



## Zoom Meeting Speaker Guide

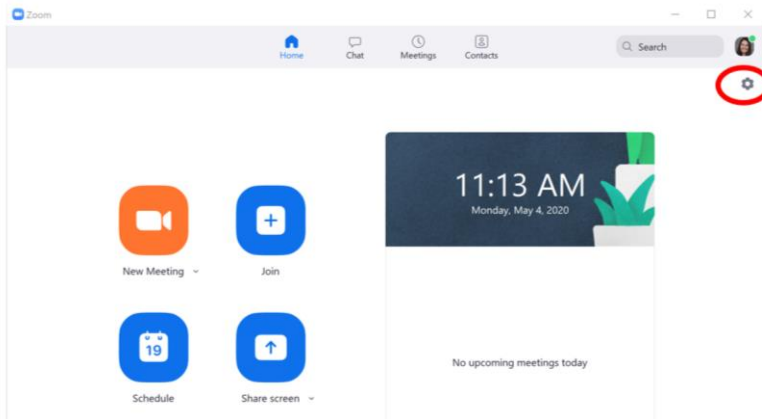
### Step 1 Download Zoom & Create a Profile

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.

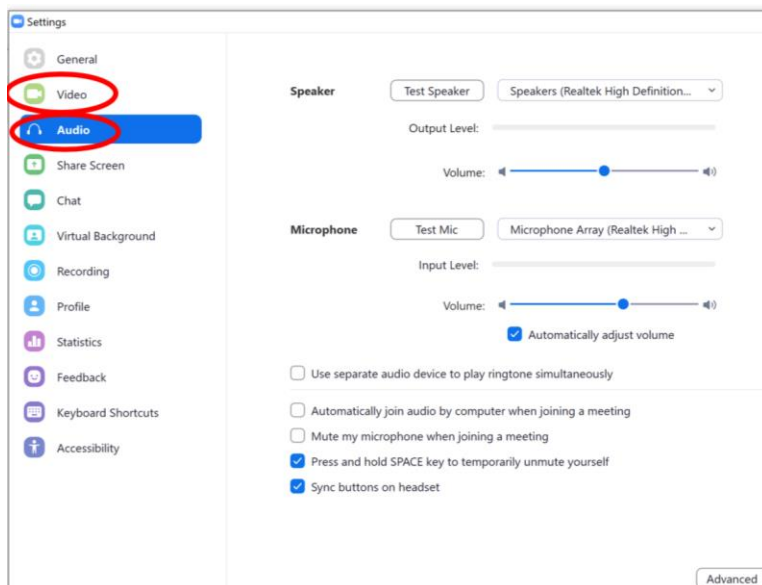
### Step 2 Practice Makes Perfect

Although minor technical hiccups add to the charm of virtual and hybrid events, it's best to test your presentation multiple times before the live session. There are various options offered throughout the fall 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.:

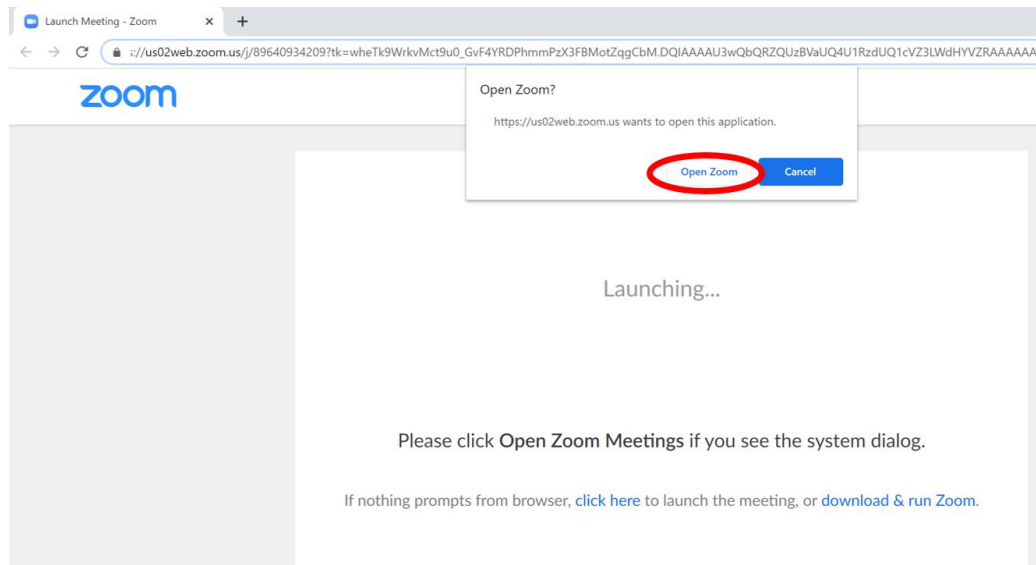




- Zoom Website – The Zoom website is a great resource to browse before your live session, such as:
  - You can test your internet connection by using this [Zoom test meeting](#).
  - You can search and watch videos pertaining to specific questions you may have using these [Zoom video tutorials](#).
  - Screensharing is one of the more challenging Zoom features, so we highly encourage all speakers using slides to review the [Zoom Screenshare tutorials](#).

