Dear Presenters:  
  
To ensure that everything runs smoothly, we have scheduled a practice session for presenters on Zoom for the NBER Employer Challenges in Financing and Managing Pension Plans on Tuesday, September 15 at 1:00 pm EDT. This session should take no more than 30 minutes and is intended for presenters new to the Zoom format but all are welcome to participate.  
  
To join this session, please use Zoom Meeting link  
Employer Challenges in Financing and Managing Pension Plans Practice  
Time: Sep 15, 2020 1:00 PM Eastern Time (US and Canada)  
  
Join Zoom Meeting  
https://zoom.us/j/95521613303?pwd=NTBBSWNEbmxDY3hia2ZBbGNndFluUT09  
  
Meeting ID: 955 2161 3303  
Passcode: 922223  
One tap mobile  
+13126266799,,95521613303# US (Chicago)  
+16465588656,,95521613303# US (New York)  
  
Dial by your location  
 +1 312 626 6799 US (Chicago)  
 +1 646 558 8656 US (New York)  
 +1 301 715 8592 US (Germantown)  
 +1 346 248 7799 US (Houston)  
 +1 669 900 9128 US (San Jose)  
 +1 253 215 8782 US (Tacoma)  
Meeting ID: 955 2161 3303  
Find your local number: <https://zoom.us/u/auSlUiWBA>  
  
If you would like to practice sharing your screen at a different time, please let me know and I will be happy to set up a separate meeting.  
  
The program for the meeting can be found here: http://conference.nber.org/sched/PPf20.   
  
Please sign in with both first and last names. If your computer defaults to a different name, please rename yourself in the participant list after you join the meeting. We want to be able to find you and make sure that you can share your screen and be heard by the meeting participants. If you have any additional questions or need additional information please contact me at [lkimble@nber.org](mailto:lkimble@nber.org)  
  
If you are new to Zoom meetings, here are instructions  
  
NBER Zoom Requirements  
  
Verifying the minimum requirements  
- Zoom Desktop Client  
- A high speed internet connection  
- A laptop or computer with a microphone and speaker  
  
Installing Zoom and entering a meeting  
  
- Open a web browser on the laptop or computer you will use for your presentation and click on this link: <https://zoom.us/support/download>  
  
- Zoom will begin downloading the appropriate file depending on the type of computer you have such as Apple and or Windows  
  
- Once Zoom has been installed, open the Zoom Desktop client by either going to the dock on your Apple computer and or using the search function on your Windows computer  
  
- Once Zoom is open you will be presented with two options, “join a meeting” or “sign in”, select the “join meeting” option (note if you have a Zoom account, do not sign in)  
- Leave all of the checkbox options unchecked  
  
- You will see dialogue box that will ask you to join by computer audio  
  
- If you are having computer audio problems please see the instructions below  
  
Audio by telephone option:  
  
- Audio is also available by telephone. Laptop microphones are adequate for presentation, especially if the presenter faces the computer while speaking. Telephone audio is always an option. To join by telephone, please see the information below. You will see a dialogue that says “do you want to continue without audio, “select” continue” and you will join the conference by telephone  
  
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 +1 669 900 9128 US (San Jose)  
 +1 253 215 8782 US (Tacoma)  
Meeting ID: 990 4433 2214  
Find your local number: https://zoom.us/u/asmWGNPBT