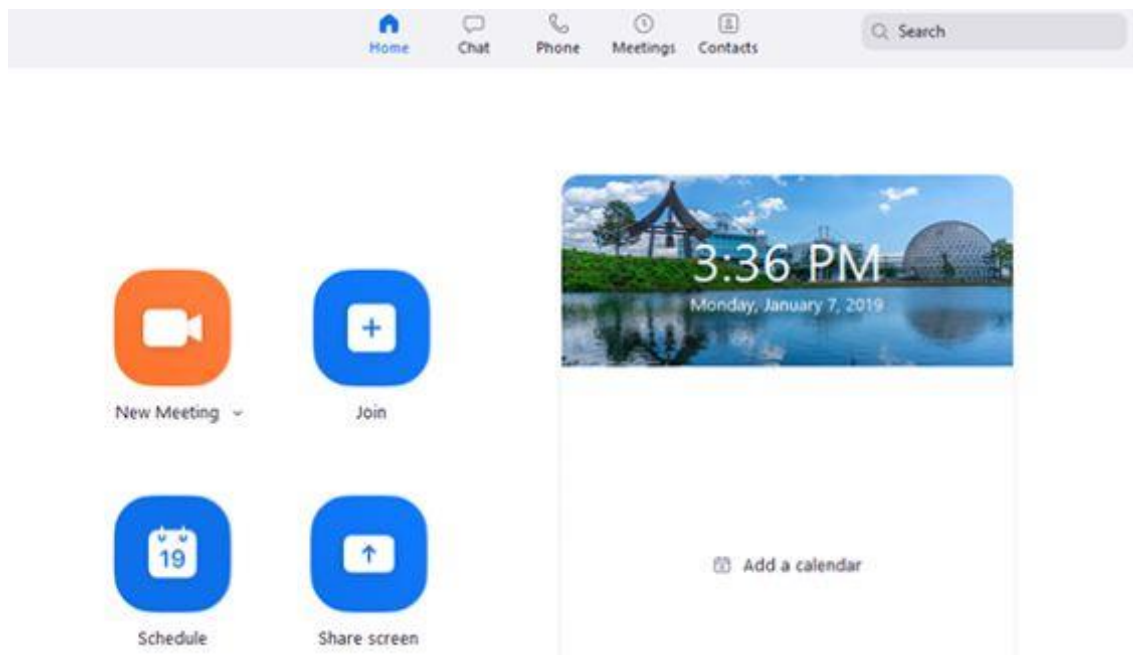


Zoom Meetings Guidelines for Presenters

- Before you connect to the Zoom meeting, please open your PowerPoint presentation on your desktop
- Close all other windows/apps, especially email programs, that you will not be using during your presentation
- Make sure you are in a space where you can control noise and interruptions. You can connect to the audio by phone or using a headset connected to your computer. We do not recommend using the microphone on a laptop, as this is not high enough quality for the recording.
- Use the link that was sent to you in the meeting invitation – this is a link just for you, as a presenter.
- After signing in, you will see the **Home** tab, where you can click on these options:



New Meeting: Start an instant meeting. Click the downwards arrow to enable video or use your personal meeting ID (PMI) for instant meetings.

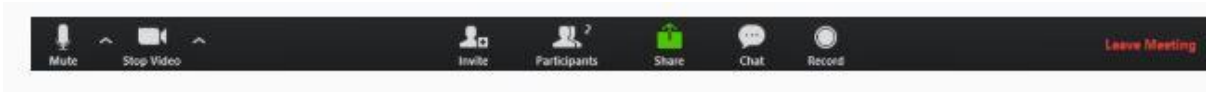
Join: Join a meeting that is in progress.

Schedule: Set up a future meeting.

Share Screen: Share your screen in a Zoom Room by entering in the sharing key or meeting ID.

➤ **Please enter the meeting with the name you used in the registration form.**

- When you first connect to the meeting, the controls will appear at the bottom of your screen, if you are not currently screen sharing:



Mute/Unmute: This allows you to mute and unmute your microphone.

Start/Stop Video: This allows you to start and stop your own video.

Participants: This opens up the Participants window, so you can see who is on the meeting

Share Screen: Click on this to start a screen share. You will be able to select the desktop or application you want to share.

Chat: Access the chat window to chat with the host, the other panelists or all attendees.

Record: Start or stop a local recording. Attendees do not have access to start a cloud recording. (**Note:** The host will need to allow local recordings in their account settings, then give you permission to record. If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission).

Leave Meeting: Leave the meeting while it continues for the other participants. Only the host can end the meeting

NOTE: the controls will auto-hide, so you may have to 'mouse-over' the bottom of your screen to get them to show

- Screen Sharing: Click on the Share icon, either in the main window or in the control panel.



- If asked, choose “basic” screen sharing.
- Select the screen you want to share. You can also choose an individual application that is already opened on your computer, the desktop, a whiteboard, or an iPhone/iPad. Or if you have a PowerPoint presentation, select the PowerPoint presentation you wish to display (NOT the “screen” option), this guarantees that participants can only see your presentation, and nothing else that may be going on with your computer during the presentation. Your slide deck will then come up as your main screen.



➤ (Optional) Enable these features:

- Check **Share Computer Sound**: If you check this option, any sound played by your computer will be shared in the meeting.
- Check **Optimize for full screen video clip**: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.

➤ Click **Share**.

- Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click **Exit Full Screen** in the top-right corner or press the **Esc** key.
- To disable automatic full screen when viewing a shared screen, disable this option in your desktop client settings: **Enter full screen automatically when a participant shares screen**.

➤ When you are screen sharing, the controls will appear in a moveable bar. It is typically at the top of your screen, but you can drag it around as needed.

➤ You may have to “mouse over/hover” over the lower green and red section to have the other options show up for you – the controls auto-hide when you are not using them.

➤ All participants will enter the session in mute mode (to avoid interruptions of presentations that may be occurring), the hosts will enable the sound as soon as it is fit.

➤ Each session will have a chair that will manage times and moderate questions and answers.

➤ Please rise you hand if you want to pose a question to the presenter.

- The duration of the presentations is as follow, please respect the timings according to your submission time, to allow time for interaction with Q&A:

Oral Presentations: 15 minutes for the presentation + 5 minutes for discussion with the audience

Posters: 7 minutes for the presentation + 5 minutes for discussion with the audience

Workshops: timing should not extend more than 45 minutes. A workshop session should be dynamic and interactive.

- Lunch time will be from 12:30 to 14:00 (during this time there will be no presentations).
- There will be staff members as hosts monitoring the sessions, so if you have any question during the session, you can send chat messages to them, so they can assist you.

Source (text and images): <https://support.zoom.us/hc/en-us>