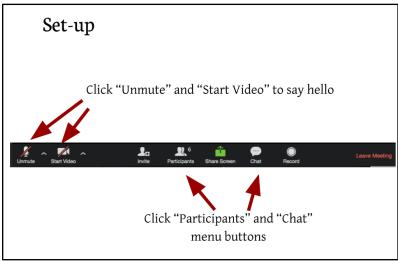**GUIDELINES – LIVE VIRTUAL EVENTS**
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For 90-minute events (noon-1:30 pm)
Guidelines for Speakers

NOTE: We will use Zoom as the virtual platform for the event. The link for the live virtual session will be shared via email the week before the event. 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. 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 you 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. Send your PowerPoint slides to sherrera@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 session. 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 so 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 so that we can make sure there are no technical glitches.

6. On the day you are 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 will be speaking, review 'Simple Techniques to Look and Sound Your Best on a Web Meeting' – Appendix A attached.

8. Q&A Portion for Speakers: This portion will be moderated by Mangala Subramaniam
   - All attendees will be muted – you may have to do it as moderator
   - When moderator opens the forum to Q&A, attendees will asked to use the "chat" button (see zoom screen above) to write in questions. The moderator will read out the questions for the speaker/s to respond/answer.
   - No audio questions will be allowed.

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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.