

Westminster Astronomical Society, Inc.

"Astronomy is Looking Up!"

Mailing Address:

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A nonprofit 501(c)(3) organization since 2003; incorporated 1984

Blaine F. Roelke Memorial Observatory & Bear Branch Nature Center Planetarium/Auditorium (*meeting site*)
located at 300 John Owings Road; Westminster, MD 21158

Guest Speaker Meeting Access Information

The members of the Westminster Astronomical Society thank you for sharing your knowledge and experience with our group. The gift of your time helps us further our mission of bringing astronomy to the people.

Since COVID, our meetings are typically both in person and via Zoom, open to the public. We try to record them and post them on our YouTube channel for access to those who could not attend, and for linking. If there is **any concern about recording**, or your presentation **contains copyrighted material**, please inform your contact and/or the Zoom host so that we can accommodate appropriately. Our meetings are preceded by a demo or "what's up" presentation from 7-7:30p.m. ET with the **main session starting at 7:30p.m.** Generally, the Zoom meeting is activated by 6:45. We typically take a few minutes break between the sessions to ensure the speaker is set-up and then one of our speaker coordinators makes the introduction (thank you for your bio information). The target speaking time period is about an hour, and allows for questions from both online and within the room. The Zoom is shown in the auditorium via a projector and screen.

Remote-Access Participation: The bio and topic information you provided, as well as the Zoom access information is located on this website: <https://www.westminsterastro.org/meeting/>.

1. Join the meeting by clicking the Zoom box located on this page.
 2. When you are ready to present, click on the green "share screen" icon found at the bottom of your Zoom window. You are now live on Zoom and on the screen in the auditorium.
 3. You can try this out prior to the meeting if needed and see which of the choices of sharing your screen works best for you.
- Please check your microphone and speakers are operating as you would like.

Zoom



In-person Presentations: The bio and topic information you provided, as well as the Zoom access information, is located on this website: <https://www.westminsterastro.org/meeting/>.

- A. At the break between meeting sessions please bring your laptop with your presentation to the podium at the front of the room. There is an electrical outlet and a table there for your convenience.
- B. On your laptop, go to your Wi-Fi settings to choose the CC public **Wi-Fi access**. The speaker coordinator, Zoom host and others have the **password** for you. _____
- C. Once connected, please **use steps 1 – 3 above** under "Remote Access Participation."
- D. Make sure you **TURN OFF your microphone AND speakers** to avoid feedback.