



ASSOCIATION FOR  
PUBLIC POLICY ANALYSIS  
& MANAGEMENT

# Student Research Online Seminar Series May 2021



## Zoom Meeting Speaker Guide

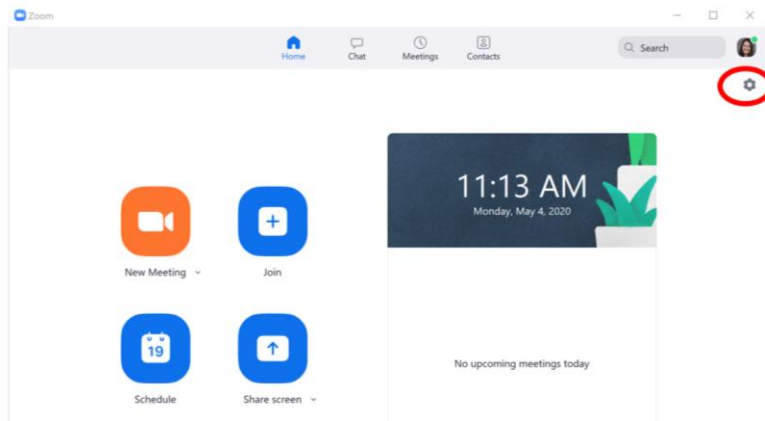
### Step 1 Download Zoom & Create a Profile

If you haven't done so already, please [sign up for a free Zoom account](#) and create a user profile with your full name as shown in the Online Program. Next, download the Zoom desktop application and log into your account from there.

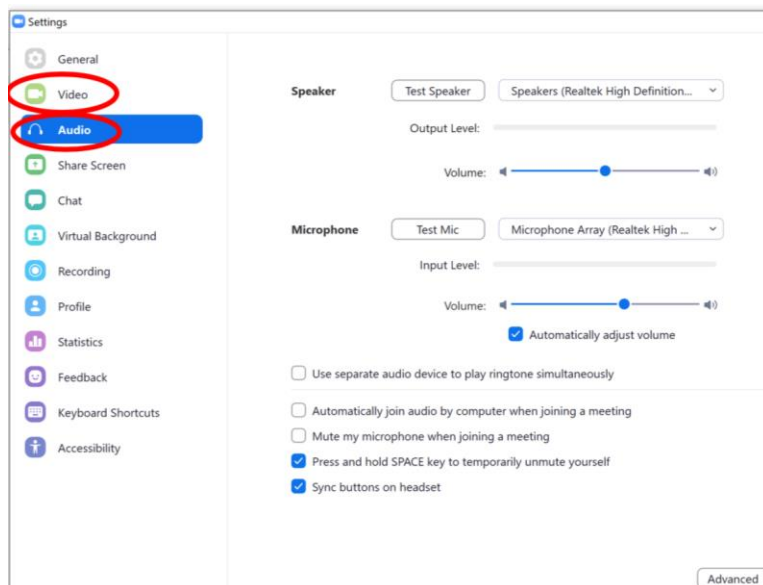
### Step 2 Practice Makes Perfect

Although minor technical hiccups add to the charm of virtual events, it's best to test your presentation multiple times before the live session. There are various options to help you do so:

- Zoom Desktop Application Settings – At your leisure, you can independently test your Zoom video and audio, as well as adjust other optional Zoom settings. You can do so by launching the Zoom desktop application, logging in, and selecting the gear icon in the upper right corner of your user homepage:



- The gear icon will open the below window where you can test audio, video, and make other profile setting adjustments – i.e. change your username, add a profile picture, virtual background, etc.:





