

ICOT2020

Virtual Conference, 17-18 September



Virtual Sessions Guide

We will be using [Zoom](#) as the platform for our Virtual Conference

If you would like to see a quick overview of the platform there is a good guide at <https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>

General Guidelines

Each session will be grouped in 4 to 6 papers. Each presenter will be given 15 minutes to present his/her work. After each presentation there will be allocated 5 minutes for questions and answers. Your chair will be very strict about timing and will stop you when your 15 minutes time is up even if you have not finished.

Both oral presentations and slides have to be in **English** only.

Acceptable formats of slide presentation include MS PowerPoint and Acrobat PDF. Please ensure that your presentations will be in one of these formats. Projectors will be provided for all sessions.

Creating your own account

We will require all conference attendees to create a Zoom account prior to the Conference.

To sign up for your own Zoom account, visit <https://zoom.us/signup> and enter **the email address you have used to register** for the conference. You will receive an email from Zoom (no-reply@zoom.us). In this email, click **Activate Account**.

Existing Accounts

If you already have an account with Zoom there is no need to sign up for a new one. Please make sure that your details are the same as the ones you have used to register for the conference.

How do I join a session or plenary?

- You can join a Zoom session by clicking on the meeting link provided by the conference committee. We will provide links to all our sessions in the Conference Programme.
- If you have used Zoom before or have the application downloaded to your computer, the Zoom application will open automatically.
- If you already have Zoom installed, it's a good idea to make sure that you have the latest version by updating it.
- If you have not used Zoom before, you may be prompted to download the application. This only takes a few moments and will allow you to join future Zoom meetings. Once downloaded, the Zoom application will open automatically.
- You can also download the appropriate Zoom Client for your system (PC, Apple or mobile) from the page <https://zoom.us/download>
- If you are unable to download applications due to your network or administration controls, you may open the Zoom meeting in your web browser by selecting this option upon going to the meeting link provided in the meeting invite.

How can I listen to the presentations?

- You can join the audio portion of the call by using your computer speakers and microphone.
- As you enter the Zoom meeting, you will be asked how you'd like to join audio.
- You will need to select "Join with Computer Audio."
- You can select "Test speaker and microphone" to make sure your computer audio is working. If you are unable to hear anything, make sure your computer volume is not muted and that the volume is high enough. If you are unable to hear yourself speak, check your microphone settings in your computer settings.
- **Please make sure to keep your microphone muted if you are not presenting to avoid unwanted noise**
- If you would like to ask a question after the presentation, you can use the Raise Hand function:

How to raise your hand in Zoom

1. During a meeting, click on the icon labeled "Participants" at the bottom center of your PC or Mac screen.
2. At the bottom of the window on the right side of the screen, click the button labeled "Raise Hand."



Click "Raise Hand" if you want to say something in the meeting. Zoom

Your digital hand is now raised. Lower it by clicking the same button, now labeled "Lower Hand."

The same method can be used to raise your hand in a Zoom meeting on a mobile device, simply tap "Raise Hand" at the bottom left corner of the screen. The hand icon will turn blue and the text below it will switch to say "Lower Hand" while your hand is raised.

Zoom Functions

The screenshot shows the Zoom desktop application window. The title bar reads "Zoom Participant ID: 25 Meeting ID: 569...". The main area displays meeting details: "Meeting Topic:", "Host:", "Invitation URL:" (with a "Copy URL" link), and "Participant ID: 25". Below this are three large icons: "Join Audio" (with "Computer Audio Connected" text), "Share Screen", and "Invite Others". At the bottom is a dark toolbar with icons for "Unmute", "Start Video", "Invite", "Manage Participants", "Share Screen", "Chat", "Record", and "End Meeting". A red circle with the number 9 is placed near the "Copy URL" link. A white box on the right contains a numbered list of functions corresponding to the callouts.

Zoom Participant ID: 25 Meeting ID: 569...

