

ZOOM WEBINAR PARTICIPATION GUIDE

Thank you for participating in the **13th Annual nPOD Scientific Meeting**. This year's meeting will be held as a virtual scientific session on the Zoom Webinar platform. This quick start guide gives you an introduction to the essentials of joining and participating in a Zoom webinar.

The symposia sessions will utilize a Zoom platform in Webinar mode, which means that all the participants who are not presenting or are part of the discussion will be muted and their cameras will be off when they join the Zoom meeting. All the panel members will need to make sure they are muted and cameras are off except during their own talk or during the panel discussion.

Zoom Webinar vs. Meeting

What sort of Zoom event should you be using? Here's a breakdown of the difference between a Zoom webinar and a meeting.

- **Zoom Meetings:** All participants can talk and share their webcam video. Meetings are great for smaller groups and higher interactivity, such as when you're holding a team catch-up or getting in touch with a customer or prospect.
- **Zoom Webinars:** Webinars grant hosts more control over how participants engage. Webinars also enable several other features that

aren't included in Zoom meetings. (We'll cover those features in more detail shortly.)

CHAIRS: 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.

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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.

SPEAKER: The speaker will turn their camera on for their introduction and will need to share their presentation right before the introduction.

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

We will ask each speaker to send their PowerPoint to the organizing committee for storage in a Dropbox folder. In case there is a problem sharing slides, XXX will share the slides and the speaker can verbally tell us to advance

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)

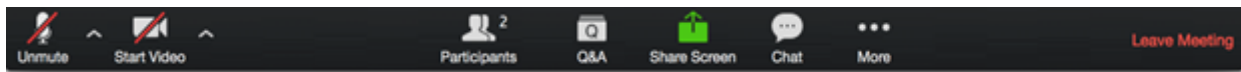
- Chair/moderator will unmute attendee and allow them to ask the question. Attendee will be muted after question is asked

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

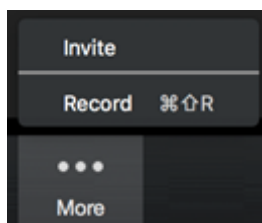
- **Guidelines for Speakers and Presenters**
- **Guidelines for Chairs**

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.

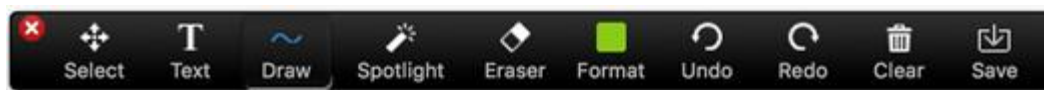


- **Record:** Panelist can record local. Host can record to the Cloud.
- **Leave Meeting:** Click this to leave the Webinar. Only the host can end the Webinar.

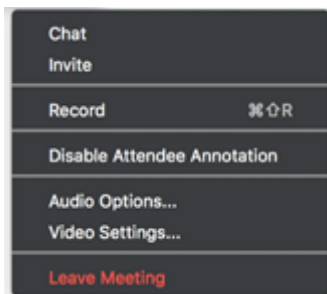
While in screen sharing, the controls will appear in a moveable bar. It is typically at the top of your screen, but you can drag it around as needed.



- **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.