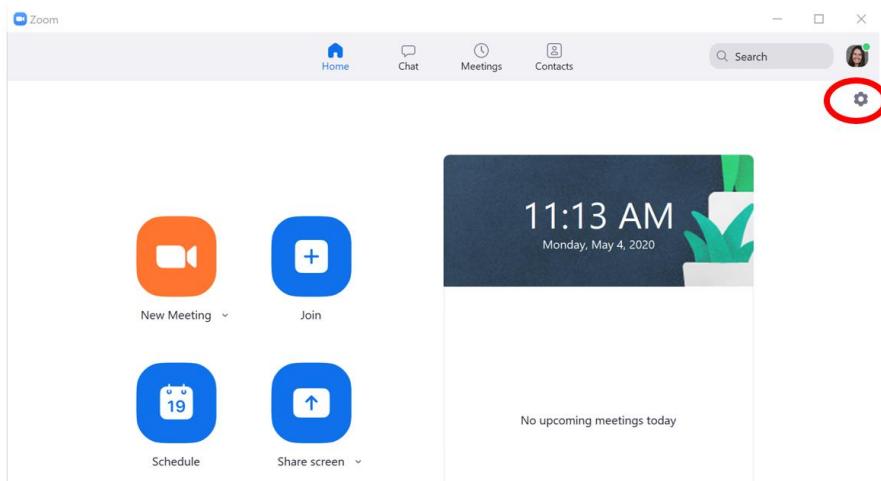




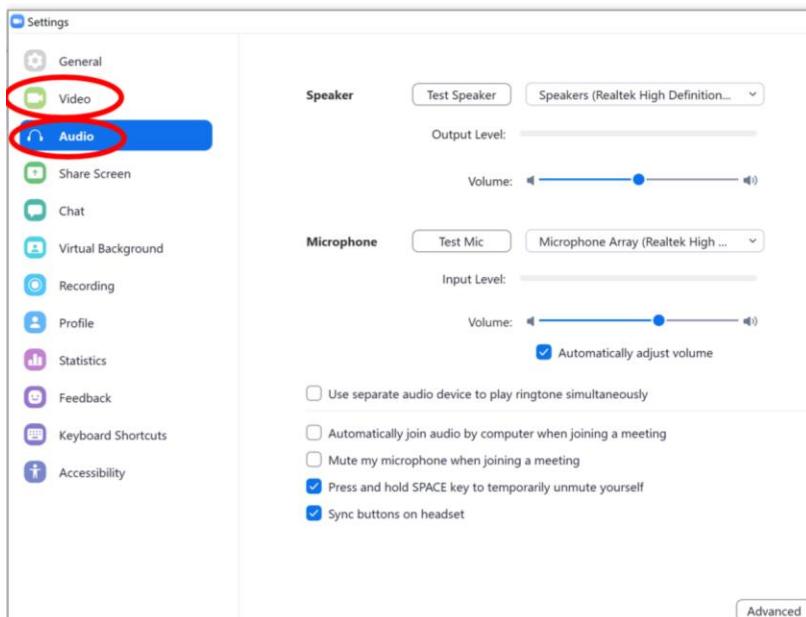
Zoom Webinar Panelist Guide

Step 1 Download Zoom, Create a Profile, and Adjust Profile Settings

- If you haven't done so already, please download [Zoom](#) and create a user profile with your full name and the email address that your submission is tied to. If you'd like the invite sent to a different email address, please let Samantha Oliver Thomason, soliver@appam.org, know as soon as possible.
- Before the test session, and again before the live session, please independently test your Zoom video and audio. You can do so by launching the Zoom 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, etc.:





Step 2 Join the Zoom Webinar

- You will receive a panelist Zoom webinar invitation which will contain a link to join the meeting. If not, please email Samantha Oliver Thomason, soliver@appam.org, as soon as possible. On the day of the test session and seminar, please open the email & open the “Click Here to Join” link – shown below.

