

Instructions for Zoom Webinar: Panelists (people giving a presentation)

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.

Only authenticated users can participate in the webinar, which means in order to participate they must be signed-in to a Zoom account before joining the webinar.

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.

- **15 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.
- Before you log into Zoom, have your **Powerpoint Presentation open in another window** on your computer.
- Once you have logged into the webinar, the Host (Karen Brewster or Jo Antonson) will **change your role to Panelist** so you can use your video and share your screen to show your Powerpoint Presentation.
- As a Panelist, you will have the ability to speak and not automatically be muted and to turn your video and audio off and on. Although the moderator and host can mute you if necessary.
- Small pictures (icons) of a microphone and a video appear on the lower left corner of the Zoom window. Click on these icons to mute and unmute yourself or turn your video on and of. A red line/slash across these images indicates that they are off or muted.
- You should stay muted unless you are the one giving the presentation or answering a question during the Question and Answer Discussion at the end of the session.
- 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. Everyone will see the same screen view as that which is set by the Host.
- 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 Question and Answer 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 will introduce each Panelist before their presentation.

- When it is your turn to present, click the **Share Screen** feature on the bottom of the Zoom window. When the Share Screen window opens, you will see a number of boxes that represent different options, such as showing your whole screen or just showing a particular application that is running on your computer. Select the one that will just **show the Powerpoint application**, and not your whole screen, and **click the Share button**.
- **Once your screen is being shared, click on the icon within Powerpoint to make it a slideshow.** This will make your slides into the **full screen and will be seen by all Attendees**.
- **After you've shared your screen, the Host will change the view to Side-by-Side Speaker View** which has the Powerpoint slides appear on the left in a large box and a small box on the right of the screen showing you while you are speaking.
- The small box will show the person currently speaking. So, when the Moderator introduces you as the speaker, their video window will appear even though the Powerpoint is your first slide. Once you start speaking, you will appear in the small box and the Moderator or other Panelists will not show up.
- **Stop Screen Share** when you have finished your presentation so the next speaker can share their screen. Only one person at a time can share their screen.
- 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 and stopped Screen Share, the Moderator will open up the webinar for Attendees to ask questions live instead of using the written Q&A feature. Attendees only have audio access; all attendees are automatically muted upon entry to the webinar.
- Attendees will use the **Raise Hand** feature to let the Moderator know that they would like to speak out loud. The Host will allow Attendees to talk and unmute themselves to ask questions. Attendees have to accept the unmute prompt before they are unmuted. They should mute themselves after they have asked their question, or the Host can mute them.
- 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.
- An Attendee can also use the **Chat** feature at the bottom of the Zoom window to send messages or submit questions directly to a Panelist or Co-host or Host. They cannot Chat between Attendees. We prefer Attendees use the Q&A feature or wait to speak live in the Question and Answer Discussion, so that there is not a lot of back and forth Chat during presentations that could prove distracting to everyone. We want people to focus on listening to and watching the presentations. **Try to ignore any messages in Chat or close the Chat window so you are not distracted. Leave answering Chat messages to the Host and Moderator.**
- Panelists, the Moderator and the Host can use the **Chat** function to send a written chat message to each other individually or to the group of Panelists as a whole. Or to Attendees, individually or as a whole group. It is **best to limit this** to comments related to use of Zoom or the presentations, so that there is not a lot of back and forth Chat during presentations that could prove distracting to everyone. We want all of you to focus on listening to and watching the presentations as if you were sitting in the front of a room in a panel with all eyes on you!

- Review **best practices** for giving presentations: write out presentation, be close to your computer mic, speak slowly, have a good video view of yourself, and think about lighting, having a non-distracting background, and being in a quiet setting.
 - **Presentation Length:** The length of presentations is limited to 20 minutes. This may not seem like much time, but in this context brevity is a virtue. You will have time to introduce your topic, present a few highlights, and conclude while (if you chose) presenting a batch of Powerpoint slideshow images. Practice your presentation at home so that you do not exceed the time limit. A good rule of thumb for presenting Powerpoint images is 1 per minute. This means no more than 20 slides for a 20-minute presentation. It is also good to remember that slides full of text are difficult for the audience to read and can seriously detract from your presentation. Most people cannot listen and read at the same time, so either you will lose your listening audience while they read your slide, or they will just listen and not look at the slides. If we all take care to stick to the 20-minute rule, our audiences will thank us and so will the presenters who follow us next on the schedule!

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:

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