ASSOCIATION FOR  
PUBLIC POLICY ANALYSIS  
& MANAGEMENT

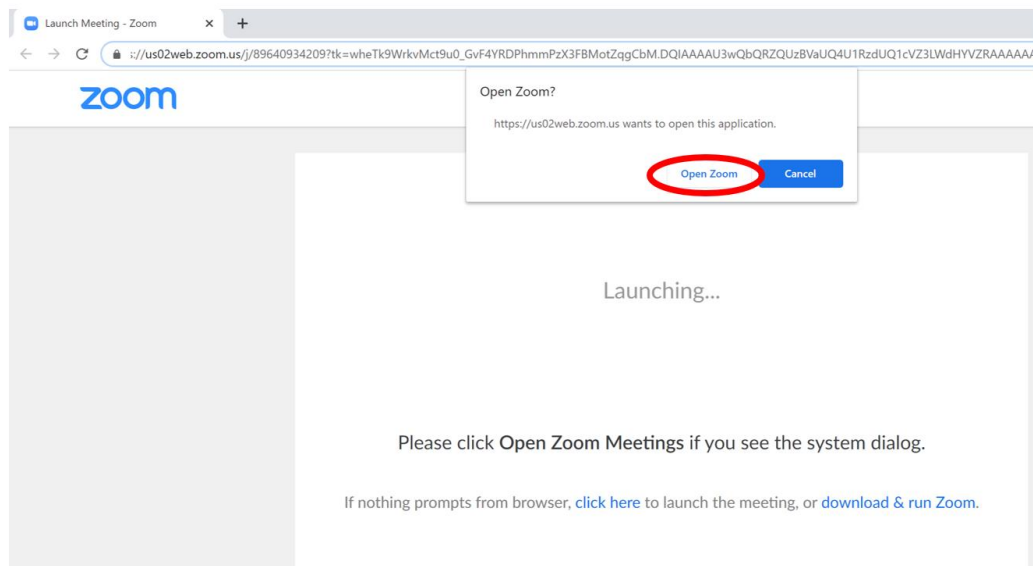
# Student Research Online Seminar Series May 2021



- Zoom Website – The Zoom website is a great resource to browse before your live session, such as:
  - You can test your internet connection by using this [Zoom test meeting](#).
  - You can search and watch videos pertaining to specific questions you may have using these [Zoom video tutorials](#).
  - Screensharing is one of the more challenging Zoom features, so we highly encourage all speakers using slides to review the [Zoom Screenshare tutorials](#).
- APPAM Group Practice Sessions – Group practice sessions will be offered every week in May so please keep an eye out for an invitation. These are a great place to re-test your video & audio, as well as test your internet speed and screensharing capabilities. These are especially helpful because fellow participants may pose questions you haven't thought of or offer virtual speaking tips that may benefit your presentation.

### Step 3 Join the live Zoom Meeting

- Every session will have a unique Zoom meeting link located in the [Online Program](#). Please locate your session and open the Zoom meeting 15 minutes prior to the scheduled start time.
- When you click your session link, a new browser will open along with a small popup window, as shown below. Click “Open Zoom” to launch the Zoom desktop application.



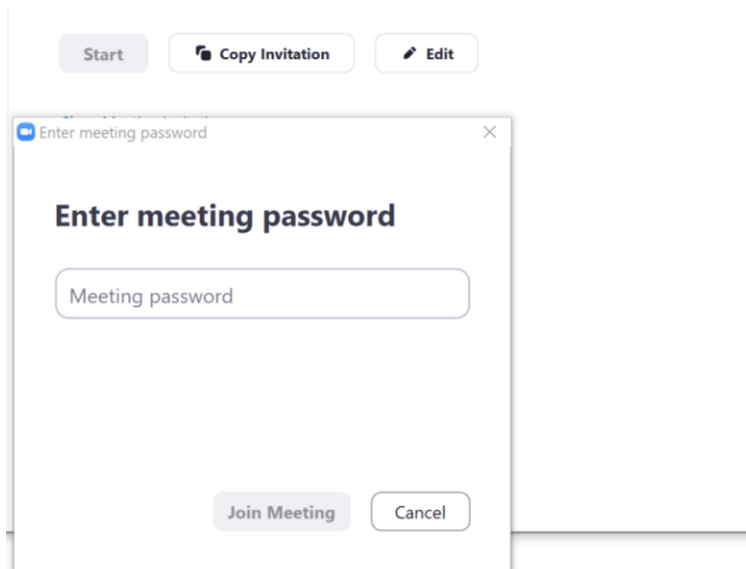


ASSOCIATION FOR  
PUBLIC POLICY ANALYSIS  
& MANAGEMENT

# Student Research Online Seminar Series May 2021



- The Zoom desktop application will open and you'll be prompted to enter the password that you received in your registration confirmation email. The password is required for all participants and audience members and must be entered in order to join every Zoom meeting. Registration is free but required to receive the password.
- Enter the password and select "Join Meeting."





