nPOD Annual Meeting Zoom Webinar – getting ready for your session
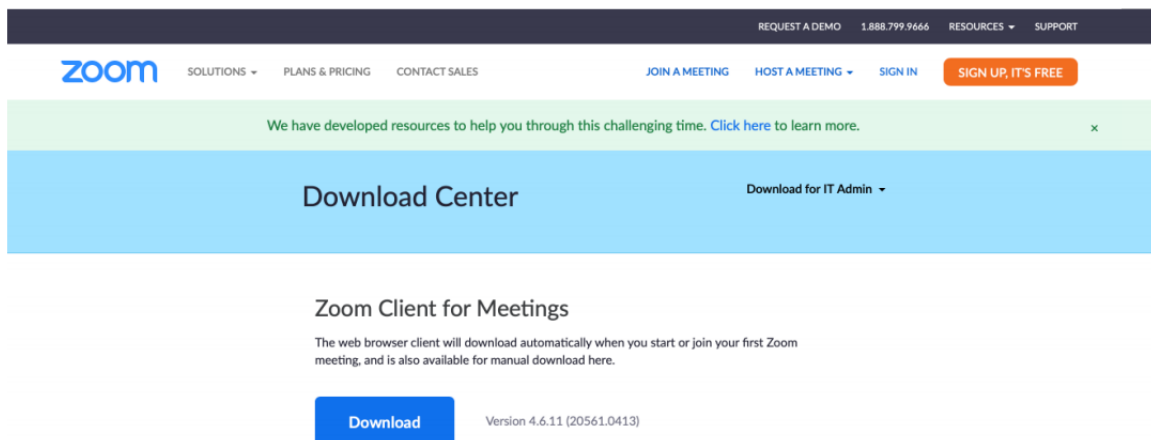
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What You Need to Get Started

Before the Meeting

- A high-speed internet connection to your computer (a hard line is ideal).

- An external webcam or built-in camera on your computer.

- The built-in microphone on your computer will work or for better sound an external USB microphone or a headset can be used.

- You do not need to have a Zoom account to join a Zoom meeting or webinar but for the best user experience (moderators must do this to utilize co-hosting controls) we do recommend you at least download and install the Zoom desktop application prior to your meeting.

- Although Zoom can be downloaded on Android and iOS devices we strongly encourage you to use a laptop or desktop over a smartphone or tablet. This will give you a better viewing experience with more functionality

Downloading and Installing Zoom

- You can download Zoom by clicking here: https://zoom.us/download

- In the Download Center click on the Download button under Zoom Client for Meetings. Then locate and run the Zoom installer (default location is the downloads folder).

Zoom Desktop Application

The Zoom Desktop icon will look like this:

and will be found in the Docking Station on your Mac or on the Desktop of your PC.

Once you click on the icon the desktop application will prompt you with the following:

Arriving to the Meeting

Join the webinar 30 minutes prior to the meeting start time. This will allow you to enter the practice session and the webinar as a Panelist. nPOD staff will confirm your role and assign the designated roles as needed.
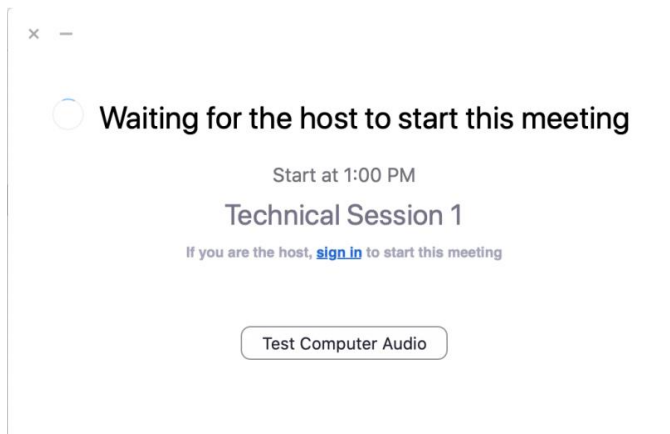
If you arrive before the host you will see a message similar to what's above. Please take this time to test your audio. Click on the "Test…." button and follow the prompts to ensure your speaker and microphone are working correctly.