Meeting Topic: [REDACTED]
Host: [REDACTED]
Invitation URL: [REDACTED]
[Copy URL](#)
Participant ID: 25

Join Audio
Computer Audio Connected

Share Screen

Invite Others

Unmute Start Video Invite Manage Participants Share Screen Chat Record End Meeting

1. Mute or unmute your microphone
2. Start or stop your video feed
3. Invite participants to the meeting
4. Manage/view the list of meeting participants
5. Share your screen
6. Open the Chat window
7. Record the meeting
8. Leave the meeting
9. Video Area

- **Video**—click here to use your webcam to present a video feed from your webcam. This will allow other participants to view you and/or wherever your webcam is directed. Click here again if you would like to turn off your webcam and stop presenting your webcam video.
- **Participants**—selecting this icon will present a list of the other attendees on the right side of your screen.
- **Chat**—selecting this icon will open a chat window on the right side of your screen. This will allow you to send messages to the entire group or to the host.
- **Chat To**—click this drop-down menu to select “Host” to send a message that only the host can see.
- **Participant List**—your name will appear on the participant list. If the microphone icon next to your name is black, you are unmuted, and if it is red with a line through it, you are muted. Similarly, if your camera is black, you are projecting your webcam. If it is red with a line, you are not projecting your webcam.

How to Use Zoom for my PowerPoint Presentation

There are three methods you can use to screen share a PowerPoint presentation in a Zoom meeting. If you have dual monitors, you can share a slide show while viewing presenter's notes in another monitor. If you have a single monitor, you can also start the slide show in a window so you have access to other meeting features while sharing your presentation.

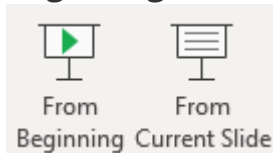
Dual monitors with slide show and presenter's views

Follow these steps if you are using dual monitors and want to present your PowerPoint file in one monitor while viewing the presenter's notes in another monitor.

1. Open the PowerPoint file you want to present.
2. Start or join a Zoom meeting.
3. Click **Share Screen** in the meeting controls.



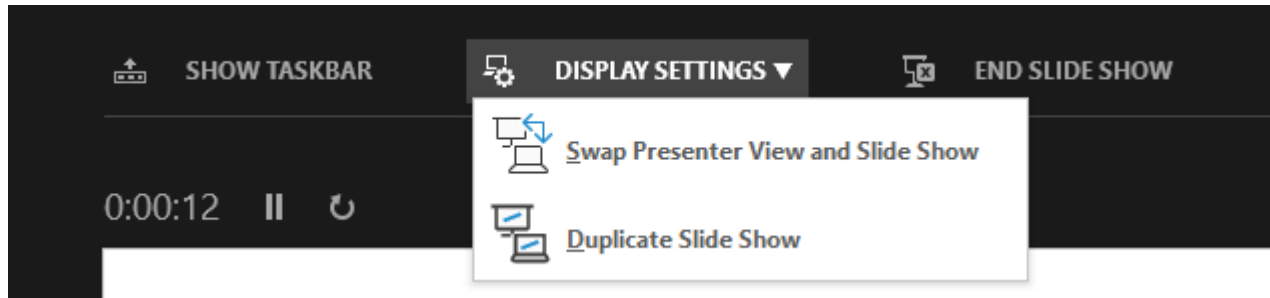
4. Select your primary monitor then click **Share**. If you are not sure which monitor is your primary, select the one that PowerPoint opens in.
5. While sharing your screen, switch PowerPoint to slide show mode by clicking the **Slide Show** tab > **From Beginning** or **From Current Slide**.



6. If you correctly shared your primary monitor, participants will see the PowerPoint in slides how view. The green border indicates the monitor you are currently sharing.

The presenter's view will appear on your secondary monitor. Use this to view your slide notes and control the presentation.

7. If you are not sharing the correct monitor, click **Display Settings** then **Swap Presenter View and Slide Show**. PowerPoint will switch the monitor that is used for slide show view.



Alternatively, you can click **New Share** on your screen share controls and select the screen showing the PowerPoint in slide show view.



