



Guide for Hosts / Monitors



The Gallery

Sessions Gallery is the Hallway to your conference

- You will be able to login using your registered email:
<https://storytelling-virtual.secure-platform.com/a/organizations/main/home>
- Gallery is the “Hallway” to your conference. In the gallery you will be able to browse through the schedule and find the session you will be presenting in.



Logging into the Gallery

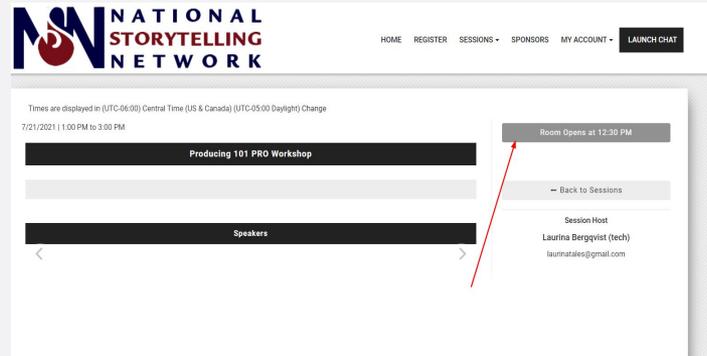
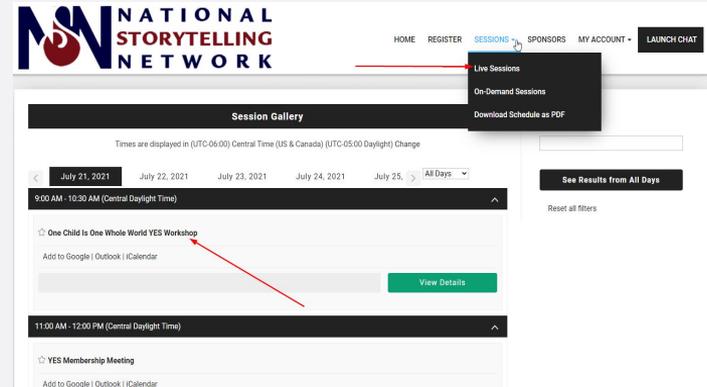
Using your registered email to log into the gallery

1. Select **Login**
2. Enter your registered email and click **Sign in**
3. You will receive an email with your login link

A zoomed-in view of the login form. At the top, it says 'Sign In'. Below that is a text input field labeled 'Email address'. Underneath the input field is a prominent blue button with the text 'SIGN IN' in white. At the bottom of the form, there is a link that says 'Having Trouble? Click Here for Help'.

Starting Your Session

- If you are a Room Monitor your primary job is to start your session **30 minutes before the official start time.**
- Go to the **Sessions** tab on the top right of the page
- Find your session and select **the Title** of the session
- On the left side of the screen is your **Session Information.** On the right side of the screen is where you will be able to start your meeting.
 - As a Room Monitor you will **only** be able to start your meeting **30 minutes** prior to the schedule start time. Before the 30 minute mark a message will display reading **ROOM CLOSED UNTIL X:XX AM / PM**
 - When it is 30 minutes before the scheduled start time, that message will change to a button that says **START MEETING.** Click to start your meeting.
 - When you start your meeting the automated system will know if you are the host for that meeting. As soon as you click **START MEETING:**
 - A button for **JOIN MEETING** will appear for all **regular attendees.** Regular attendees will join the **Waiting Room** until you admit them at the scheduled start time.
 - A button for **JOIN MEETING AS CO-HOST** and one for **JOIN MEETING AS ATTENDEE** will appear for speakers. Speakers will click **JOIN MEETING AS CO-HOST** and skip the waiting room.



Starting / Joining Sessions

Start your session 15 Minutes Before the Session Start time.

