

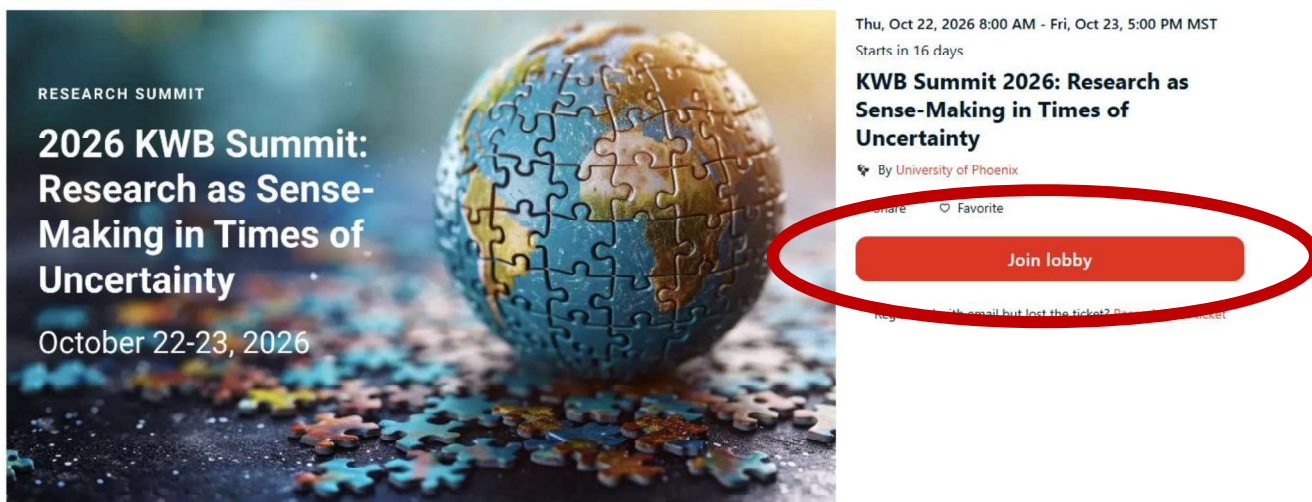


2026 KWB Summit: Research as Sense-Making in Times of Uncertainty

Navigation Guide: Attendees

1. Use this link to access the event: <https://events.zoom.us/j/91234567890> or a link from Zoom in an email or in your calendar reminders.
2. You must sign in to Zoom with the same Zoom account used for registration.
 - a. Speakers and moderators **must use a computer (not a mobile device)**.
 - b. All sessions are recorded. You will have to provide consent to being recorded to join the event.

3. Click **Join Lobby**



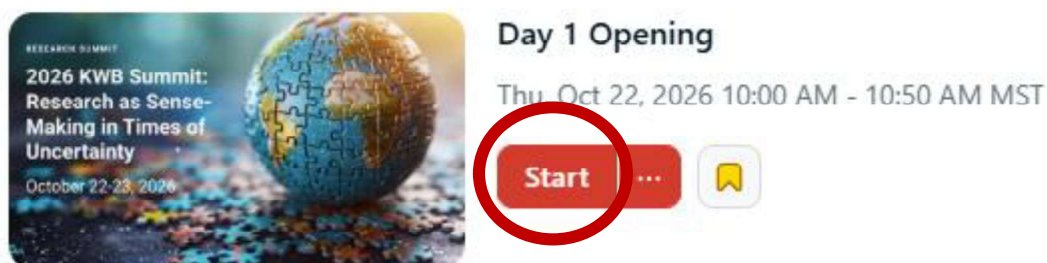
4. If prompted, click **Open Zoom Meetings** or use your preferred platform (web browser or app).
5. Once in the Lobby, you will see different tabs at the top:



- a. **Sessions** tab: View information about upcoming sessions. At a glance, you can view the title and the date and time of the session, as well as the name of the speaker in the session. Click any session to open the right panel with more details. In the right panel, you can view the session image, tracks, speakers, and session description.
 - i. Click the **Search Sessions** search box to look up different sessions.
 - ii. Under the **Search Sessions** search box, all event sessions will be displayed.
 - b. **Schedule** tab: Schedule is your shortlist of sessions you can join during the event. Bookmark anything you hope to attend to have it show here.
6. Click on the **Sessions** tab to view the different blocks
 - a. Each day's opening and closing sessions are not found within the blocks and can be accessed from the All tracks, Lobby, or Search.
 - b. Blocks 1-3 are Day 1
 - c. Blocks 4-6 are Day 2
7. Use the Bookmark next to each session to save it to your personal schedule

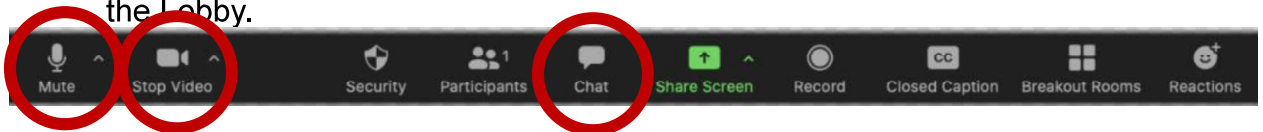


8. To access your Schedule, click Schedule at the top. All bookmarked sessions will show here along with their day and time.
9. On the day of the event, you can use the **Join** option to enter the session.
 - a. **Join** will show for those that are attendees only.
 - b. **NOTE:** All events are recorded when started by the host.



10. Once you are in the Session, use the navigation bar at the bottom:

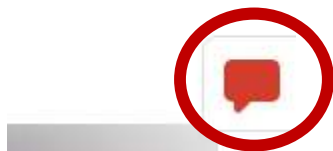
- a. Upon entering, **Mute** your microphone with the button on the bottom left. You may unmute during Q&A at the end of all presentations during that session.
- b. You may **Start** or **Stop** showing your camera/video using the second button on the bottom from the left.
- c. Use the **Chat** button to ask questions during the session or if you encounter any issues that you need support with.
- d. When the session is over, click the red **End** button on the far right to rejoin the Lobby.



11. Lobby Chat can be used to communicate any questions for the event administrators. You can use the Arrow to hide the Lobby Chat



or the Red Message bubble to show the Lobby Chat.



- a. Once in the Lobby Chat, you can click the four line (hamburger) icon on the far right, and then search for a specific participant to chat as needed.



Questions? Contact:

- Kimberly Underwood Kwb.summit@phoenix.edu
- Nicole Deal Nicole.Deal@phoenix.edu