Single monitor setup with slide show view in a window

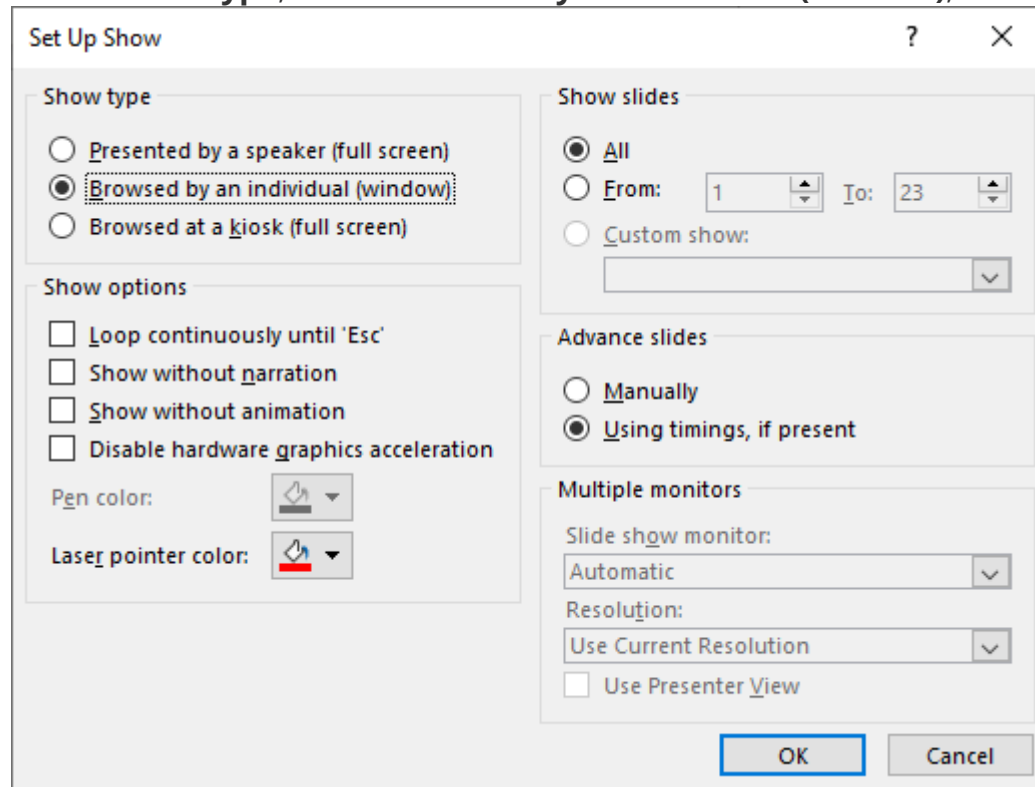
Follow these steps if you have a single monitor and want to share your PowerPoint presentation in slide show view, but have it contained in a window rather than in full screen. This is useful if you need to access meeting features like in-meeting chat or managing participants while sharing your PowerPoint presentation.

1. Open the PowerPoint file you want to present.

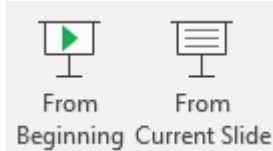
2. Click the **Slide Show** tab then **Set Up Slide Show**.




3. Under **Show type**, select **Browsed by an individual (window)**, then click **OK**.




4. Switch PowerPoint to slide show mode by clicking the **Slide Show** tab > **From Beginning** or **From Current Slide**.

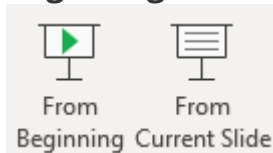


PowerPoint will display the slide show in a window.