- Click on the title of the your session in the **Schedule**
 - Select **START MEETING** 15 minutes before official start time
- Once the meeting has started **Speakers** will see two options
 - **Join Meeting as co-host**
 - **Join Meeting as attendee**
- Speakers will join as co-host
- If a speaker joins as attendee you will need to be made co-host later

Starting Session as Host

★ New and Exciting Topics in Our Field

START MEETING

MANAGE POLLING

Start Test Room

Category

Paper Presentations

Joining Session as Attendee

★ Live Meeting Test

JOIN MEETING

Joining Session as Co-Host

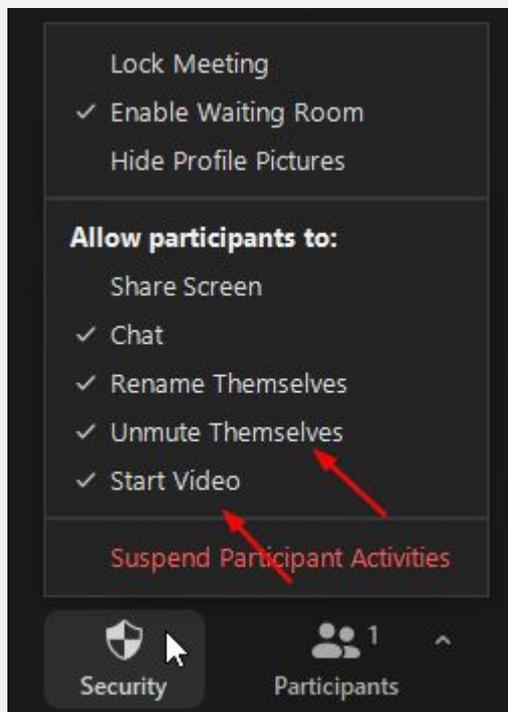
★ Creating Inclusive Higher Education for STEM Students of the Future- Interdisciplinary/Convergent Education

JOIN MEETING AS CO-HOST

JOIN MEETING AS ATTENDEE

Don't Allow Participants to Unmute

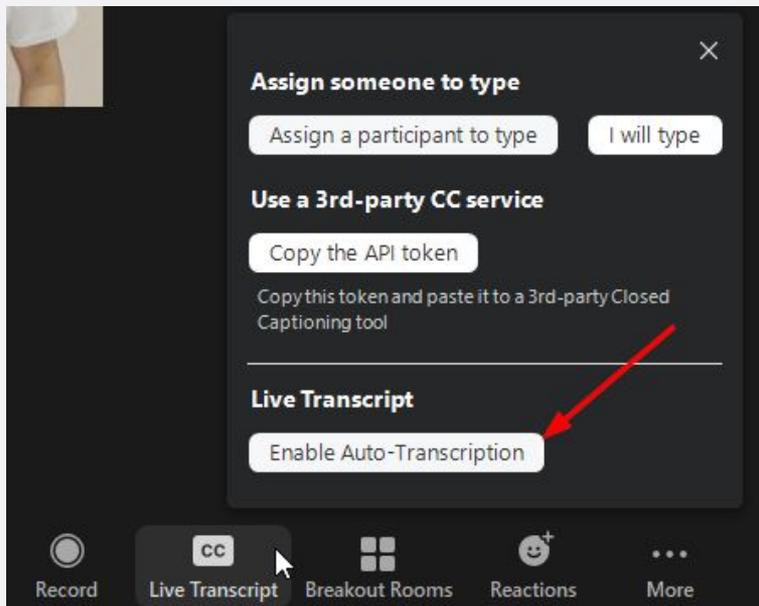
- To only allow hosts and co-hosts to unmute themselves or turn on their cameras, you will need to disable participant abilities in the **Security Settings**



