finished, click Stop Share and you can return to the Main Session or you will automatically be returned to the main session once the 60 seconds is over.
9. You can leave the session at any time and return to the main session. Please click return to meeting, do not click leave meeting.

If you need help in the breakout room:

If you click Ask for Help, it will notify the meeting host that you need assistance and she will be asked to join your breakout room. Click Ask for Help in the meeting controls. Confirm that you would like assistance by clicking Invite Host, and the host will be in the room with you shortly.



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