

NERCCS 2020: Guidelines for Using Zoom

Audience Member Guidelines

JOIN EARLY

- We will start everything on time, so join each Zoom meeting 1-2 minutes early.

DURING A PRESENTATION

- Make sure to have your **microphone off** and **video off**
- Save all of your questions until after the presentation

QUESTIONS AFTER A PRESENTATION

- There will be 5 minutes for questions after invited and contributed talks and 10 minutes for questions after the keynotes.
- The Chair will call on persons with questions by unmuting them one at a time.
- Indicate that you have a question by either stating "I have a question" in the chat, or by using Zoom's "raise-hand" feature.
- To ask a question: Turn on your video and use your voice to ask the question.

Presenter Guidelines

JOIN EARLY

- Please join the Zoom meeting in which you are speaking 10 minutes before it starts. (That is, join before the Zoom meeting, not just before you speak.)
We will add you to be a co-host on Zoom before the meeting starts.

PRESENTING

- Right before you speak, the Chair will introduce you and then 'spotlight' you in Zoom. This will make everyone's Zoom screen focus on you for the duration of your presentation
 - Keynotes will give a 50 minute lecture, followed by 10 minutes for questions
 - Invited speakers will give a 25 minute lecture, followed by 5 minutes for questions
 - Contributed speakers will give a 15 minute talks, followed by 5 minutes for questions
- To share your presentation, you will need to click SHARE and then click either DESKTOP (to share your entire desktop screen) or select the SINGLE APPLICATION that you want to share (e.g., powerpoint, keynote, preview, etc)

- See <https://it.umn.edu/zoom-share-your-screen> for further information about screen sharing with Zoom
- While you present, the participants will
 - have their microphones off
 - have their videos off
 - save their questions until the end.
- To help you stay on time, the Chair will announce when
 - invited speakers have 5 minutes remaining
 - keynotes have 15 minutes remaining, and then when they have 5 minutes remaining

QUESTIONS AFTER PRESENTATION

- After your presentation, the Chair will facilitate the asking of questions.
- Individuals will indicate that they have a question, and the Chair will unmute their microphones.
- Please make sure that you can see the chat window at all times
 - This is a bit tricky, since it disappears when you screen share.
 - While you are sharing your screen or an application, you can open the chat by clicking MORE and then CHAT.

NOTE

- I strongly recommend that before the conference, you should practice going into full screen mode (or play mode) in Keynote or PowerPoint, while you are also sharing your screen in Zoom.
- The reason is that under the default settings of Keynote or PowerPoint, your cursor/pointer/arrow may disappear while screen sharing in full-screen mode. This makes it hard to click things (e.g., to exit screenshare or exit full screen mode) and you won't be able to use the cursor to point to things.
- If using Keynote (at least on a Mac)
 - Go to **Keynote -> Preferences** at the top left of your screen.
 - Select the **Slideshow tab**
 - Click the box "**show pointer when using the mouse or trackpad**"
- I'm not sure if this is a problem for PowerPoint