



Chesapeake Community Research Symposium 2020 Zoom Guidance

What You Need to Get Started

- An internet connected computer, laptop, or device
- Your webinar ID number/link to join the webinar (emailed to you after registration)
- Headphones or ear buds with a working microphone
- A phone (if you're unable to receive audio via your computer, laptop, or device)
- A webcam

Technical requirements

We recommend that before you sign-in to the webinar on the appropriate date and time, **please spend 30 minutes** checking that you have the correct system requirements. Detailed information about the systems required to run Zoom can be found [here](#).

If the webinar window isn't loading, close your browser and try to join the webinar again. Be sure to accept or approve any alerts requiring your approval to install the Zoom webinar application and turn off any pop-up blocker that could be preventing the Zoom webinar window from opening.

If you are presenting, we will be holding two practice webinars on June 3 and 4 from 1-4PM. This will allow you to become familiar with the process of switching from being an attendee to a panelist/presenter and sharing your screen. Please sign up for a time slot [here](#).

Entering the Symposium

When you register for the webinar, you will receive an email invitation (this will not be immediate). This will confirm the details of the webinar. One day prior to the webinar, you will receive another email, containing a link to join the webinar.

The symposium will begin promptly each day at 10AM, however **everyone will be able to log-in up to 30 minutes before the start time**. We recommend that you log-in at least 15 minutes before the actual start time. When it's time to join the webinar, click on the link in the email you have received. You will be directed to the Zoom website and from here you will need to click 'Open URL: Zoom Launcher'. Once you have entered the webinar, you will see a blank screen. If the panelist/presenter is sharing a presentation, this will show on your screen.

If you have any major technical issues while using Zoom that are not covered in this guidance document or on the [Zoom support page](#), please contact Shirley at shirley@greenfinstudio.com or Dave at dave@greenfinstudio.com with as many details as possible and screenshots of the issue.

Zoom Webinar Roles

There are multiple roles available for a webinar: host, panelist, and attendees. The role that you have in the webinar will be designated by the host. Below is an overview of each role, for a detailed comparison of webinar controls, please click [here](#).

The **host** of the webinar is the user who the webinar is scheduled under. They have full permissions to manage the webinar, panelists, and attendees. There can only be one host of a webinar. The host can do things like stop and start the webinar, mute panelists, stop panelists' video, remove attendees from the webinar, and more.

Panelists are full participants in a webinar. They can view and send video, screen share, talk, etc. You must be assigned panelist permissions by the webinar host. **All plenary speakers, moderators, panelists, and presenters will be given this role during their time window.**

When the host promotes you to be a panelist, a pop-up window will appear for around five seconds. Once this pop-up disappears, you will be in the webinar as a panelist, meaning your audio can be heard and video seen by all webinar attendees. At this stage, you will be able to present and share your screen.

Attendees are view-only participants who can be unmuted if the host or panelist chooses. They can virtually raise their hand and interact with the host and the panelists through the Q&A and the chat.

Symposium Specific Guidance

Presenter

- Presenters will have 12 minutes to present and 3 minutes for questions
- You will be granted screen sharing permission at the start of the session to speed transition between presentations. Please do not share your screen until your time window begins and you have been introduced through the chat room feature.
- You will receive a 2-minute warning through the chat function from the host before the end of your time

Plenary Speaker

- Plenary speakers will have 30 minutes to speak and take questions.
- You will be granted screen sharing permission prior to your presentation. Please do not share your screen until you have been introduced.
- You will receive a 2-minute warning through the chat function from the host before the end of your time