5. In Zoom, start or [join a meeting](#).
6. Click **Share Screen** in the meeting controls.

7. Select the PowerPoint window then click **Share**.

Single-monitor setup with slide show in full screen

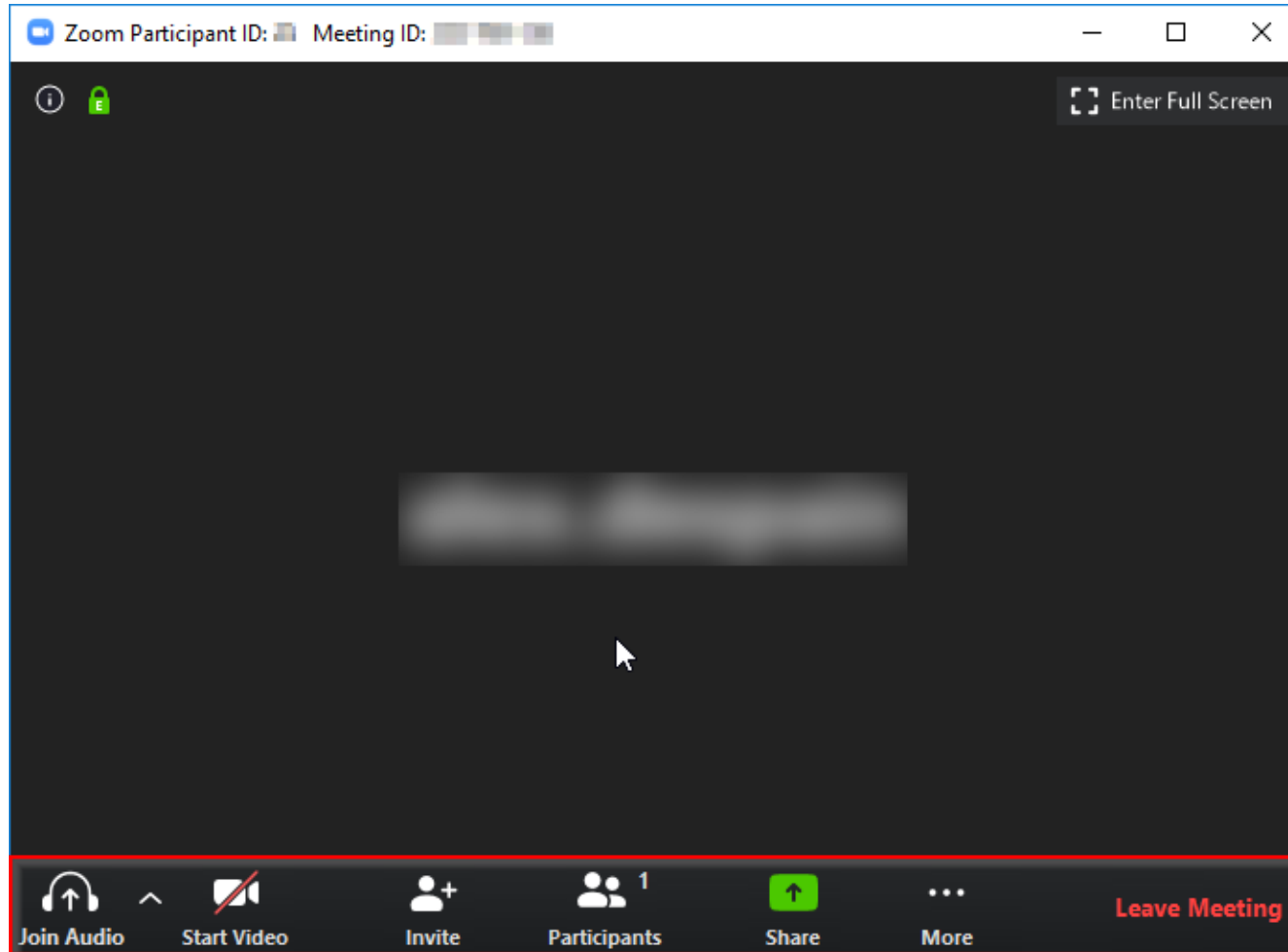
1. Open the PowerPoint file you want to present.
2. Start or join a Zoom meeting.
3. Click **Share Screen** in the meeting controls.

4. Select your monitor then click **Share**.
5. While sharing your screen, switch PowerPoint to slide show mode by clicking the **Slide Show** tab > **From Beginning** or **From Current Slide**.