 Samantha Oliver Thomason <no-reply@zoom.us>
To Samantha Oliver

Hi Samantha Oliver Thomason,

You are invited to a Zoom webinar.

Date Time: May 13, 2020 02:00 PM Eastern Time (US and Canada)

Topic: APPAM Student Research Online Seminar: Drugs & Community Violence

Join from a PC, Mac, iPad, iPhone or Android device:

[Click Here to Join](#)

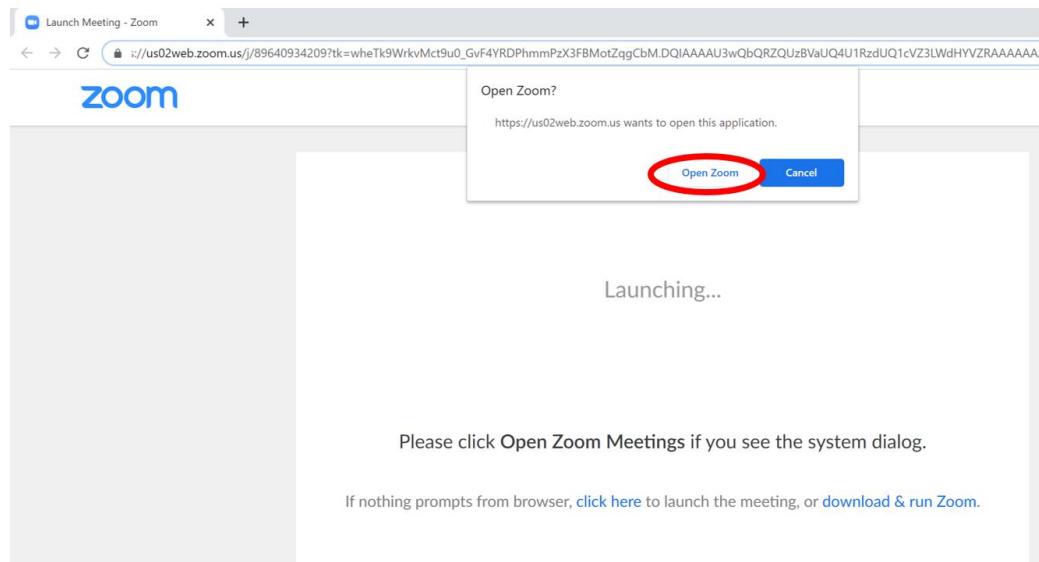
Note: This link should not be shared with others; it is unique to you.

Password: 023821

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

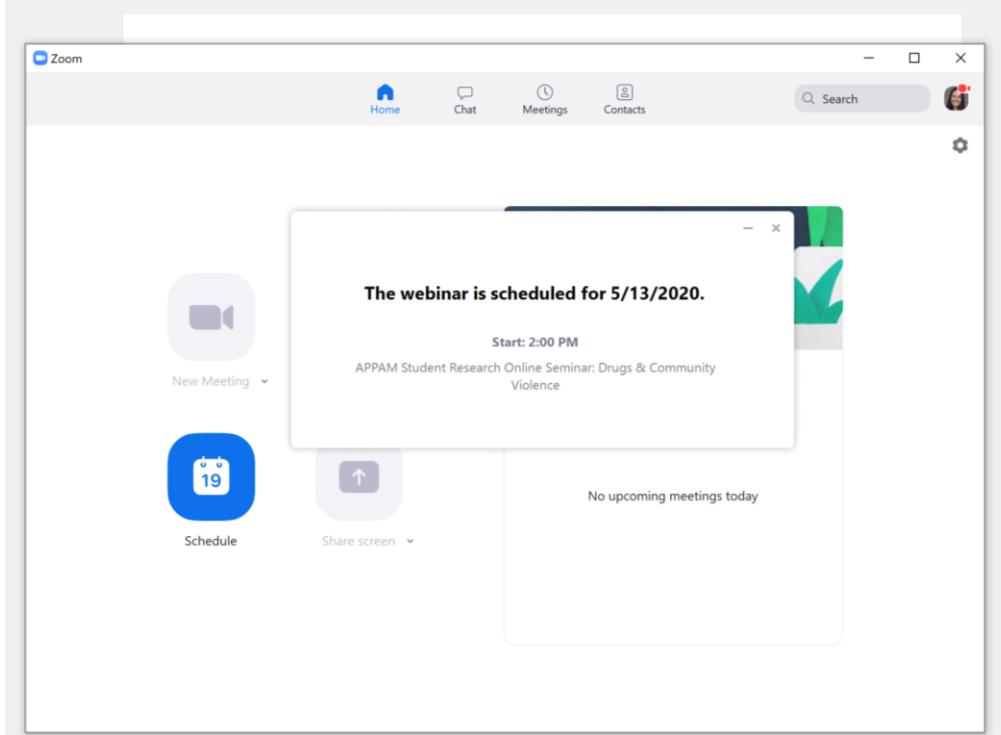
Description: The first of three APPAM Student Research Online Seminars will be on Drugs & Community Violence with the following papers and discussant:

