

Instructions for Virtual Quarterly Project Meetings

Instructions for Participants:

- Please ensure your participant name clearly identifies you. If it doesn't, please go to "Participant List," find your login, and click on the "More" tab. "Rename" is an option on the drop down list.
- To ask questions, please raise your hand using the "Raise hand" feature on Zoom so that the session moderator can call on you to ask your question.
- Try to be "seen and not heard" with your video camera on and your microphone muted.

Instructions for Presenters:

- Please upload your presentation to the Google Drive Folder that has been shared with you by the Host for this event. This will ensure back-up files are available, if needed.
- Have your presentation file open and your screen ready to share before the start of your session.
- Have the Zoom Phone Number and Meeting ID handy in case your internet becomes unsteady. We can show your slides if needed using your back-up presentation files in the Google Folder, but we need you to be able to connect verbally. If you are unable to connect at the time of your presentation, we won't be able to return to your presentation given the schedule's time constraints.
- The Zoom room will be open 30 minutes before the start of the meeting. Please check your presentation and set up Screen-sharing during this pre-meeting online check to ensure all goes smoothly.

Instructions for Moderators:

- Encourage participants to use the "Raise hand" feature within the "Participants" window when they want to comment or ask a question.
- Remind people to use the "Lower hand" feature after they ask a question. Note: the Meeting Host can also lower hands.
- Participants should be in Mute mode until it is their turn to ask a question or make a comment.
- Remind participants that they can write questions directly in the Chat box. As moderator, please watch the chat box for questions people don't want to ask themselves.
- Remember: We reserve the first questions for students and postdocs to encourage their participation. Please ask: Do any students and postdocs have questions?
- Consider recruiting a "chat facilitator" to help you with questions in case there are too many to track.
- If one person asks many questions, encourage them to allow others to speak and invite others to ask questions.