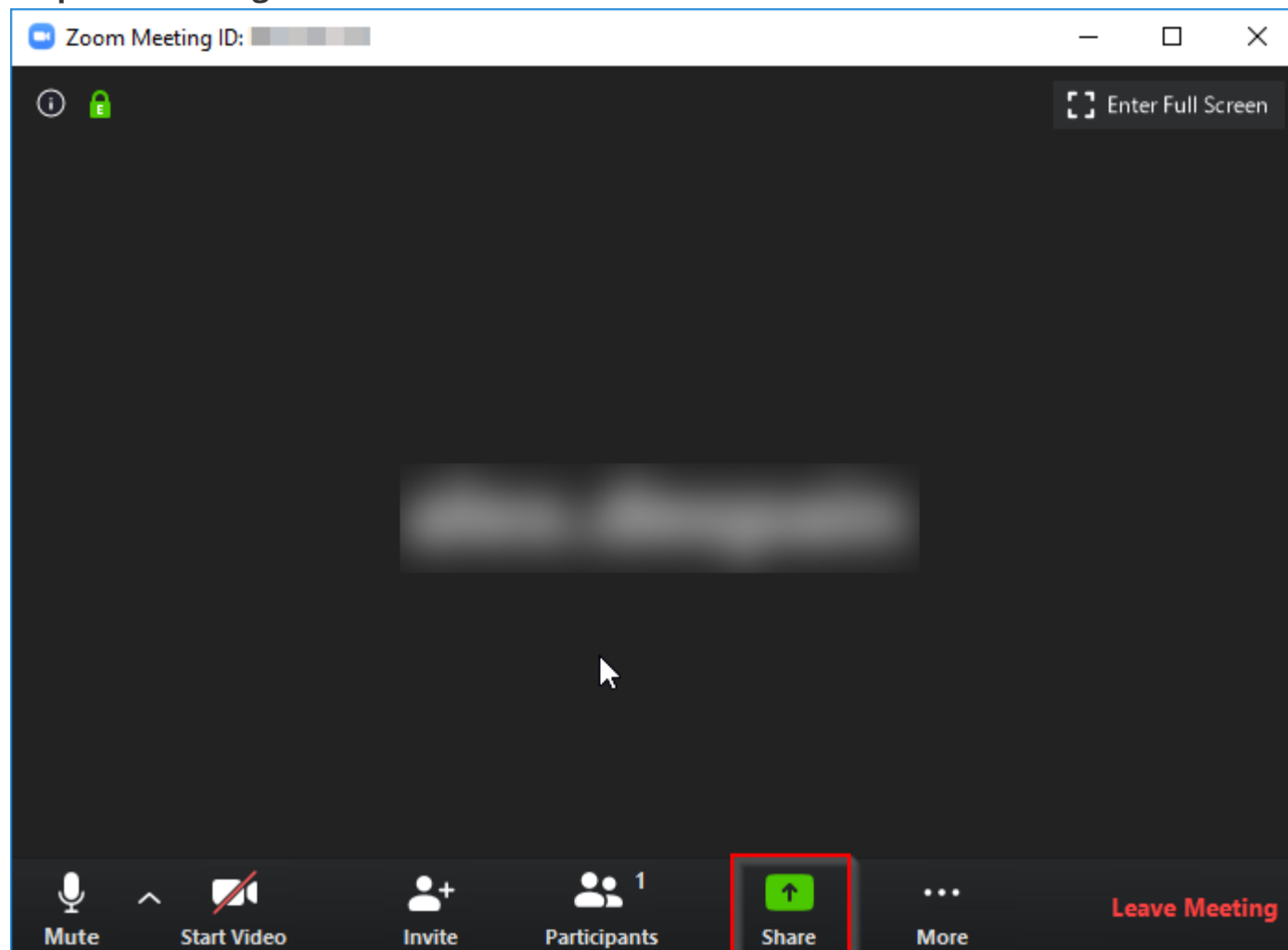
The green border indicates the monitor you are currently sharing.

