

SUNSTONE

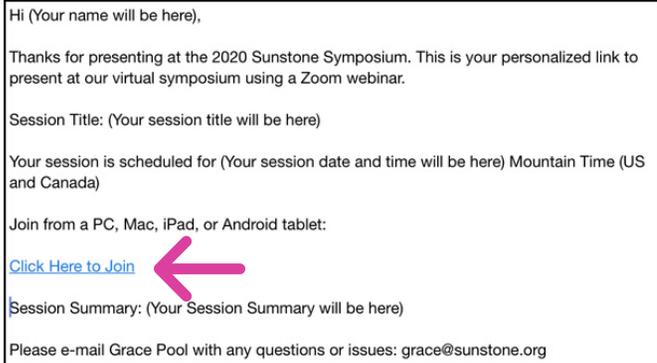
DIGITAL SYMPOSIUM PRESENTER GUIDE LAPTOP INSTRUCTIONS

1

Open your presentation on your laptop (keep in design mode). If you have not already, download zoom to your device from [Zoom.us/download](https://zoom.us/download)

2

10-15 minutes before your presentation is set to begin, find the presenter/panelist email for your session and "Click Here to Join."



3

Click "Open Zoom." When Video choice screen opens, click "Join with Video." When audio choice screen opens, click "Join with Computer Audio." (Phone Call option may cause audio/video sync issues.)

Open zoom.us?

<https://us02web.zoom.us> wants to open this application.

Join with Video ←3B

3C↓

Join With Computer Audio

Cancel

Open zoom.us ←3A

Test Speaker and Microphone

4

Double check that your microphone and video are on. They should be on by default. Chat with your moderator to make sure they can see/hear you.

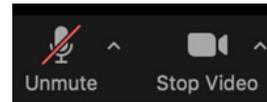
Zoom Buttons



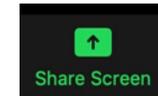
- **Mute/Unmute:** Microphone icon WITHOUT slash is ON (click to toggle). This allows your audience to hear you!
- **Stop/Start Video:** Camera WITHOUT slash is ON. This allows your audience to see your face!
- **Participants:** Toggle to show/hide your fellow presenters/moderator.
- **Share Screen:** Share your presentation with the audience
- **Leave:** Leave meeting.

5

Start the presentation



← 5A



← 5B

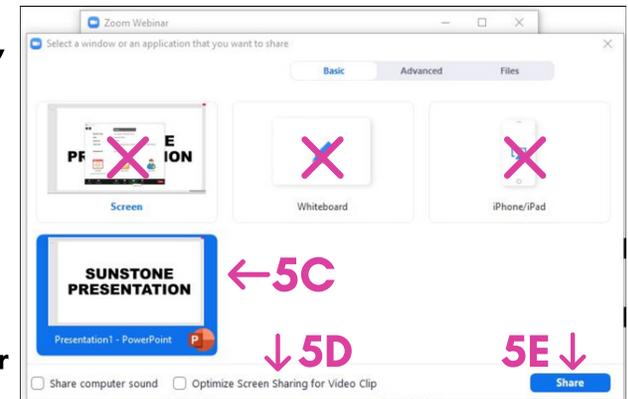
A: Mute your microphone and stop your video. The moderator will start the live session, introduce you and your topic, and then turn the session to you. Unmute yourself, start your video, and say hello to your audience!

B: Click Share Screen to start your presentation (Skip if you aren't using a PowerPoint or Slide Show).

C: In the popup window, select the screen with your presentation. You should have opened this in step 1.

D: If your presentation includes video or audio clips, you MUST click the bottom two options. If you do not click these boxes, the audio in your presentation will not play.

E: Click "Share."
Start your presentation as you normally would from your presentation application.



6

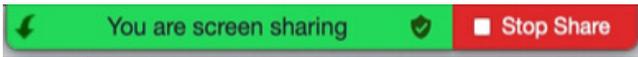
During your presentation, Click through slides as you normally would. Your attendees will still be able to see your face and hear your voice.



Clicking the arrow left of the green screen share bar will move it between the top and bottom of your screen if it is in your way.

7

End of presentation
Click "Stop Share"



Click ESC key to exit presentation mode in your presentation application. This may be different depending on the program you are using to present.

Thank your attendees for listening, and follow your moderator's lead to engage in the live Q&A function!



WHAT IF...?

What if I can't connect to the session?

If you are presenting more than once, go back to step 2 and double check that you've followed the correct link for the right session. Otherwise, text Grace Pool at 435.224.5746 for help.

What if I get disconnected?

Go back and repeat steps 2-5. Your moderator will let your attendees know that you'll be back as soon as possible. If you are unable to re-join, you'll be able to make arrangements to record and upload your session after the symposium.

What if I have audio problems?

Your moderator will ask you to "Switch to Phone Audio."

A: Under "More" option, select "Disconnect Audio."

B: Select "Join Audio" and then "Dial In."

C: Pick any number and call in on your phone.

D: Follow the instructions to enter the meeting and participant ID.

Q & A

When you open your session up to questions, your moderator will read aloud the best questions that were asked during your presentation.

Then, your audience members will be allowed to "raise their hand" to ask a question aloud. Your moderator will allow them to ask their question, and then will re-mute their microphone.

Once all of the questions have been asked, or if time runs out, the moderator will end the session and close the meeting. This will disconnect you from the live stream. Head on over to the Whova community board in the app, and start up a discussion about your presentation, or join a different presentation!

