

TO: All Members of Region 15

This message is being sent to all active members in the Region 15 Member Directory – but is specifically intended for everyone who has registered for VocalFest so far, and those still determining whether they will attend. (If you are not planning to attend VocalFest, feel free to ignore this message.)

Thank you to everyone who has registered for VocalFest 2020 so far!

This email outlines how the day will work. Since this event does not take place in one single, simple Zoom meeting, please do take some time to read through this message carefully to help you prepare. And feel free to contact me with **any** questions at all!

If you are planning to attend, but have not yet registered, please do so immediately. (Click here: [VocalFest Registration Form](#).) There is some backend user setup required. We will stop accepting registrations via this form on Friday, September 11 at 5:00pm. (If you think you may want to attend, please go ahead and register. There are no consequences for registering but not attending.)

This email has three attachments:

- PDF letter outlining how VocalFest will work, to help you prepare.
- PDF of class schedule plus details on Breakout Session assignments
- Screenshot of Malone Zone (platform where we will gather for VocalFest)

A FRIENDLY DISCLAIMER: Buckle up! You're about to read a lot of information – including details about the technology we're using, and how to move around in the event. Don't let it intimidate you! We promise you'll be able to enter the event, move back and forth to the breakout rooms, and have a great day! If you've attended a Zoom meeting, you'll be able to navigate VocalFest!

Please review everything at your earliest convenience, and reach out with any questions at all.

Thanks!
VICKI

Victoria Tisch
Region 15 Communications Coordinator
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Basic Event Details

VocalFest 2020 — Virtually Together

Saturday, September 12 from 9:00 am to 3:30 pm (plus Afterglow from 8-9pm)

Featuring International Faculty Mary Rhea and Your Region 15 Faculty.

Virtual VocalFest – How it will work

In this section, for context, we compare the virtual event setup to our usual in-person experience at the Parsippany Sheraton Hotel. (Gather in the Main Ballroom, move back and forth from there to small group Meeting Rooms, etc.)

- The event will be hosted by Malone Media – the same company that ran our successful debut contest webcast in 2019! So we are in great hands.
- *A few technical suggestions:*
 - To best experience this event, it is strongly suggested that you attend from a desktop or laptop computer. (Can be PC or Mac. Preferred browsers are Chrome and FireFox, but other browsers will work.)
 - On a phone or mobile device you may be able to watch but not participate. Everything will be very small, and it may be difficult for you to join and navigate between the sessions.
If a phone or other mobile device is your *only* option, please email me at vickitisch@yahoo.com before Saturday.
 - We suggest you use headphones for the best sound quality.
- All registrants will receive an email from Brian at Malone Media with access information to Malone Zone. Malone Zone serves as the “Main Ballroom” for the day. The all-group sessions will take place here, and the room will remain open throughout the day. [See screenshot attached.]
- There will be separate Zoom meetings for each of the breakout classes. These Zoom sessions serve as the small group “Meeting Rooms.”
- The first time you visit Malone Zone, you will be asked to create a login. Choose a password that’s easy to remember (we recommend **region15**). This login will allow us to see you in the “Main Ballroom” and will allow you access back into the room if you need to leave at any point during the event day.
- The Zoom meetings will launch from buttons right in Malone Zone. (So imagine that the Main Ballroom has doors right into each of the five small group Meeting Rooms.)

Before the day

- We suggest that you create your Malone Zone login as soon as you receive the email from Brian at Malone Media. This will give you a chance to see the platform, and do a short guided tour. (Think of this like you are checking into the hotel before VocalFest officially starts.) Then, on Saturday, September 12, you will log back into the site for the kick-off of VocalFest at 9:00am!
- Please review the attached version of the class schedule, which maps out our day, and now includes “locations” for all of the sessions.

Before the day (continued)

- Locate your Breakout Classes – Session 1 assignments.
For Breakout Classes – Session 1, there are five class offerings that each run three times in a row. You are able to attend three different classes. (We're calling them Round 1, Round 2, and Round 3.) In your registration, we asked you to choose the three classes you would like to attend. While you are not locked into the choices you made, we did use those responses to help balance the class sizes between the three rounds. Please see pages two and three of the attached PDF for Breakout Classes – Session 1 breakdowns – locate your name to see in which order we request that you attend the Session 1 Classes. [For example you will see that Molly Member should attend Sharon Vitkovsky's session in Round 1, Mary Rhea's session in Round 2, and then Katie Blackwood session in Round 3.]
- Locate your Breakout Classes – Session 2 selection.
There are five class offerings that each run once. In your registration, we asked you to choose the one you would like to attend. While you are not locked into the choice you made, we have listed those selections here for your convenience. (Please see page four of the attached PDF. Molly Member signed up to attend the Virtual Rehearsal Ideas Roundtable with Carole Argulewicz.)

On the day

- We suggest you log into Malone Zone around 8:30am (or at least a bit before 9:00am), and then leave that window open on your computer for the entirety of the day. The room will be open starting at 8:30am for you to enter, join a table, and socialize before events get underway. (And Brian Malone will be there in Malone Zone, visiting people and offering any necessary support.)
- Scroll to the bottom of the page to see the buttons that will launch your breakout session Zoom meetings. (The five "doors" from the Main Ballroom, leading into each of the five small group Meeting Rooms.) [See screenshot attached.]
- When you move into a Zoom meeting for your breakout session, leave Malone Zone open in the background. When you leave each Zoom breakout meeting, you should go back to the "Main Ballroom" (Malone Zone).
- You can leave the Malone Zone meeting and return at any point during the day, at will. (Just like you would be able to leave the Parsippany Sheraton at any point during in-person VocalFest!) You will just need to click the link to re-enter Malone Zone to return to VocalFest. If you return at a time when there is not an all-group session in the "Main Ballroom" there will be messaging to let you know where we are in the day's schedule, guiding you to the Zoom links to the "Meeting Rooms."

In the Breakout "Meeting Rooms" / Zoom meetings

- There will be a HOST in each meeting room, to let in attendees, monitor the chat, etc.
- Please plan to keep your audio muted. If there are interactive moments where the presenter would like you to unmute and contribute your voice, they will let you know.
- Use the Chat function to ask any questions or leave any comments.

FAQs & Troubleshooting

- The email you will receive from Brian at Malone Media will have the link to access Malone Zone and other technical information.
- If you close the Malone Zone window in error at any point, don't panic. You can just click on the link again, to sign back in and re-enter the "Main Ballroom." You will rejoin the events in progress.
- If you have any trouble accessing Malone Zone or the Zoom meeting rooms, or have any questions at all, contact me at vickitisch@yahoo.com.

After the event

- Once the final session is over, you can log out of Malone Zone or just close that browser window.
- Don't forget to join us later for the VocalFest Afterglow at 8:00pm, hosted by Harmony Quartet!
- You will receive a post-event email with the Afterglow Zoom link as well as a link to an online evaluation form. Your feedback is very important to us, and helps guide future regional management team efforts on your behalf!

VF "GLOSSARY"

Virtual VocalFest – An online one-day version of our regional educational weekend

Set up your Malone Zone account / profile – Check into the Sheraton Parsippany Hotel

Log into Malone Zone – Enter the Sheraton Parsippany Hotel

Malone Zone – The Main Ballroom

Zoom Meetings – The small group Meeting Rooms