How to Use Zoom to share my screen or other presentation program

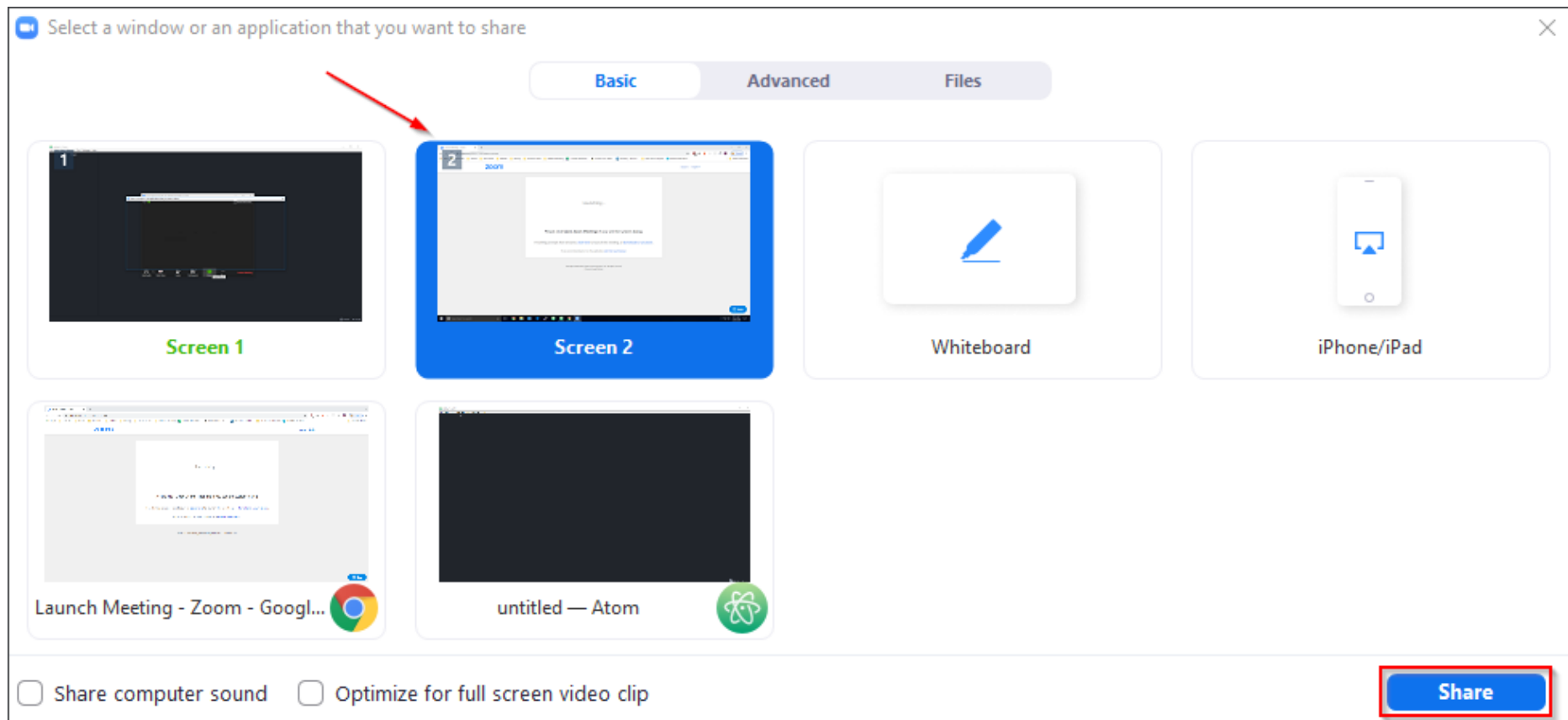
Step 1: While in a Zoom meeting, hover over the window so that the Meeting controls appear