- Your browser will open along with a small popup window, as shown below. Click “Open Zoom” to launch the Zoom application & your session.





- The Zoom Webinar host, an APPAM, American University, or University of Toronto staff member, must start the session before you're able to join. If you join before the host, you'll see the below message –

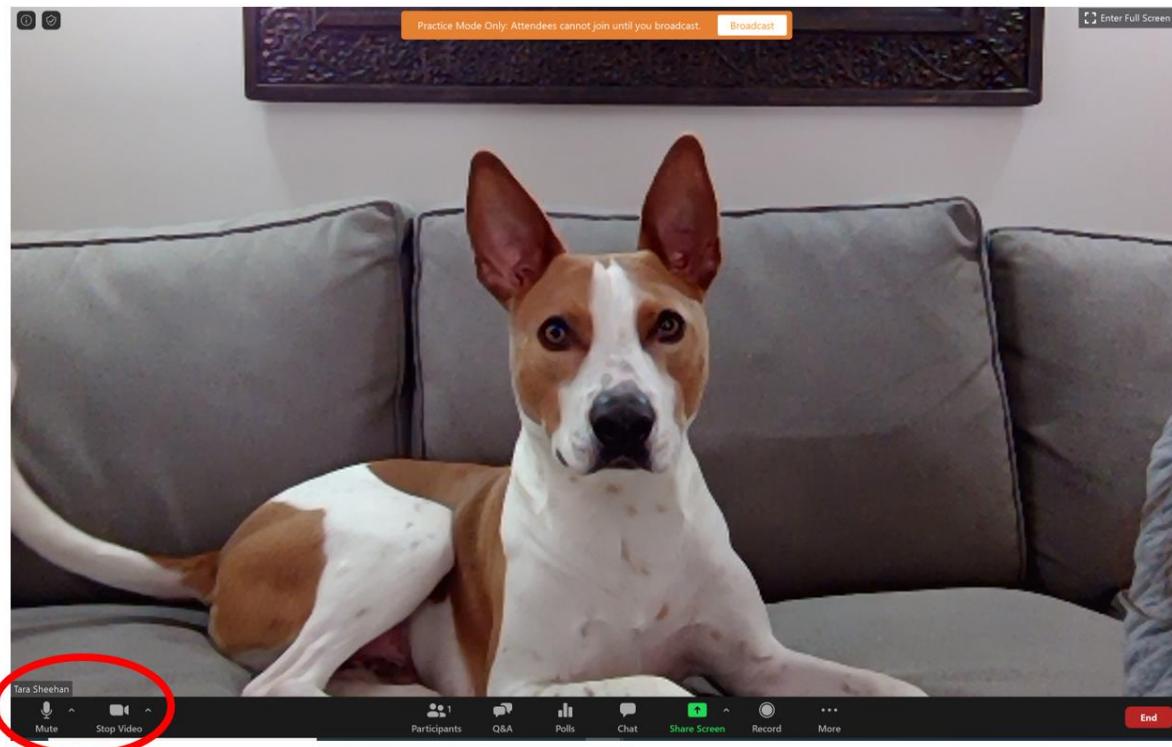


Please wait until the host joins for the session on your scheduled test date and on your scheduled session date.
****Please arrive 10 minutes early for the session so we have time to troubleshoot potential technical issues****