Testing Video

Before turning on your camera (Start Video) you may want to preview your appearance and check your video settings. Do this by clicking on the up arrow located next to the symbol Start Video and choose Video Settings.
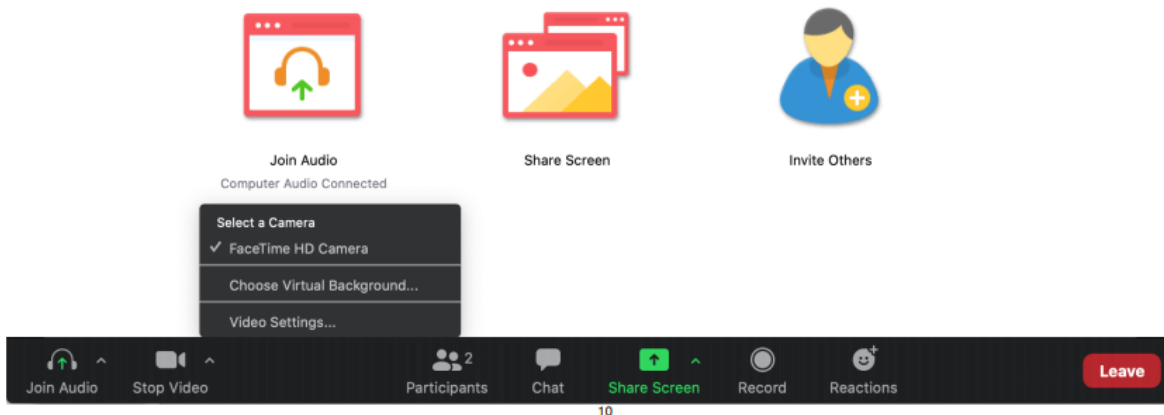
Video Settings in the Desktop Application

Here you have the opportunity to see exactly how you will look before you join the meeting. You can also use the Touch up my appearance setting.

If you have trouble finding an aesthetically pleasing environment for your meeting you can choose a Virtual Background or insert a background provided to you by your organization.
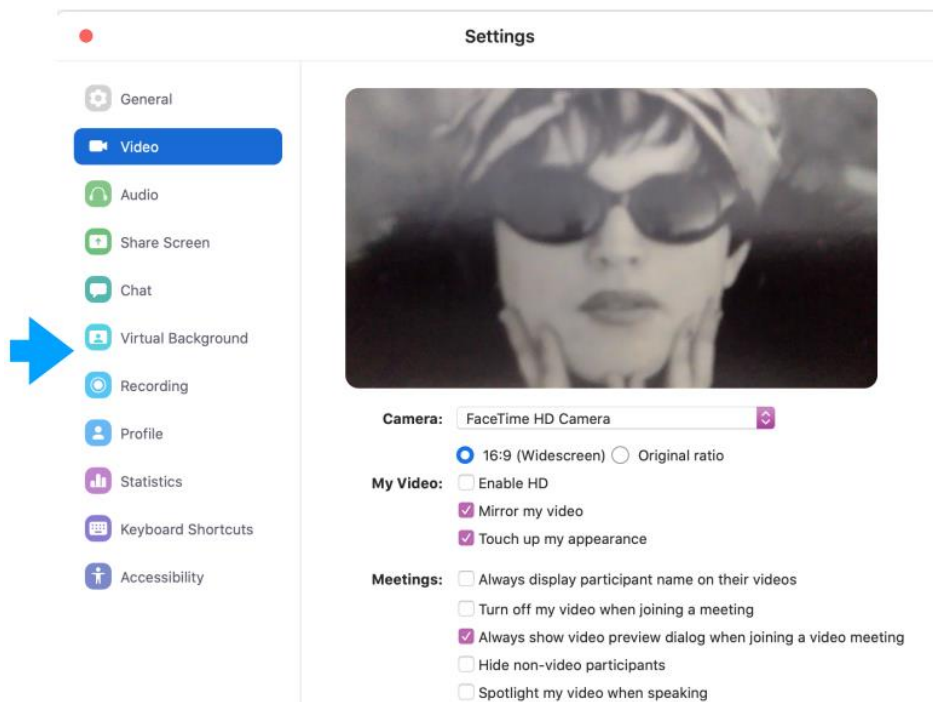
IN THE INTEREST OF UNIFORMITY, we will use a unique background for each presenter. Your background image will be emailed to you along with instructions on how to set background in Zoom.

Your Role as Chair

The Chairs will turn their camera's on to open the session and introduce each speaker. Chairs can turn off their camera for each presentation and ensure that they stay on mute.

At the start of each discussion period, the Chairs and Panel members can turn on their cameras. They should stay muted except when speaking.

The Chairs should work together to come up with a 4-5 unanswered questions or key topics for each discussion period. Share these in advance with your panelists. These points can be used to get the conversation going or in case the audience is quiet.

Chairs should encourage a dialogue between members of the panel. For example, after one panelist answers a question, the Chairs could specifically ask another panelist to respond or expand on a particular point.