Step 2: Click the green Share icon



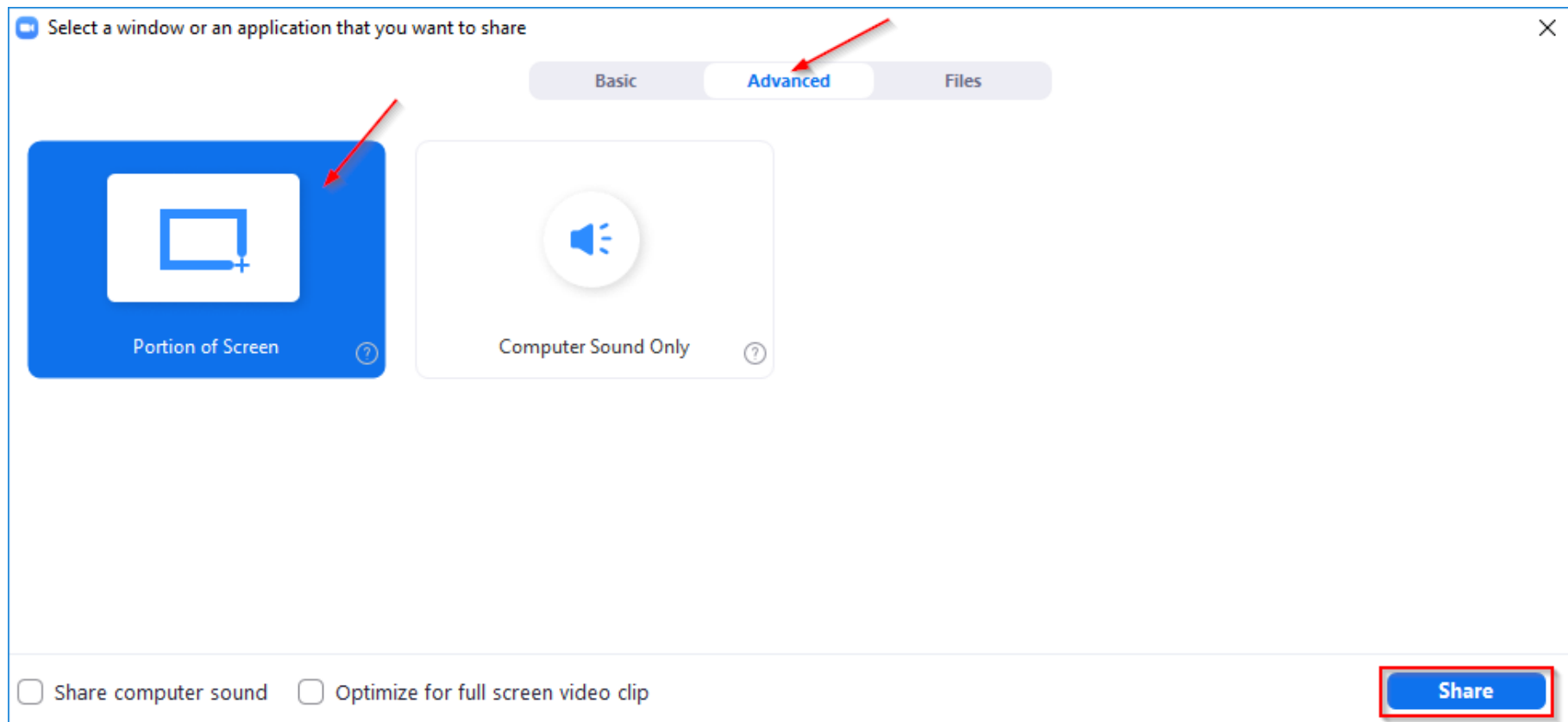
Step 3: Select the screen or program you wish to share and then click the Share button



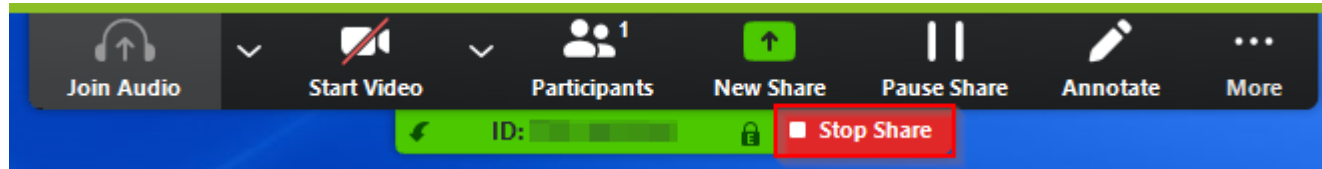
There is an important difference between sharing a screen and a program. Choosing to share your screen will show your entire screen to the participants while choosing the program will only show the program itself.