Panelists and Moderator

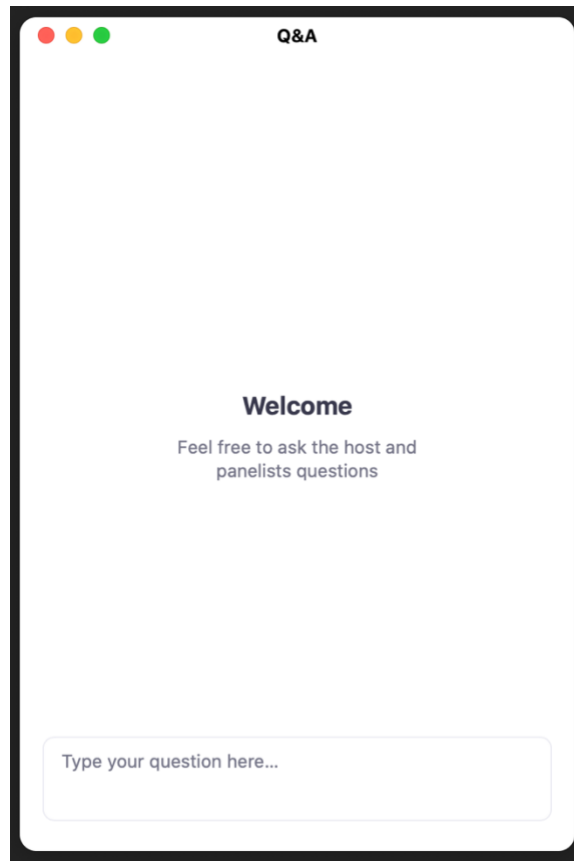
- Each panel will be one hour long, including questions from attendees.
- Moderators will be responsible for keeping track of questions from the Q&A feature.
- Panelists and moderators will be granted screen sharing permission prior to their presentation to speed transition between presentations. Please do not share your screen until you have been introduced.
- You will receive a 2-minute warning through the chat function from the host before the end of your time

Zoom Webinar Chat Features

Q&A

The Q&A feature for webinars allows attendees to ask questions during the webinar and for the panelists or presenters to answer their questions. There will be ample opportunity given during webinars for all attendees to ask questions. We recommend attendees only using the Q&A and chat features to ask questions.

When you click on the Q&A button, the following window will appear:

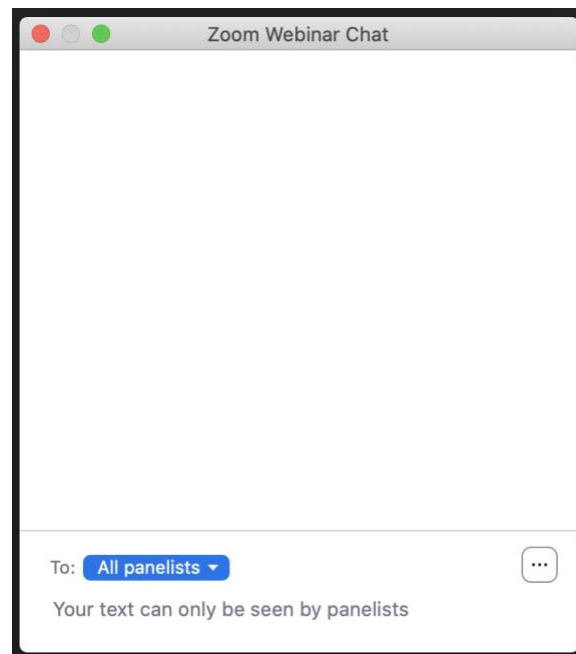


All questions asked will be visible to all attendees. Attendees will have the option to upvote the question. Once you have sent your question, the host/panelists have the option to either answer your question live or by text.

- If they answer your question live, a note will appear to let you know this has occurred and the moderator/panelist will answer your question out loud.
- If they answer your question by text, the answer will appear in text below your question. The moderator/panelist have the option to answer your question publicly, so all attendees can see the response, or privately as outlined below.

Chat

The chat box is a more informal way for you to ask questions to the panelists. When you click the chat button, the following pop-up box will open. You can type a message to whoever is presenting or to everyone. Presenters or panelists then have the option to reply either just to yourself or to all webinar attendees.



Raise Hand

The raise hand feature in webinar allows attendees to raise their hand to indicate that they need something from the host or panelists. **If you have a question, please use the Q&A or chat feature first.** As a presenter, panelist, or moderator, please remind your attendees to ask questions using the Q&A or chat feature at the start of the webinar.

Clicking the Raise Hand button will turn it blue. You can click it again if you change your mind and wish to lower your hand. The host and panelists can also lower your hand.