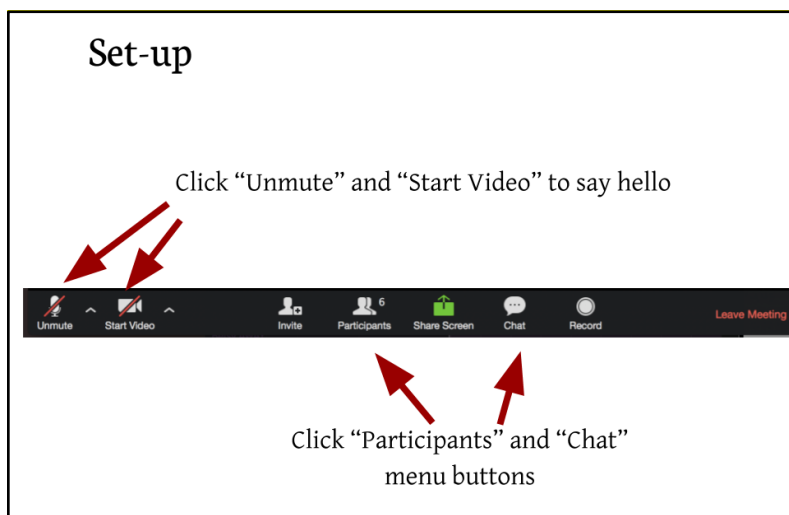




## GUIDELINES – LIVE VIRTUAL EVENTS © 2020 SBBCLE

### Conference for Assistant Professors Guidelines for Attendees

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 ALL REGISTRANTS 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, instructions to use Sli-Do, and any additional details as needed. **Only for keynote on both days will Sli.do be used. The Zoom chat box will be used for all breakout sessions.**

2. In preparation for the conference, 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 conference to fully be present and engaged.
- Remove distractions so you are not tempted to multi-task.
- Stay engaged! Use the chat features (for breakout sessions)/Sli-do (for keynote) to engage with the presenters and other attendees. Network with others using the hashtag #CAP2020.
- Take notes – only the keynote sessions will be recorded and available for viewing later. Electronic copies of presentations at breakout sessions will not be available.
- Take advantage of time in-between sessions.

- 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.
  4. Please try to click into the conference at least 15 minutes before the start (9 am start) because there are many attendees who will all be moving in through the “waiting room.”. Registrants will be able to join as soon as the host presses the Enter Room button.
  5. 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 ‘welcome’ remarks begin.
  6. All attendees will be muted through the conference. For keynote sessions, **use Sli.do**, and for breakout session and workshop, use the chat button to post questions. The moderator (for keynote and breakout sessions) will read out the questions for the speaker/s to respond.