Instructions for Zoom Webinar: Attendees (the audience)

The only way for an individual to gain access to the 2020 AHS Conference is to have set up a Zoom account and then registered and paid through the AHS conference website. While we prefer that all participants register for the conference to help us cover our hosting costs, if you are not able to do this, check with your friends and colleagues about setting up a watch party, where one person can be registered and others can watch together in a conference room on a large computer screen. Be careful to follow masking and social distancing protocols.

If you have already registered for the 2020 AHS Conference Webinar, you should have received a registration **confirmation email** that includes the link to the webinar. **This link will provide you access to each of the sessions and is the same for all of them.**

You will receive a **reminder email** on Wednesday Oct 7 before the Thursday, Oct 8 to Saturday Oct 10 sessions and again on Wednesday, Oct 14 before the Thursday, Oct 15 to Saturday Oct 17 session.

- A few minutes before the individual session start time, **click on the link to the webinar** that is in the registration confirmation email. Despite there being a **passcode** for entering the webinar, it is embedded in the link so it will work automatically and you do not have to enter it manually.
- If the auto connection to the webinar link does not work, copy and paste the Webinar ID information and the passcode provided in the registration confirmation email after logging into Zoom and prompted for this information.
- Attendees can only enter the webinar with the ability to watch and listen to what the host and panelists present. **Attendees cannot use their video or talk**.
- When the webinar begins, all Attendees should automatically be muted. Double-check to make sure your microphone is muted. Small pictures (icons) of a microphone and a video appear on the lower left corner of the Zoom window. A red line/slash will appear across these images indicating that they are not available and muted.
- Attendees will be given the opportunity to speak during the Question and Answer Discussion at the end of each session (see below).
- If you are having problems with Zoom or seeing or hearing a presentation, you can write a question to the Host, Moderator (Co-host) or to a Panelist using the **Q&A Box or the Chat function** (see below). You will not be able to send Chat messages to other Attendees. Save questions to the speakers for the Question and Answer Discussion at the end of the session where Attendees will be allowed to ask questions live instead of in writing. **Please limit use of Chat messages so as not to distract the people presenting or send messages directly to the Moderator or Host.**
- As Attendees are logging into the session, the Host will be posting a generic **opening screen** shot for the conference, so that this is what people will see at the beginning. They will do this by sharing their screen and showing the Powerpoint page with the image on it.
- Once the session begins, the Host will change the webinar screen to **Gallery View** so Attendees can see the Moderator and all the Panelists to start with. Attendees cannot control the view; they will see the same as what the Host has the view set to.

- The Moderator will introduce the session, ask that people mute their mic when not speaking, and be aware of background noise and cell phones in your location so it won't disturb speakers, tell Attendees about the live Q&A discussion at the end of the session and using the Raise Hand feature if they wish to ask a question where they will then be given permission to talk, the use of the written Q&A and Chat features, remind folks that the session is being recorded, and introduce each Panelist before their presentation.
- Once the session starts, the first Panelist will share their screen to show their Powerpoint and the Host will change the view to **Side-by-Side Speaker View**. This has the Powerpoint slides appear on the left in a large box and a small box on the right of the screen showing whoever is speaking: first the Moderator introducing the speaker; and then the Panelist giving their presentation.
- At the end of the presentations, since there is no longer the need to see Powerpoint slides and the single speaker, the Host will switch to **Gallery View** so all of the Panelists and Moderator will be visible to everyone for the Question and Answer Discussion.
- After the Panelists have finished their presentations, the Moderator will open up the webinar for Attendees to ask questions live instead of using the written Q&A feature.
- If you have a question, click on the **Raise Hand** icon along the bottom on your Zoom window. This lets the Moderator know that you would like to speak out loud, and the Host will allow you to unmute yourself to ask your question. **The Attendee needs to accept the unmute prompt before they are unmuted. After you've asked your question, then you should mute yourself.**

  Unmute/**Mute**: If the host gives you permission, you can unmute and talk during the webinar. All participants will be able to hear you. If the host allows you to talk, you will receive a notification:
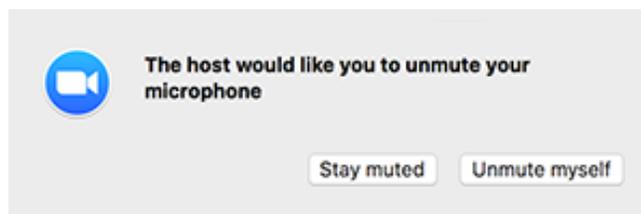
- Once you are Unmuted, the red line will disappear from across the Microphone icon in the lower left corner of the Zoom window indicating that your microphone is now turned on. You still will not be able to use video.
- After you have asked your question or finished talking in a back and forth discussion, click on the Microphone icon to **Mute yourself again** to ensure no disruption from background noise at your particular location. Or the Host can mute you.
- **Question & Answer Window**: The preference is to have Attendees ask questions live during the open Question and Answer Discussion at the end of the session and not during the presentations. However, if someone is not comfortable speaking or does not have microphone access through their computer, they can write out their questions in the Q&A window. If you need to ask a question during a presentation, you can type it in the Q&A window, but it probably will not get answered until the Question and Answer Discussion at

the end of the session. **Click on the Q&A** icon on the bottom of the screen to open the Q&A window where you can type in questions to the Host, Moderator (Co-Host) and Panelists. They can either reply back to you in writing in the Q&A window or answer your question live.