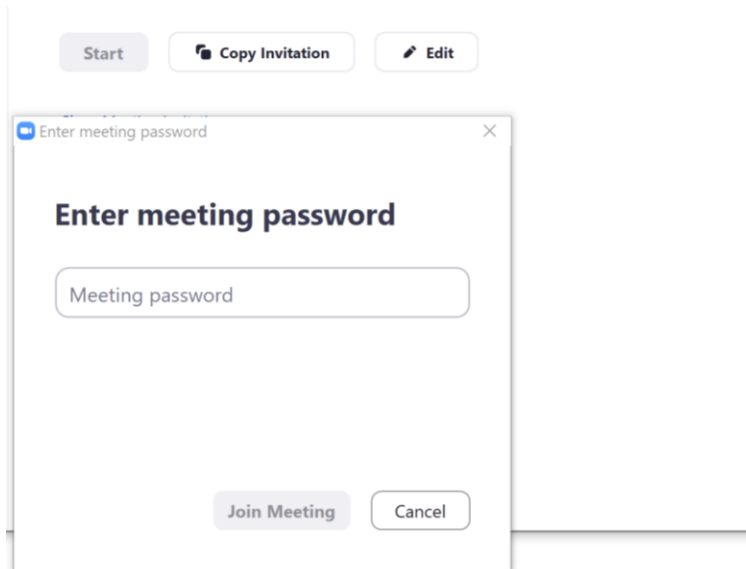
### Step 3 Join the live Zoom Meeting

- Every session will have a unique Zoom meeting link located in the [Online Program](#). Please locate your session and open the Zoom meeting ten 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.





- The Zoom desktop application will open and you'll be prompted to enter your unique password. Passwords will be shared with paid registrants the week of the conference. The password is required for all participants and audience members and must be entered in order to join every Zoom meeting.
- Enter the password and select "Join Meeting."





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- 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