ASSOCIATION FOR  
PUBLIC POLICY ANALYSIS  
& MANAGEMENT

# Student Research Online Seminar Series May 2021



- The Zoom Meeting host must start the session before you're able to join.
  - If you join before the host, you'll see the below message. Simply wait for the host to start the meeting and you'll be automatically entered into the waiting room once it's open.

 **Please wait for the host to start this meeting.**

Start: 3:00 PM

APPAM Fall Research Conference

Test Computer Audio

If you are the host, please [login](#) to start this meeting.

- If the meeting has already started, you'll be temporarily placed in the waiting room with the audience members and you'll see the below message.

Please wait, the meeting host will let you in soon.

APPAM Fall Research Conference

8/21/2020

- Once in the waiting room, the Zoom Meeting Host will give session participants early access to the meeting, approximately 15 minutes before the schedule start. If you haven't been let in 10 minutes prior to the start, please email Samantha Oliver Thomason, [soliver@appam.org](mailto:soliver@appam.org), with your session name and ID number.



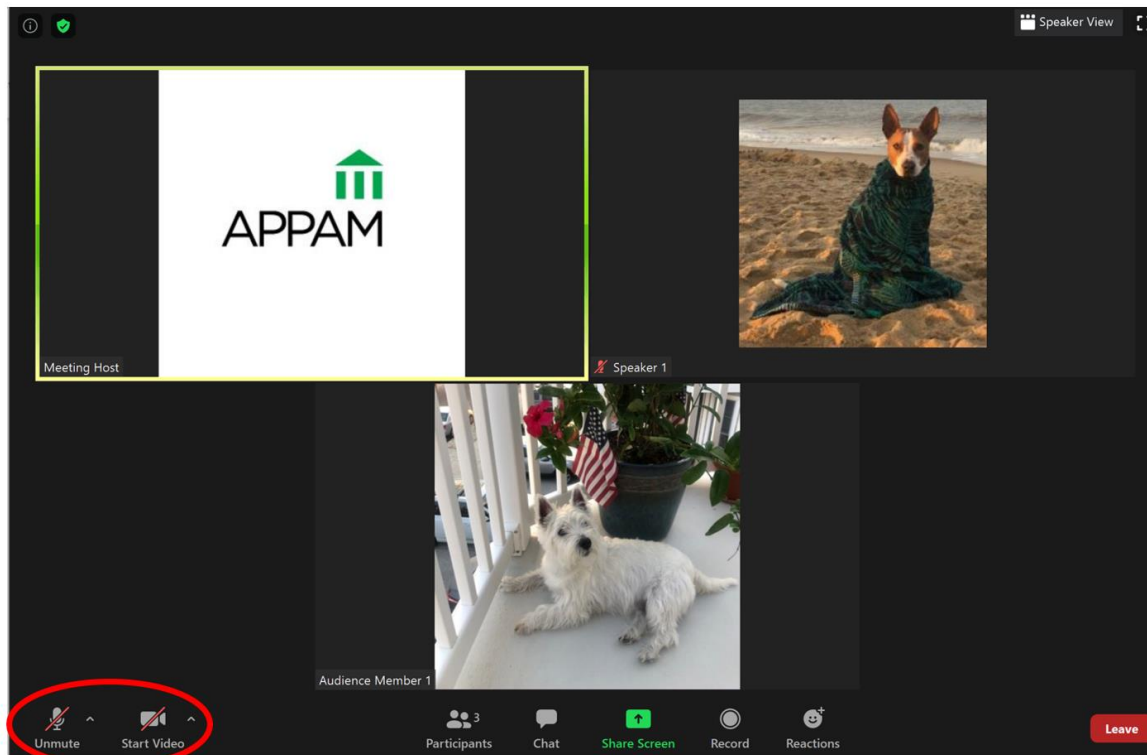
ASSOCIATION FOR  
PUBLIC POLICY ANALYSIS  
& MANAGEMENT

## Student Research Online Seminar Series May 2021



### Step 4 Basic Zoom Meeting Features \*For All Session Participants

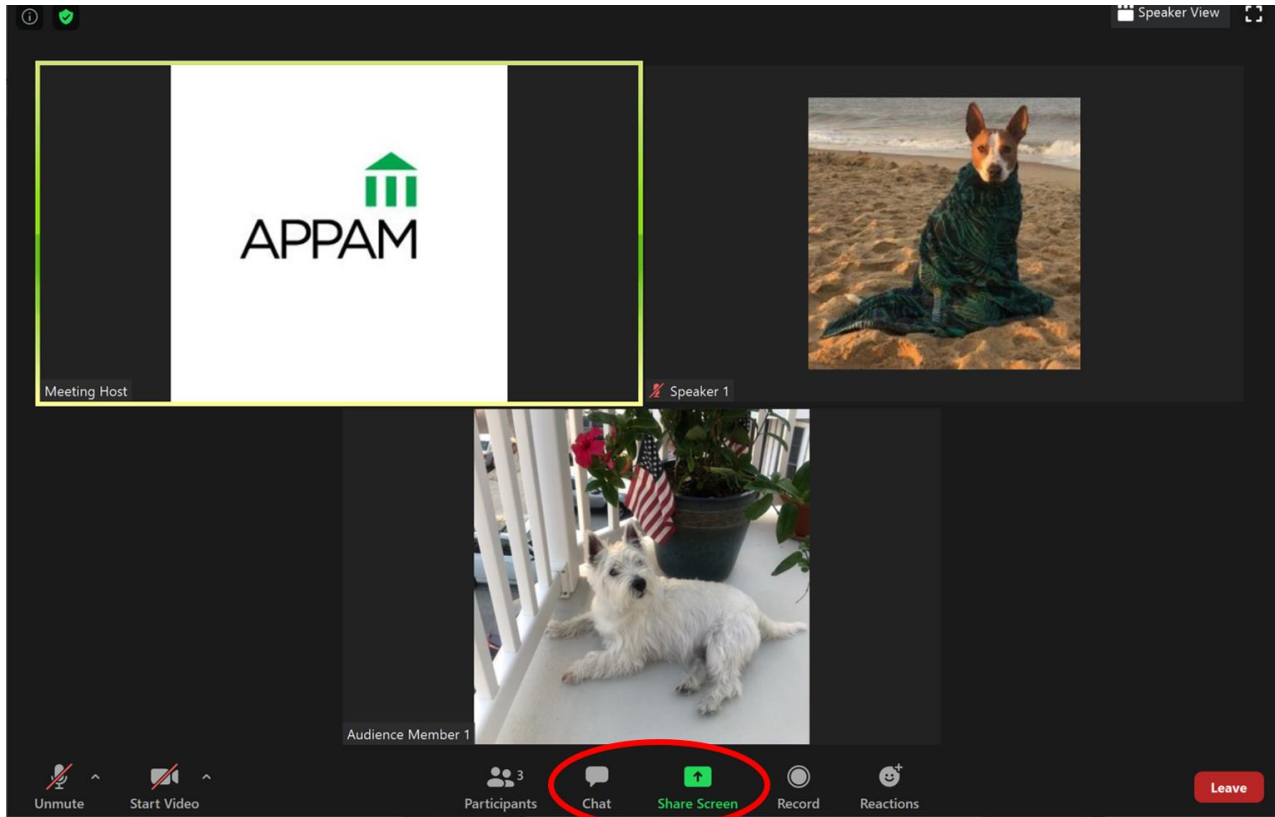
- Audio & Video - Once in the Zoom Meeting, the audio and video controls can be found in the lower left corner of your screen. The below example shows what it looks like when audio and video are turned off & user profile pictures are displayed in place of a video.



