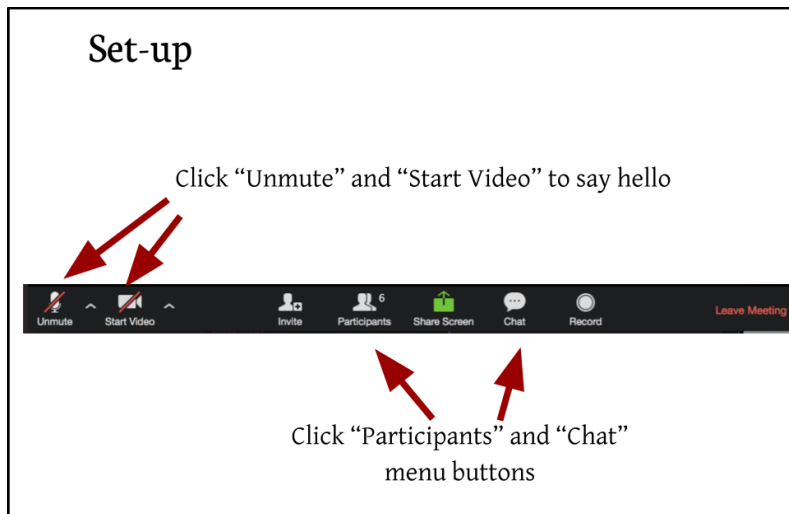




## GUIDELINES – LIVE VIRTUAL EVENTS © 2020 SBBCLE

### For 90-minute events (noon-1:30 pm) Guidelines for Attendees

**NOTE:** We will use Zoom as the virtual platform for events – the link for the live virtual session will be shared via email the week before the conference. If you do not have Zoom, you will need to download it. For users on the West Lafayette campus, please refer to the ITaP instructions [here](#) which require you to use your BoilerKey credentials to log into your Purdue-affiliated account on the Zoom login page, [purdue-edu.zoom.us](http://purdue-edu.zoom.us). When you click on the link provided by us, the event 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 **ALL REGISTRANTS** the virtual link the week before the session. Note that if you join the session 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 session via the generic Zoom site, then you will be prompted for the 9-digit meeting ID and the password.

2. In preparation for the session, review ‘Simple Techniques to Look and Sound Your Best on a Web Meeting’ – Appendix A attached. Some additional key points -

- Block your calendar. Commit to prioritizing your time at the session to fully be present and engaged.
- Remove distractions so you are not tempted to multi-task.
- Stay engaged!
- Take notes – only the speaker’s presentation (not Q&A) will be recorded and available for viewing later.
- Make sure your environment is comfortable.

3. 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. Should you lose connection at any time during the virtual event. Close the Zoom application and restart. This fixes the connectivity issue most of the time. Technical assistance with your equipment and connection will not be available from us.

3. Please click into the session at least 5 minutes before the start (noon start). Registrants will be able to join as soon as the host starts the meeting or if the host presses the Enter Room button in the email.

4. All attendees will be muted. You have the ability to mute/unmute yourself. You may “Click unmute” and “start video” to say hello before opening ‘opening remarks’ begin.

5. All attendees will be muted through the session. Use the chat button to post questions. The moderator will read out the questions for the speaker/s to respond.



## 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.