

Thank you for your interest in the webinar, *Charting a Responsible Future in AI & Biosecurity*. As you prepare to join the meeting virtually, please note the following important information and let us know if you have any comments or questions in advance of the meeting.

Join meeting here:

<https://nasem.zoom.us/j/93827159997?pwd=UHYzbTRWMzZaEZjTTVwTUdyRDRHQQT09>

Full Zoom meeting information can be found on the calendar invite

Virtual Meeting Best Practices

- **Audio and video – on or off?**
 - When you are speaking, please use the video feature when possible.
 - During other sessions, please keep your audio on mute when not speaking to avoid any unexpected background sounds.
- **Please use the Zoom chat to add comments or questions throughout the workshop.** Staff can also relay questions/comments for the moderator to bring into the discussion.
 - If you would like someone's feedback on a specific item, mention that person's name in your comment to help flag it for the person.
- **Use the “raise hand” function during the Q&A** and unmute/turn on video when the moderator calls on you.

Troubleshooting Your Zoom Connection

If you experience problems with your Zoom connection (e.g., delays or choppiness), please try the following solutions. If technological challenges continue, please contact Claire Biffel at CBiffel@nas.edu or (202) 334-2178.

- **Primary solution: switch your audio connection from computer to phone**
 - Click on the ^ symbol that appears to the right of microphone icon in the lower-left corner of screen.
 - Select **“Switch to Phone Audio...”** from the menu.
 - Select **“Call Me”** from the upper-right corner of the pop-up window.
 - Enter your telephone number. Zoom will call you and will automatically connect your phone audio to the conference.
- **Secondary solution: turn off your video**
 - Turning off your video feed will reduce Zoom's bandwidth demands and improve performance.
 - If you need to share slides, we highly recommend sending a copy of your slides to staff ahead of time so that we can project the slides for you in this situation.

If the host's Zoom or internet connection is disrupted, we will rejoin as soon as possible. If we have any ongoing connection issues, we will send an email to all participants for next steps.