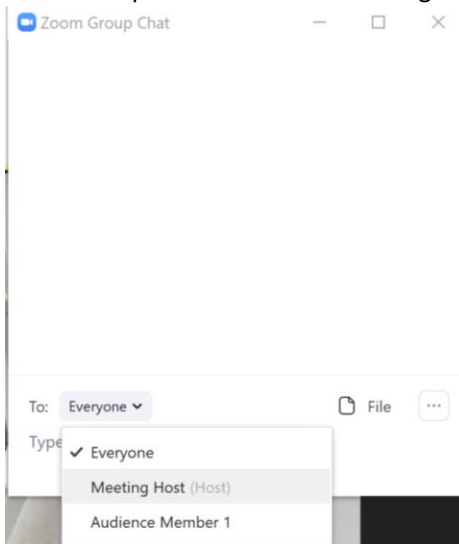
- Audio – Please mute your audio when you're not presenting or answering a question directed at you.
- Video – Please share your video at all times for the best audience experience. The dog on the beach is where your face will appear when your video is on or where your profile picture/name will appear when your video is off.



- Chat & Screen Share –



- Chat – All participants and audience members will be able to use the “Chat” feature. You can send a message to everyone or private message one individual. Please note which name is checked before sending a message – the example below shows a message that will go to everyone in the meeting.

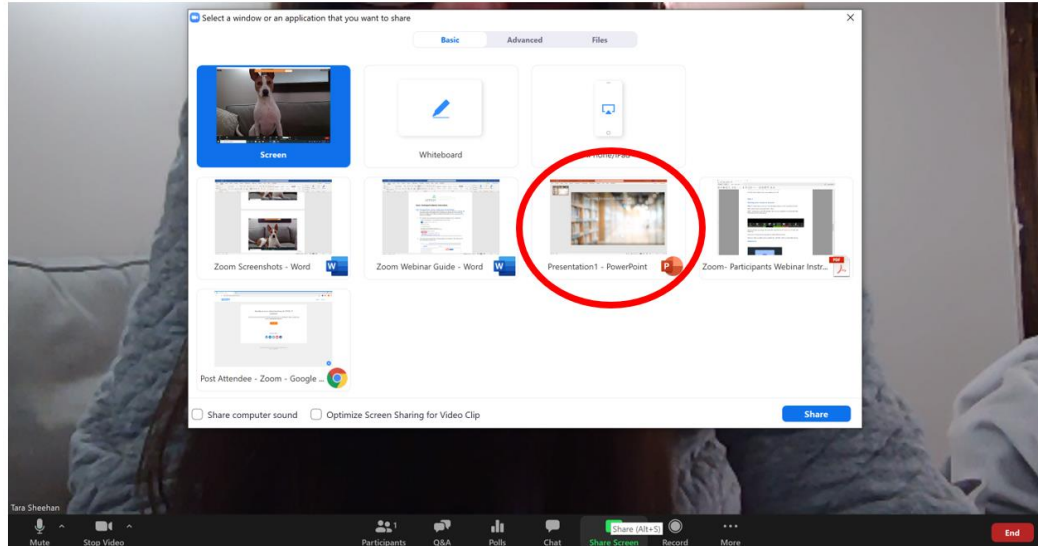




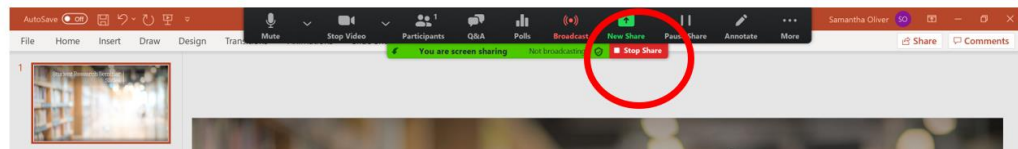
# Student Research Online Seminar Series May 2021



- Share Screen – This is one of the most important features for presenting authors and will be used to share slides during the allotted presentation time.
  - Open Slides - Before the session begins, please have your slide deck open.
  - Select Application to Share –



- When you're ready to share your slides, click the green "Share Screen" option, select your slide deck, then click the blue "Share" button in the bottom right corner, as shown above.
- Do not select the "Screen" option in the upper left corner as this will show all of your computer movements and notifications. Sharing just your slide deck, i.e. the PowerPoint application circled above, will only share movement on that application.
- Pause Sharing – If you need to do something on your screen that you do not want the audience to see, you can pause your screenshare in the upper toolbar. Please remember to resume share, once ready.
- Stop Sharing – Once your presentation is complete, please select "Stop Share" in the upper toolbar of your slide screen.