Step 3 Understanding the Zoom Webinar Features

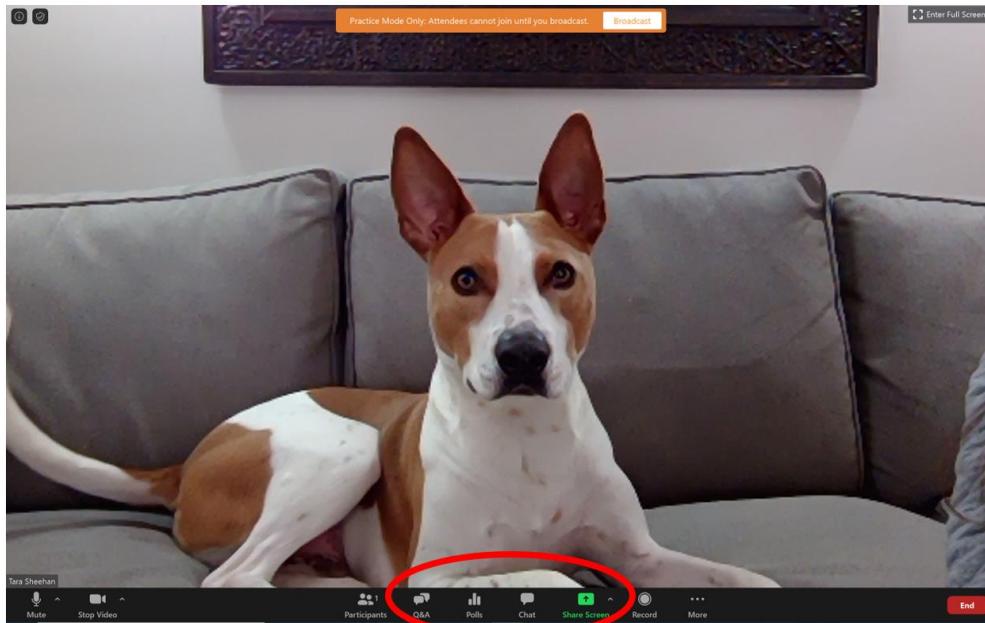
- Once in the Zoom webinar, the audio and video controls can be found in the lower left corner of your screen.



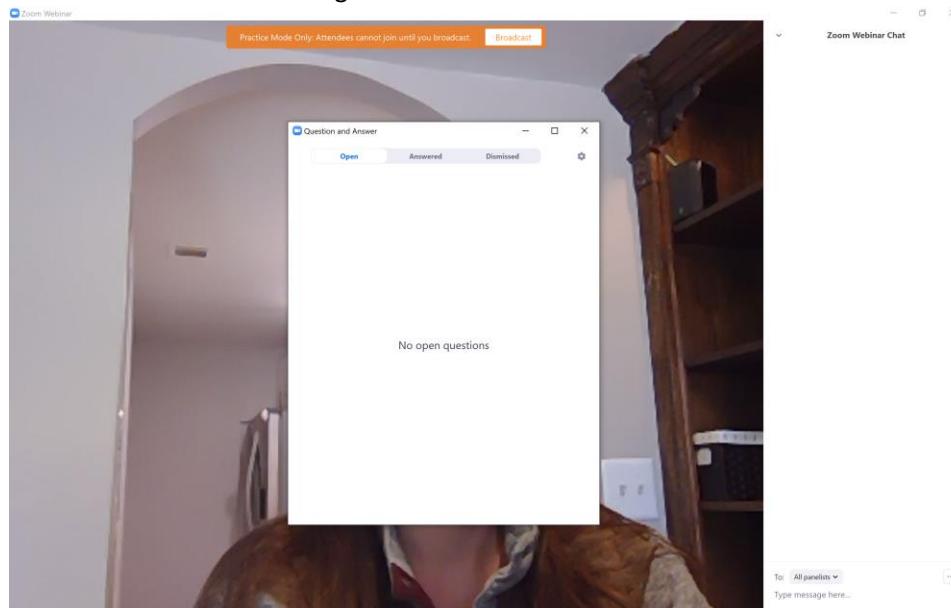
- Audio – Please mute your audio when you're not presenting or answering a question directed at you from the chair.
- Video – Please share your video at all times for the best audience experience. The dog is where your face will appear when your video is on.



