



How to Change Your Name in a PROMESA Virtual Proceeding

Required Naming Conventions for PROMESA Virtual Proceedings

The following **naming conventions** must be used by Zoom participants for admission into the **PROMESA virtual proceeding**:

Participant Type	Naming Convention Format
Attorneys	<i>[Party-Represented] / [Attorney-Last-Name, Attorney-First-Name] / [Law Firm or Government Office]</i> Example: Party A / Doe, John / ABC Law Firm LLC
Pro Se	<i>Pro Se / [Pro-se-Last-Name], [Pro-se-First-Name]</i> Example: Pro se / Doe, Jane

How to Change Your Name in Zoom

Follow these steps to **change your name** in **Zoom** during a PROMESA Virtual Proceeding:

Step	Screen
1. In Zoom , click Participants .	
2. In the Participants list , click the More button at the right of your participant's name to open the menu. 3. Click Rename .	

Step	Screen
<p>4. In the Enter a new screen name text box, type your display name following the naming convention format described in the <i>Required Naming Conventions for PROMESA Virtual Proceedings</i> section on this document.</p> <p>5. Click OK.</p>	