- As mentioned above, the [Zoom website has a great tutorial](#) on how to seamlessly share your screen during the live meeting so we highly encourage all participants to read that before practicing and going live.



ASSOCIATION FOR  
PUBLIC POLICY ANALYSIS  
& MANAGEMENT

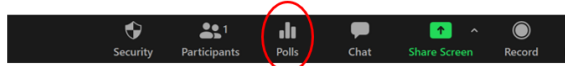
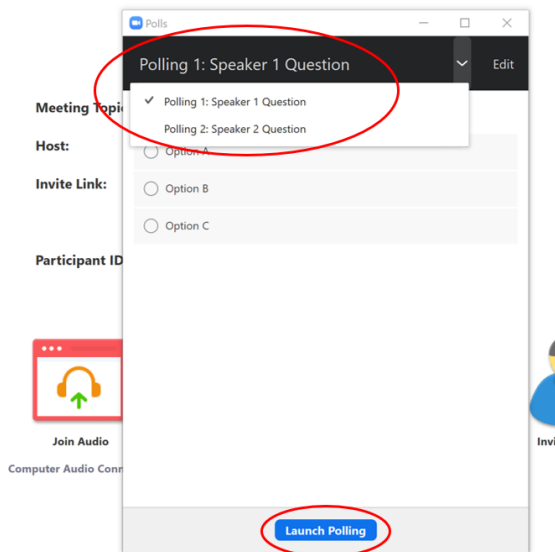
# Student Research Online Seminar Series May 2021



## STEP 5 Polls Feature \*For Session Discussants Only

If you're a discussant & submitted your poll question(s) in advance, you'll have the ability to use the Polls feature to engage the audience. In order to use this feature, the initial Zoom Meeting Room Host, an APPAM staff member, must transfer the Zoom hosting rights to you before the session begins. Once you're the designated Zoom host, you'll see a "Polls" feature pop up along the bottom toolbar.

- Click "Polls," along the bottom toolbar and a new window, shown below, will pop up. If you have multiple poll questions, you can select the one you want to release from the black toolbar on this new window. When the right question is checked, click the blue "Launch Polling" button.