Live Captioning

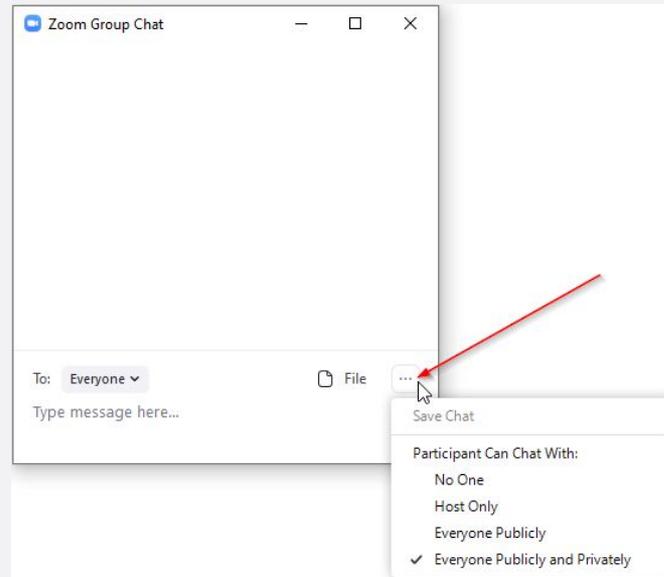
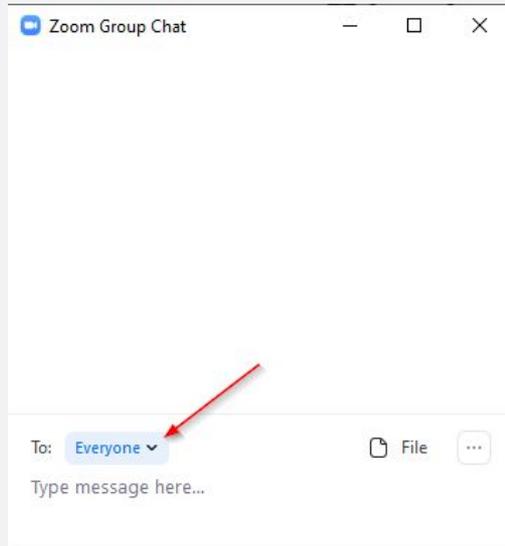
You have the ability to turn on Live Auto-Captioning in your sessions as well

Select CC in your Zoom toolbar and select “Enable Auto-Transcription”



Zoom Chat

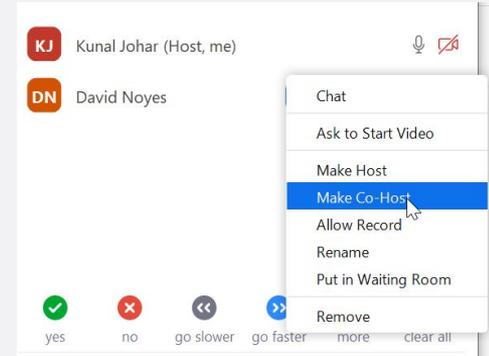
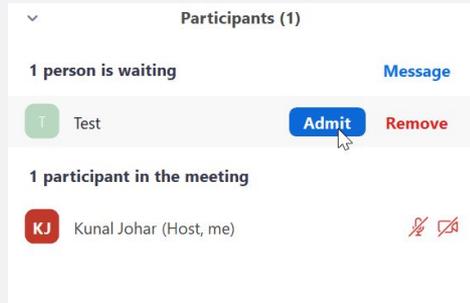
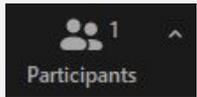
- The chat feature can be used to communicate with attendees throughout the meeting
- Hosts can select who to chat with, either everyone or a specific attendee privately, and can also upload files if it is enabled.
- Clicking the ellipses icon in the chat allows you to chose who people can chat with during the meeting.