You may also notice the two check-boxes at the lower left of the Select a window screen. The left most checkbox will allow participants to hear audio from your computer while the right most will optimize your screen sharing (use this on slower connections).

You can also share only a portion of your screen if you choose. This is under the advanced tab of the screen sharing window. A box will appear that you can resize. Everything inside the box will be what's shown to participants.



Step 4: When finished sharing your screen, click the Stop Share button at the top of your screen (you may need to hover your mouse over the top portion of your screen to see it)

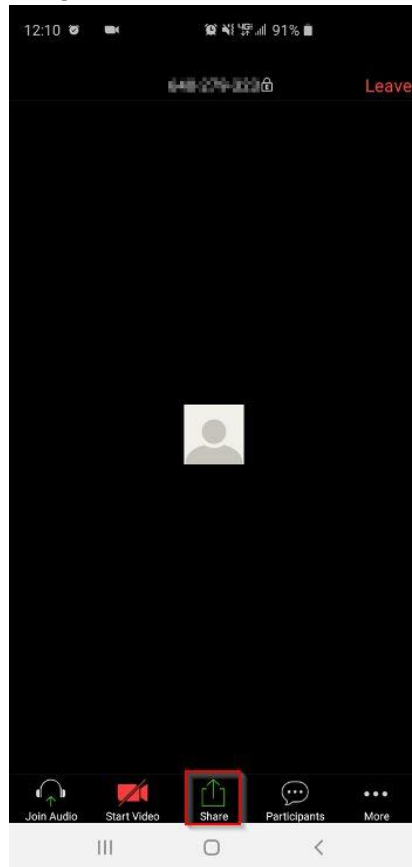


You can also annotate on your shared screen by using the Annotate button located in this same ribbon.

How to Share Your Screen on Mobile

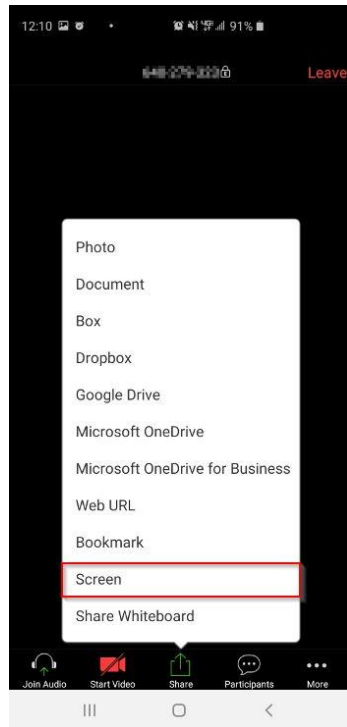
These steps should apply to both Apple and Android devices using the Zoom app.

Step 1: While in a Zoom meeting, tap the screen so that the Meeting controls appear and then tap the Share button



Step 2: Tap the Screen option in the menu that appears

You may need to allow Zoom permission so go ahead and do that. If a confirmation box appears also go ahead and confirm it.



Step 3: When finished sharing your screen, tap the Stop Share button that appears at the lower left of your phone (it may be collapsed so tap the > icon first)

Useful Tips for Presenters

Looking your best

Before your session:

- Make sure you are in a well-lit area
- Put your camera at face level (use a stand, or stack of books if you are using a laptop camera), relatively close to you
- Explore Zoom setup options in the client. Select 'Settings' and consider using a virtual background, or 'Touch up my appearance' under 'Video'

During your session:

- If you look directly at your camera while speaking, your attendees will feel much more included in the conversation. Position the 'active speaker' window on your screen directly under the camera so that it is natural for your eyes to be looking towards the camera

Sounding your best

As long as you have a decent internet connection, you will get the best quality audio experience by selecting 'use my computer' for audio:

- Make sure you are in a quiet area
- Use a pair of ear buds (any that work with your computer) along with your computer microphone. If you can't be in a quiet area, consider a headset with microphone