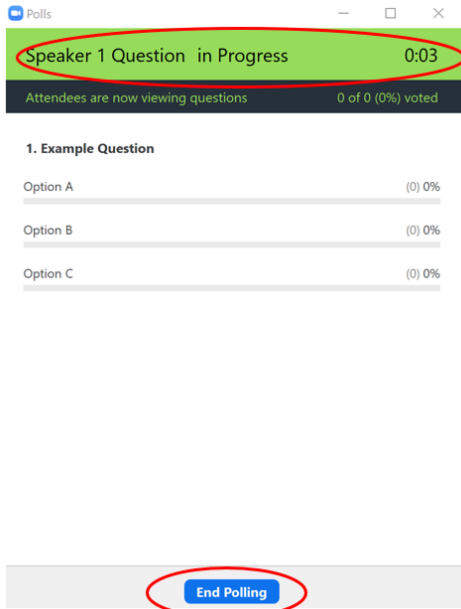


ASSOCIATION FOR  
PUBLIC POLICY ANALYSIS  
& MANAGEMENT

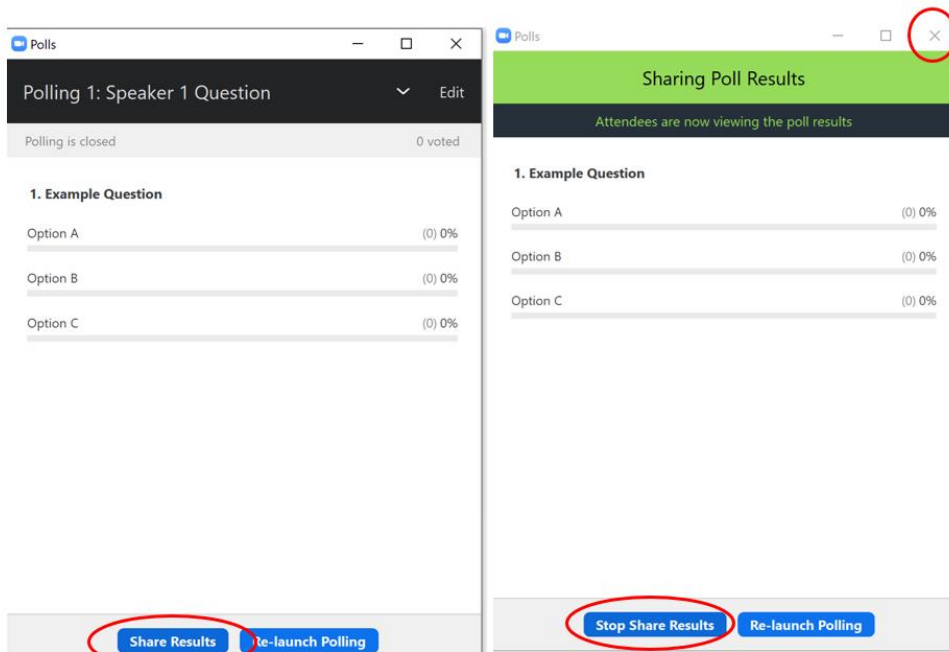
# Student Research Online Seminar Series May 2021



- The top toolbar will turn green, indicating it's live to the audience, and there will be an active timer in the right corner. Give the audience approximately 30 seconds to answer then select the blue "End Polling" button.  
Note: The audience will only see the percentage (i.e. Option A had 50% of votes, Option B had 25% & Option C had 25%), not the total number of answers per selection.



- From there, you'll want to "Share Results" so you can discuss then "Stop Share Results" when the conversation is complete. You can simply exit out of the Polling pop-up window, once complete.





ASSOCIATION FOR  
PUBLIC POLICY ANALYSIS  
& MANAGEMENT

# Student Research Online Seminar Series May 2021



## STEP 6 Flow & Timing of Seminar

- Before the seminar, the discussant and presenting authors should decide presentation order.
- The discussant should give attendees a few minutes past the start time to join then they will give a brief introduction of the session and the first presenter. Once that presenting author is done, the discussant will hand it off to the second presenter, and so on until all have presented.
- The discussant will monitor the time to ensure that the session remains on schedule and direct any questions/feedback to the appropriate presenting author at the end. Below is the recommended timeframe for both three, four or five paper panels:

Three Paper Panel	Four Paper Panel	Five Paper Panel
<b>2:00 – 2:05</b> - Discussant Intro	<b>2:00 – 2:05</b> - Discussant Intro	<b>2:00 – 2:05</b> - Discussant Intro
<b>2:05 - 2:26</b> - First presenter (21 minutes)	<b>2:05 – 2:21</b> - First presenter (16 minutes)	<b>2:05 – 2:18</b> - First presenter (13 minutes)
<b>2:26 - 2:47</b> - Second presenter (21 minutes)	<b>2:21 – 2:37</b> - Second presenter (16 minutes)	<b>2:18 – 2:31</b> - Second presenter (13 minutes)
<b>2:47 – 3:08</b> - Third presenter (21 minutes)	<b>2:37 – 2:53</b> - Third presenter (16 minutes)	<b>2:31 – 2:44</b> - Third presenter (13 minutes)
<b>3:08 – 3:30</b> - Discussant feedback and Q&A (22 minutes)	<b>2:53 – 3:09</b> - Fourth presenter (16 minutes)	<b>2:44 – 2:57</b> - Fourth presenter (13 minutes)
	<b>3:09 – 3:30</b> - Discussant feedback and Q&A (21 minutes)	<b>2:57 – 3:10</b> – Fifth presenter (13 minutes)
		<b>3:10 – 3:30</b> - Discussant feedback and Q&A (20 minutes)