The Zoom Waiting Room

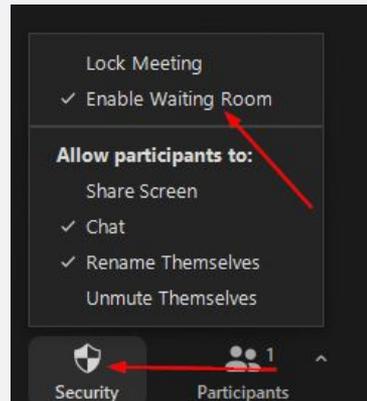
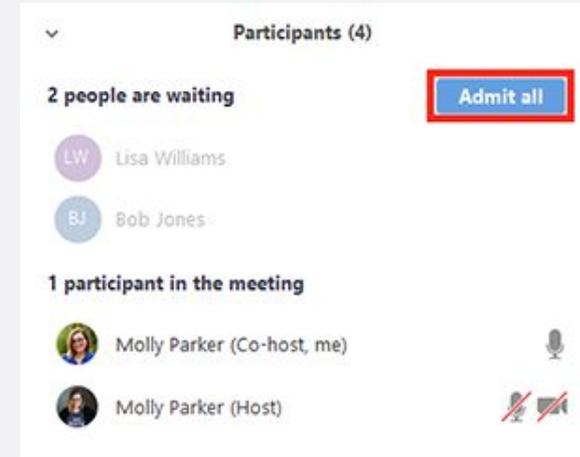
Ideally your Co-Presenters Join 15 Minutes Before the Session Start time. If a speaker does not join as co-host, find them in the waiting room.

- Find anyone in the Participants Window and click **Admit**
- Hover over your co-presenter and click the menu
To make them a **Co-Host**



The Zoom Waiting Room

- When you are ready to start your presentation, the room host will click **Admit all** in the waiting room, letting in all participants waiting.
- The room host will then **disable the waiting room** so that any late participant can join the session directly. If you do not want others to join simply leave **Enable Waiting Room** as is
- **This is when you may want to Resume the recording**

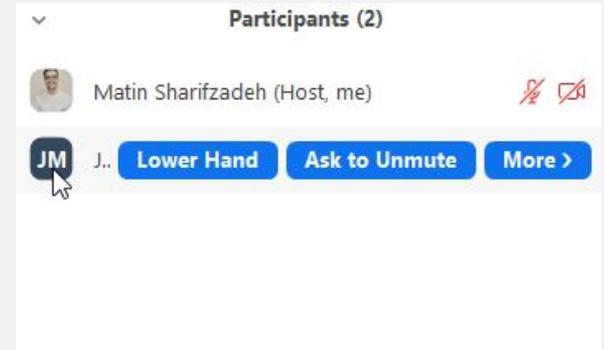


Mute / Unmute Participants

- In the previous slide you could set if you wanted to allow participants to mute or unmute themselves
- If you **do not** allow them to unmute themselves you can hover over a participants name and choose **Unmute** or **Make Co-Host**. This will allow them to speak freely. We will cover making people Co-hosts in the next slide.

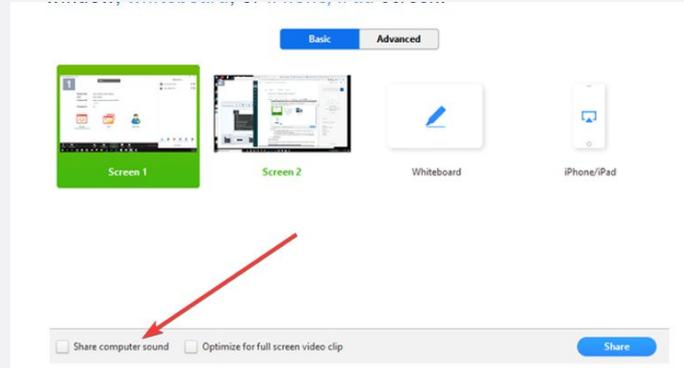
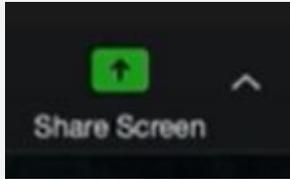


Attendee view, raise hand



Screen Sharing Best Practices

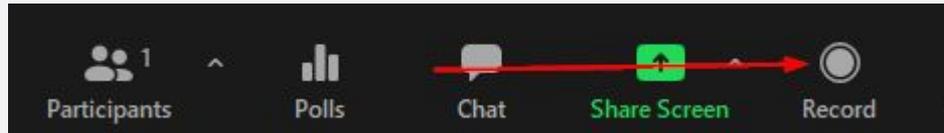
- Click **Share Screen** in the Zoom Control panel to select what you wish to share



- If you plan to share a video clip or pre-recording of your session choose **Share Computer Sound**
- Do not click **Optimize full screen video clip**. This will compress your video and make it too choppy and make most text in a video illegible.