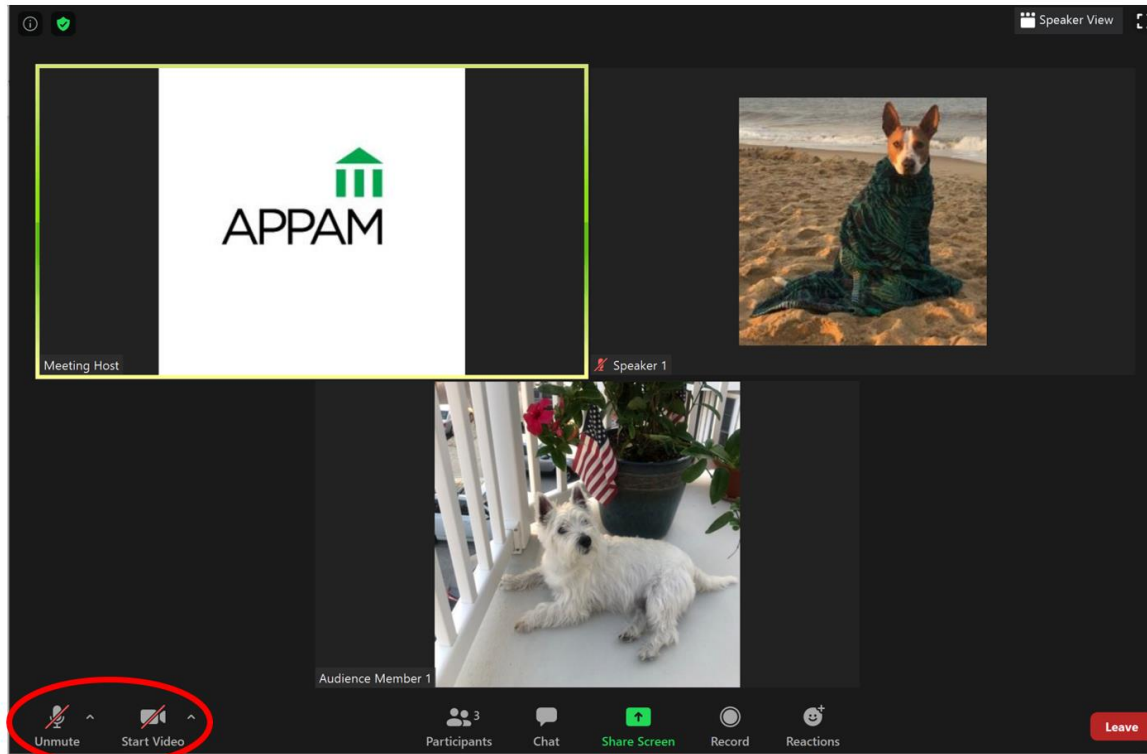
8/21/2020

- Once in the waiting room, the Zoom Meeting Host will give session participants early access to the meeting, approximately ten minutes before the schedule start. If the meeting before your session is running over, you may enter the meeting right at the designated start time so please be patient.



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

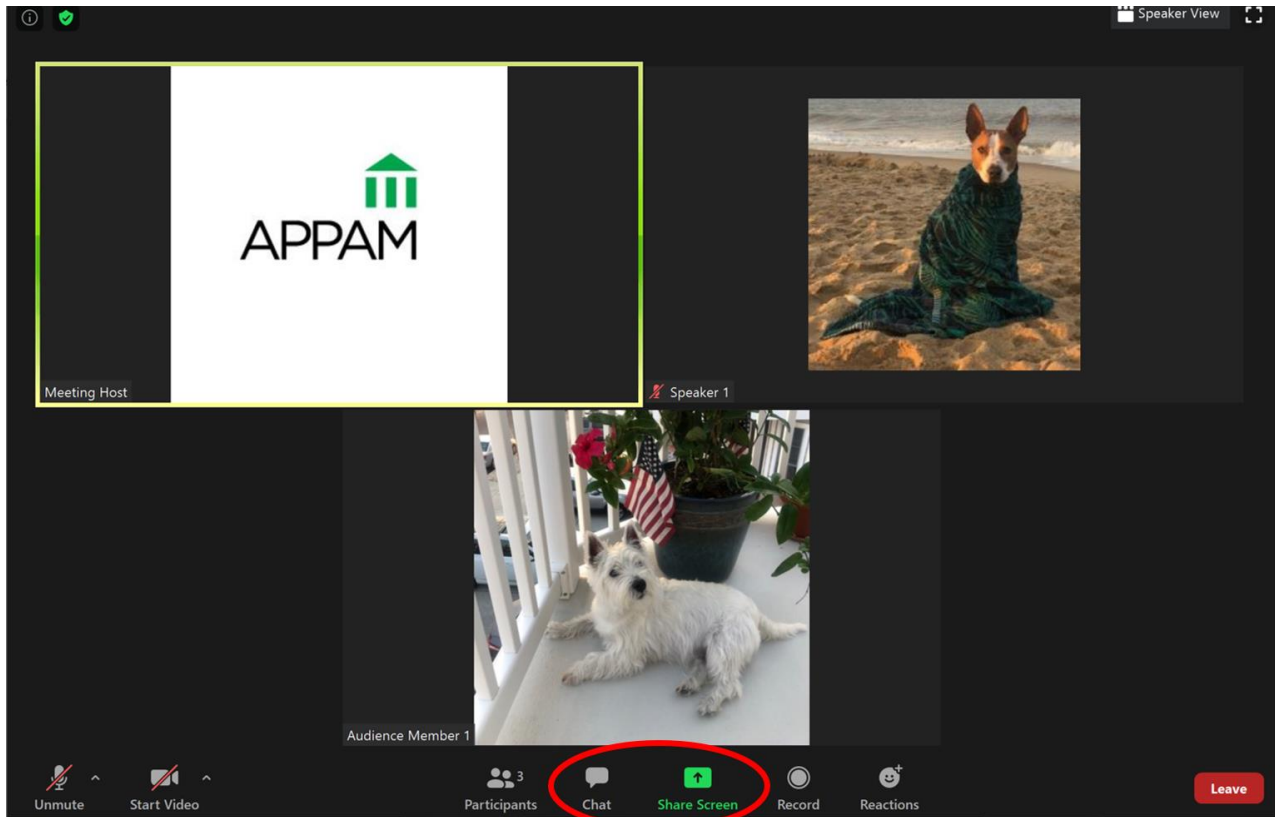
- Audio & Video - Once in the Zoom Meeting, the audio and video controls can be found in the lower left corner of your screen. The below example shows what it looks like when audio and video are turned off & user profile pictures are displayed in place of a video.