- Misc. functions –

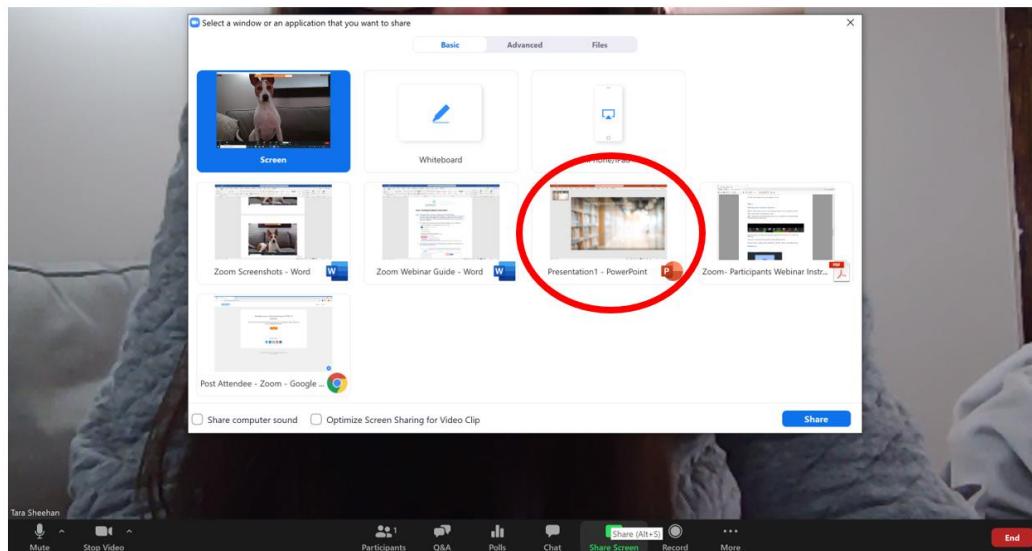


- Q&A – The audience will not be able to speak during the session so they must ask questions in the “Q&A” feature. The chair will manage audience questions and verbally direct them to the appropriate presenting author in the last 20 minutes of your session. The Q&A box is shown below in the middle of the screen.
- Chat – All participants and attendees will be able to use the “Chat” feature. You can send a message to “All Panelists,” “All Panelists and Attendees,” or you can send a direct message to someone by name. The chat box is shown below on the right side of the screen.

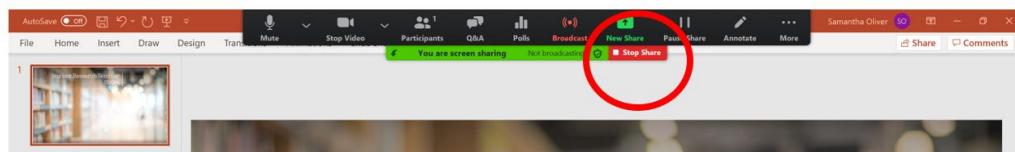




- Share Screen – This is one of the most important features for presenting authors and will be used to share slides during the allotted presentation time.
 - Open Slides - Before the session begins, please have your slide deck open.
 - Select Application to Share –



- 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.



Participant Guidelines – For more information on your role and speaker best practices, please reference the Participant Guidelines located on APPAM.org.

Questions? Email Samantha Oliver Thomason, soliver@appam.org. Thank you!