The Chairs should work together to come up with a 4-5 unanswered questions or key topics for each discussion period. Share these in advance with your panelists. These points can be used to get the conversation going or in case the audience is quiet.

The Chairs should try to engage everyone in the conversation. This may involve prioritizing some questions over others if they are directed to a Panelist who hasn't had a chance to talk much.

INTERACTING WITH THE AUDIENCE

The audience can raise their hand to ask a question, and the Chairs can unmute the audience member so they can ask their question. Alternatively,

the audience member can type a question into the chat box, and the Chairs can read the question.

As part of the discussion session, "attendees" will be able to ask questions for the panelist. Questions will be submitted through the "Q&A" function of the meeting. Chairs will review questions and select one. The chair/moderator will then call on the designated "attendee" to ask the question.

Attendees will also be allowed to use the "raise hand" function. Chair/moderator will respond by selecting the desired attendee and allow them to talk (ask their question)

- Chair/moderator will unmute attendee and allow them to ask the question. Attendee will be muted after question is asked

We ask that you read, watch and familiarize yourself with the Zoom Webinar platform before the day of the meeting.
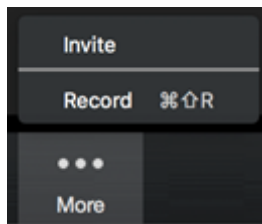
PANELIST CONTROLS

Controls appear at the bottom of the screen of the live Webinar.
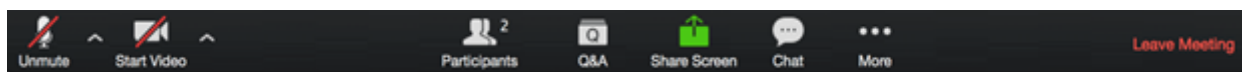
- **Mute/Unmute:** This allows you to mute and unmute your microphone.

- **Audio Controls (via the ^ arrow next to mute/unmute):** The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio options in the Zoom settings.

- **Start/Stop Video:** This allows you to start and stop your own video.

- **Video Controls (via the ^ arrow next to Start/Stop Video):** If you have multiple cameras on your computer, you can select which Zoom is using, access the full video

controls, and select a Virtual Background.

- **Participants:** This opens up the Participants window. [Read more about managing participants.](#)

- **Q&A:** This opens up the Question and Answer window. [Read more about Q&A in webinar.](#)

- **Share Screen:** Click on this to start a screen share. You will be able to select the desktop or application you want to share. [Learn more about screen sharing.](#)

- **Chat:** Access the chat window to chat with the host, the other panelists. **Chats with the attendees will be disabled**. [Read more about webinar chat.](#)

- **More:** Access to additional options.

- **Record:** Panelist can record local. Host can record to the Cloud.

- **Leave Meeting:** Click this to leave the Webinar. Only the host can end the Webinar.

While in screen sharing, the controls will appear in a moveable bar. It is typically at the top of your screen, but you can drag it around as needed.


- **New Share**: You can click on **New Share** to start a new screen share without first stopping your current screen share. It will replace the screen that you are currently sharing, as you can only share one screen at a time.

- **Pause Share**: This will pause your current share and not show any changes to your screen until you choose Resume Share.

- **Annotate**: This will allow you to annotate on your shared screen. It will open up the annotation options.

- **Remote Control**: Click this to give the host, co-host or another panelist remote control of your shared screen.

- Remote Control: Click this to give the host, co-host or another panelist remote control of your shared screen.

- **More**: In addition to the Invite and Recording options, the options for Chat, video and audio settings, and leaving the meeting move under More. There are also new settings specific to screen sharing.
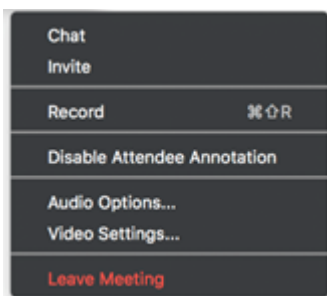
- **Disable/Enable Attendee Annotation**: If you want to prevent the attendees from being able to annotate on your screen share, select this option.

- **Hide Video Panel**: When you are screen sharing, the video will be in a moveable window. If you want to hide the video panel, select this option.

- **Optimize for full-screen video clip**: If you are sharing a video clip in full screen(not your live camera feed), we recommend checking this option.

- **Stop Share**: Select this to stop your screen share.

Communicating with UFIT and nPOD staff for help

If you need help troubleshooting Zoom or working out audio or video issues in your meeting contact nPOD Annual Meeting Support Staff:

- **In-meeting**: UF IT will be "in-call" to assist you with any issues
- **By email**: contact pobee@ufl.edu if you have any issues
- **By Phone**: dial 352-294-8773 to get a live person for help