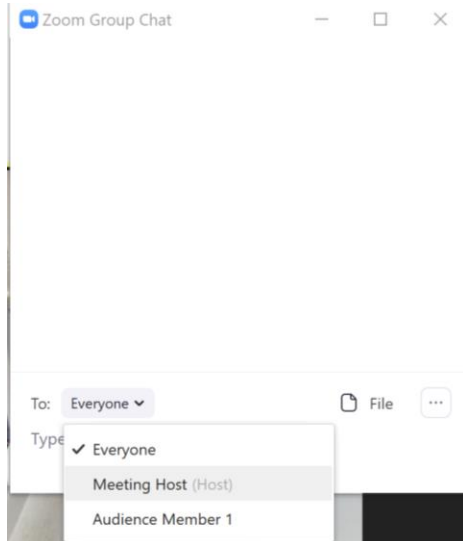
- Audio – Please mute your audio when you're not presenting or answering a question directed at you.
- Video – Please share your video at all times for the best audience experience. The dog on the beach is where your face will appear when your video is on or where your profile picture/name will appear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



• Chat & Screen Share –



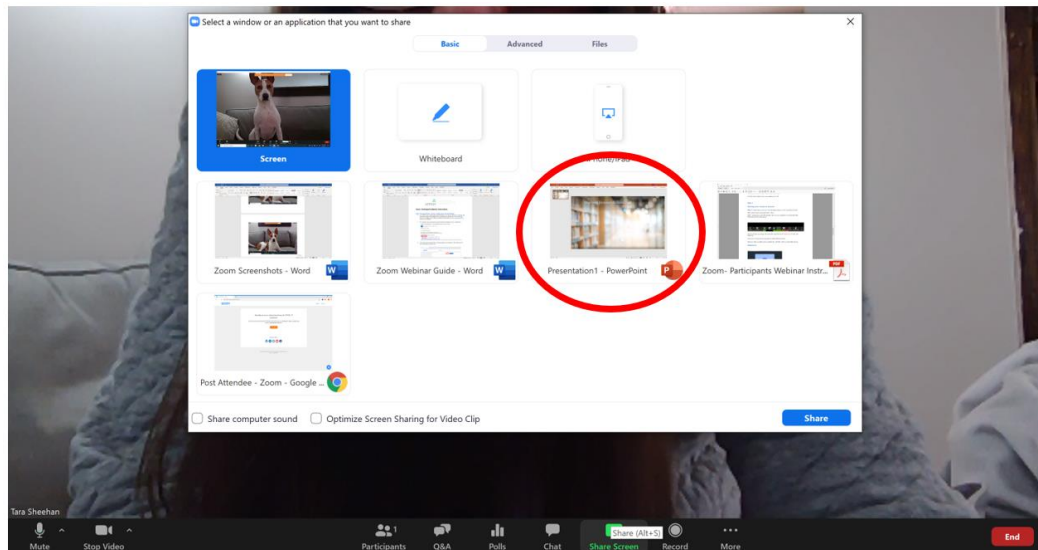
- Chat – All participants and audience members will be able to use the “Chat” feature. You can send a message to everyone or private message one individual. Please note which name is checked before sending a message – the example below shows a message that will go to everyone in the meeting.



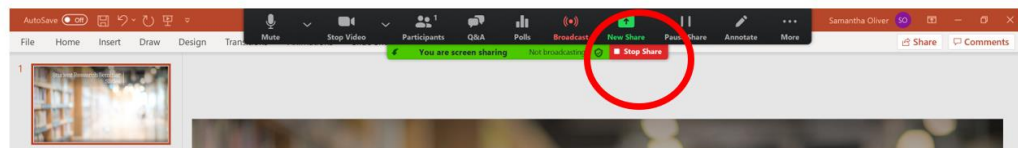




- Share Screen – This is one of the most important features for presenting authors and will be used to share slides during the allotted presentation time.
  - Open Slides - Before the session begins, please have your slide deck open.
  - Select Application to Share –



- 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.