- Typed questions are only seen by the Host. Moderator and Panelists, and the Attendee who asked it.
- Once an answer has been provided, either live or in writing, then the other Attendees will see both the question and the answer or "This question was answered live."
- If a question is sent **Anonymously**, then only the sender will see the response.
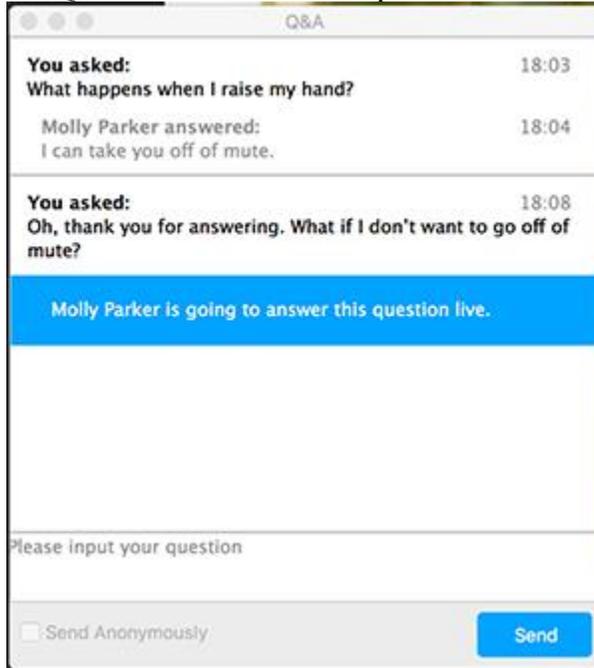
- To ask a question in the Q&A box:

1. Type your question into the Q&A box. Click **Send**.
   Note: Check **Send Anonymously** if you do not want your name attached to your question in the Q&A.
2. If the host replies via the Q&A, you will see a reply in the Q&A window.
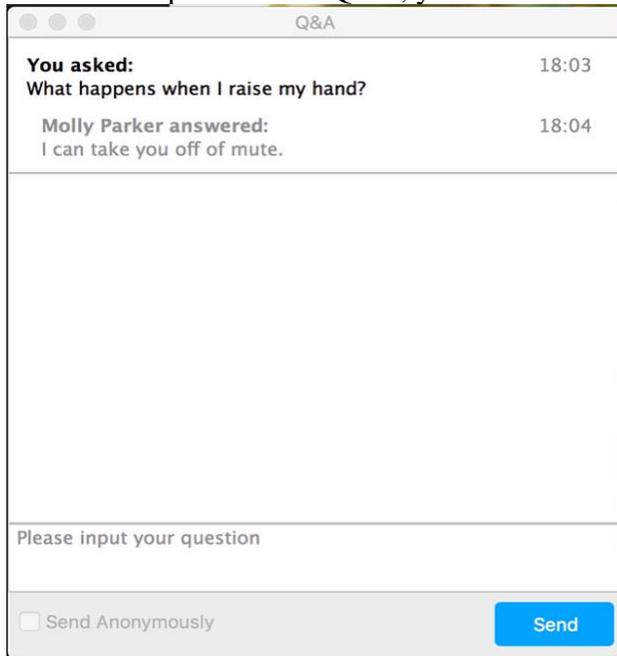
3. The host can also answer your question live (out loud). You will see a notification in the Q&A window if the host plans to do this.

- **Chat**: Click on the **Chat** icon at the bottom of the Zoom window to send a written Chat message to the Host, Moderator or Panelists. **You will not be able to send messages to other Attendees.** Only use Chat if you need to send a comment related to use of Zoom or the presentation. Save questions for the speakers for the Question and Answer Discussion at the end of the session where Attendees can be unmuted to ask live questions or use the written Q&A feature if they do not wish to speak or do not have a microphone on their computer.

AHS Business Meeting will be a regular Zoom Meeting format, not webinar, so all participants can be on video or audio and can unmute themselves as they wish to speak. It will be moderated by AHS Board President Bill Schneider and Host Jo Antonson. The Host can mute and unmute all participants if they so desire, but participants have control of themselves as well. There are no Panelist or Attendee roles like in a Webinar and no written Q&A feature, but anyone can use the Chat to write questions to all participants or to the Moderator and Host.

For questions about accessing the conference, using Zoom or these instructions, contact:

Karen Brewster, AHS Board Member and Conference Technical Consultant:
karen.brewster@alaska.edu 907-479-7479

Jo Antonson, AHS Executive Director:
jantonson@gmail.com 907-350-5523 (cell)
members@alaskahistoricalsociety.org 907-276-1596

For general Zoom help go to the on-line Zoom Help Center: https://support.zoom.us/hc/en-us