- An APPAM staff member will check in before the session begins to ensure everyone is good to go. The staff member will not remain in the room for the duration of the session so please email Samantha Oliver Thomason, [soliver@appam.org](mailto:soliver@appam.org) if you run into technical difficulties.
- Script Example:
  - **Discussant:** “Good afternoon, I am \_\_\_\_\_ (discussant name) and will be acting as the discussant today. Our session topic is \_\_\_\_\_ (session name) with \_\_\_\_\_ (paper quantity) amount of papers. Each presenter will have \_\_\_\_\_ about (13 - 22) minutes for slides so that leaves us time for feedback and audience questions at the end. Audience members are muted, so please wait until the Q&A portion at the end of the session before unmuting yourself to ask a question. Our first paper is \_\_\_\_\_ (paper title) and will be presented by \_\_\_\_\_ (presenting author name).” Mute audio.
    - **Presenting Author:**
      - Unmute audio, share screen, “Hello, I’m \_\_\_\_\_ (name) and will be presenting \_\_\_\_\_ (paper title), then complete the 13 – 22 minute presentation.



ASSOCIATION FOR  
PUBLIC POLICY ANALYSIS  
& MANAGEMENT

# Student Research Online Seminar Series May 2021

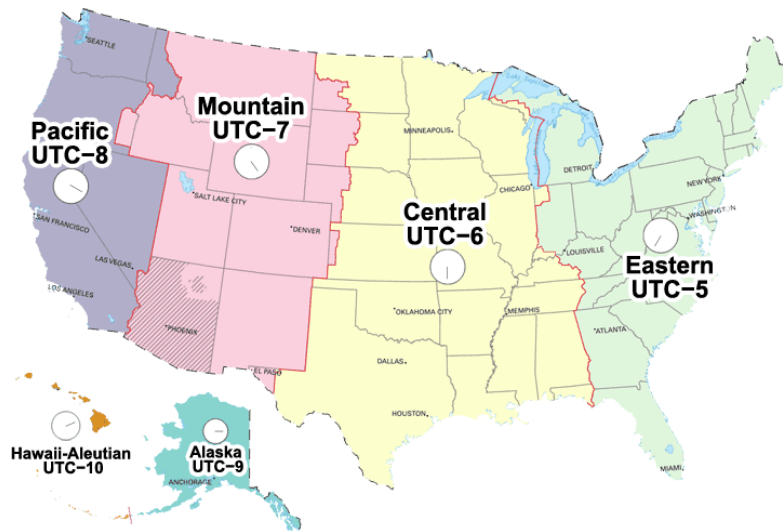


- Once complete, stop screen share, “Thank you for your time. Back to \_\_\_ (discussant name),” then re-mute audio.
- **Discussant:** Unmute audio, “Thank you, \_\_\_\_\_. Our second paper is \_\_\_\_\_ (paper title) and will be presented by \_\_\_\_\_ (presenting author name).” Re-mute audio, etc. until all presentations are complete.
- **Discussant:** “Thank you to all of our presenters. Please use the raise hand feature or unmute yourself to ask a question.”
  - If audience questions are light, discussant can share more feedback.
  - If there are a lot of audience questions, please prioritize those and email additional feedback after the session.
  - **Presenting Author X:** Unmutes their audio, answers the question, then re-mutes audio.
- **Discussant:** “Thank you everyone for a great session. This session has been recorded and will be posted on APPAM’s website in the coming weeks. Have a nice afternoon.”

## Conference Details

For more information on the APPAM Student Research Online Seminar Series, please visit [our website](#) or the [Online Program](#).

Please note: All sessions are 1:00 PM – 2:30 PM US Eastern Daylight Time. Please plan accordingly if you’re not located in US Eastern Time Zone (shown in green below):



## Questions?

Email Samantha Oliver Thomason, [soliver@appam.org](mailto:soliver@appam.org). Thank you!