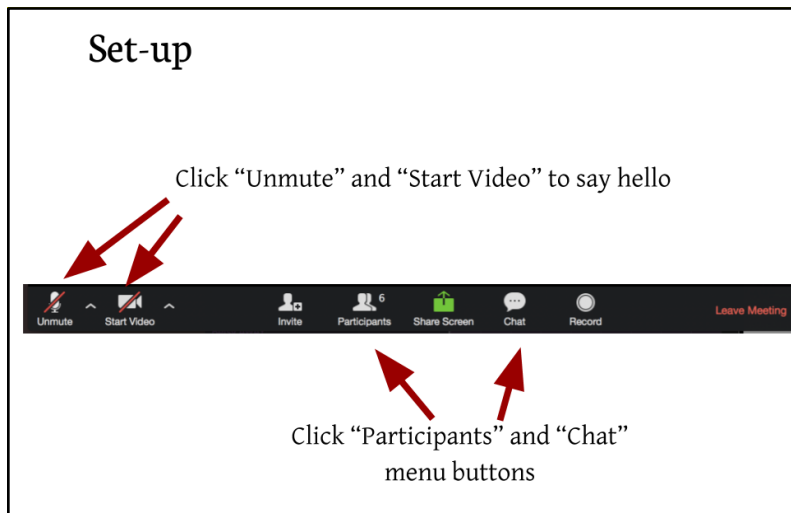




GUIDELINES – LIVE VIRTUAL EVENTS
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Conference for Assistant Professors
Guidelines for speakers

NOTE: We will use Zoom as the conference platform– the link for the live virtual conference will be shared via email the week before the conference. If you do not have zoom, you will need to download it. When you click on the link provided by us, the conference screen will open. The main screen is shown below with the key menu buttons.



Caption: Set-up: “Click unmute” and “start video” to say hello. Click “participants” and “chat” menu buttons. Each arrow points to appropriate button on a screenshot of the Zoom toolbar showing these buttons from left to right: Unmute, Start Video, Invite, Participants, Share Screen, Chat, Record, Leave Meeting.

1. SBBCLE will email you the virtual conference link the week before the conference. Note that if you join the conference from the link in the invitation you received from us (SBBCLE), you will not be prompted to enter a password because it is embedded in the invitation link. If you enter the conference via the generic Zoom site, then you will be prompted for the 9-digit meeting ID and the password. The SBBCLE email will include details of how to access breakout sessions etc.
2. Send your PowerPoint slides to katicia@Purdue.edu one week ahead of the conference and seek confirmation that it is accessible (that is file can be opened).
3. A test run will be conducted on a mutually agreed date before the conference. SBBCLE and HOM will be involved in this test.
4. (a) Non-Purdue Speakers: Please ensure that your device is connected to a reliable internet connection and that you have the appropriate equipment (camera/headphones/speakers) available and software applications installed for the best participation experience. Technical assistance from Purdue is limited or unavailable.

(b) Purdue Speakers/Moderators: Please ensure that your device is connected to a reliable internet connection and that you have the appropriate equipment (camera/headphones/speakers) available and software applications installed for the best participation experience. Presenting/moderating from an on campus location is encouraged because of the overall reliability of the campus hardwired internet connection. Technical assistance for your Purdue computer/internet connection is available via ITaP (49-44000). Wait times and solution response times can vary to last minute assistance might be limited. HOM is available for test connections and assistance prior to the virtual event. Please arrange this through Butler Center (butlercenter@purdue.edu).

5. Please log on to the system 15-20 minutes earlier than the start time on the date of the event to make sure there are no technical glitches.

6. For keynote speakers: On the day you're speaking, our technical people will pull up the slides on the screen as you speak and so you will need to prompt for the 'next slide.'

7. In preparation for the day you'll be speaking, review 'Simple Techniques to Look and Sound Your Best on a Web Meeting' – Appendix A attached.

8. Q&A Portion for Keynote Speakers: We will be using Sli-do ONLY for the keynote speakers (NOT the breakout sessions). This portion will be moderated by Mangala Subramaniam

- a. Instructions for using Sli-do will be made available to attendees. Speakers do not have to do anything except watch for questions coming up on the screen and respond to the questions pointed out by the moderator.
- b. Questions will be received via submitted typed questions – no audio questions.
- c. Mangala will invite the keynote speaker to make any closing statements and then she will wrap things up.

9. Q&A Portion for Speakers at breakout sessions:

- a. Please also see 4 (b) above.
- b. Each breakout session has a designated moderator.
- c. The moderator is responsible for the following:
 - Introduce yourself (name, title, dept). Then name each speaker, include title and department. Say that bios of speakers are in the conference program.
 - Be timekeeper for each speaker – 10-12 minutes each
 - Moderate Q&A portion – open the floor for questions, have a question or two ready to get conversation started, stop accepting questions 5 minutes until end of session (need to follow guidelines for virtual session which will be sent later in August)
 - Close the session with a note of thanks, and announce the time of the next session if there is one (see program schedule).
- d. All attendees will be muted – you may have to do it as moderator
- e. When moderator opens the forum to Q&A, attendees will be asked to use the "chat" button (see zoom screen above) to write in questions. The moderator will read out the questions for the panelists to respond/answer.



Appendix A



Hall of Music Productions

Simple Techniques to Look and Sound Your Best on a Web Meeting

1. Familiarize yourself with the platform's interface before the meeting. Know how to turn on and off your microphone and camera, know how to share your screen if needed.
2. Familiarize yourself with your computer's camera and microphone settings. Test both ahead of time.
3. Connect your computer to a hardline internet connection if possible. If not, private WiFi networks are preferable to open ones.
4. Mute your microphone if you are not talking. Nothing is more distracting than background noise and coughing from someone who should be muted.
5. Lighting is very important. Sit so you are facing a window. If that is not possible, have a soft lamp sitting on your desk that evenly lights your entire face. Never sit with your back to a window, your camera will turn you into a silhouette.
6. Think about how you look to others. Properly frame yourself in front of your camera — think of how a news anchor look on television. People would rather see your entire face than your ceiling.
7. Try to position your camera at eye level so you don't have to look down, which can be unflattering. Try setting your laptop or webcam on a few books to raise the elevation.
8. Don't sit so far away from your computer than your microphone has trouble picking up your voice. You don't want to feel like you are screaming.
9. When screen sharing, have the presentation ready to go. Don't make other participants wait while you find and open your presentation. Also be aware of other items that would be visible on your desktop. When you share your screen, everyone is literally seeing everything you can see on your computer.
10. Minimize distractions. Pets and children should be put in another room if possible. Don't be afraid to turn off your camera if you need to deal with another issue. Any distraction can be minimized if your microphone is properly muted.
11. If moderating the meeting — have a plan and clearly communicate that plan to any presenters ahead of the meeting.
12. Try to avoid wearing solid white, solid black, or a busy pattern.