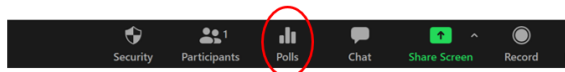
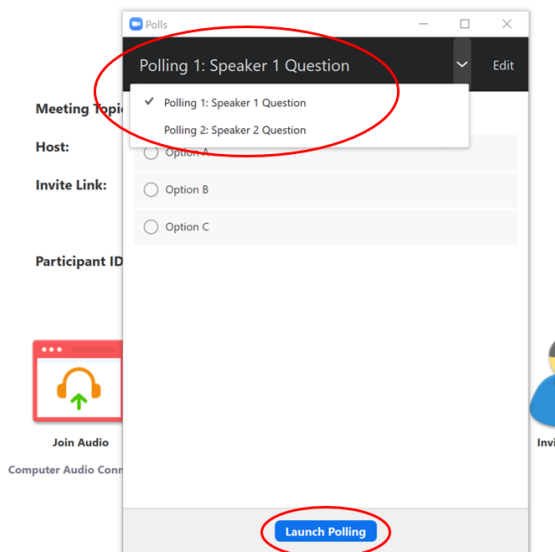
- As mentioned above, the [Zoom website has a great tutorial](#) on how to seamlessly share your screen during the live meeting so we highly encourage all participants to read that before practicing and going live.



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

If you're chairing a session & 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.

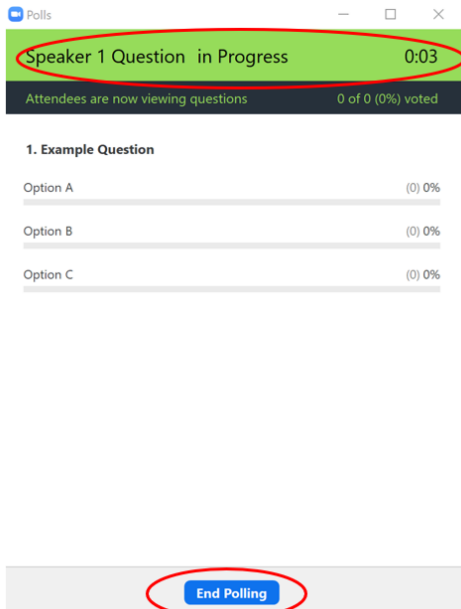
- Click "Polls," along the bottom toolbar and a new window, shown below, will pop up. If you have multiple poll questions, you can select the one you want to release from the black toolbar on this new window. When the right question is checked, click the blue "Launch Polling" button.



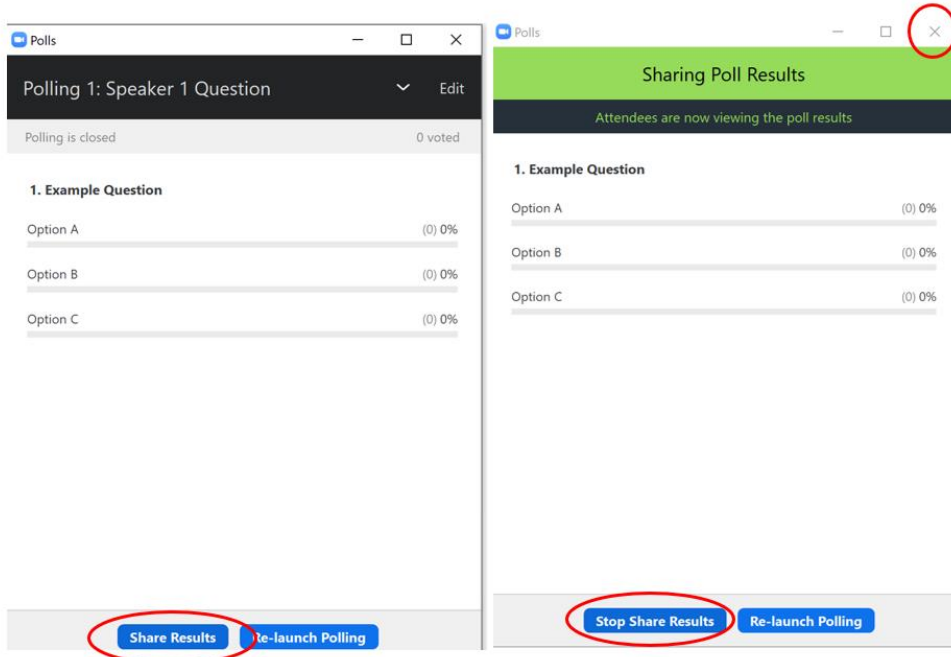




- The top toolbar will turn green, indicating it's live to the audience, and there will be an active timer in the right corner. Give the audience approximately 30 seconds to answer then select the blue "End Polling" button.  
Note: The audience will only see the percentage (i.e. Option A had 50% of votes, 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.





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### Participant Guidelines

For more information on your role and speaker best practices, please reference the [APPAM Fall Conference Participant Guidelines](#).

### Questions?

Email [ConferenceSupport@APPAM.org](mailto:ConferenceSupport@APPAM.org). Thank you!