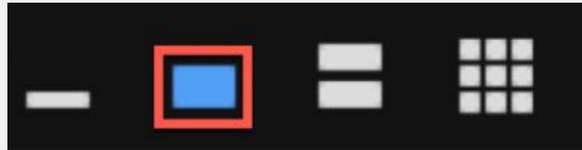
Screen Sharing Best Practices

- Before starting your broadcast close any other windows / tabs that may be open
- Close anything that might create a pop-up notification (Outlook, Teams, Slack, Skype)
- Practice sharing your screen with a partner or if you are practicing by yourself choose the **Record** option to watch how your presentation looks.
- You can share the screen with your camera on or off. Use **Start Video** and **Stop Video**



Camera Views

- All participants can control their own camera views.
- The host's camera view is what is set by default on the participants, but each participant can set their own camera view as well.
- Finally the **Record to Cloud** feature saves the camera view that is set in your Zoom Account. This defaults to **Gallery View** when no screen is shared
- To change the view find the Speaker Control Strip at the top right of the screen (only appears when there is more than one active camera)



Camera Views

- Active Speaker

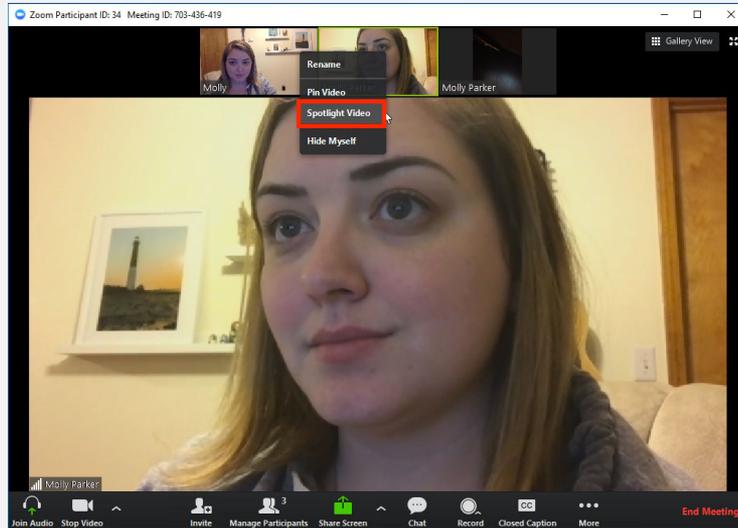


- Gallery Grid



Spotlight Video

- By default the active speaker is shown
- Right click a speaker and choose **Spotlight Video** to keep focus on them.
Right click again and choose **Cancel Spotlight** when done

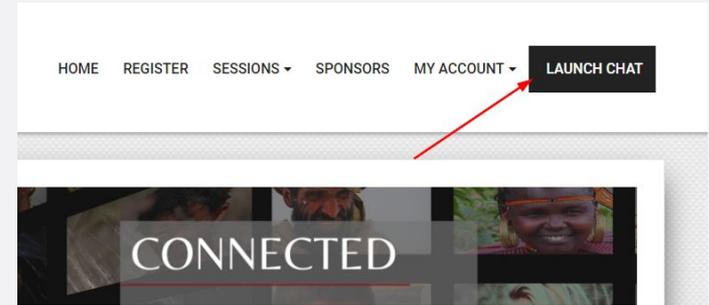


Launch Chat

Use the Launch Chat feature to chat and network with others outside of Zoom!

- Select **Launch Chat**
- Create a chat profile
- Join different chat topics on the left side of the chat window
- Follow this link to find more information about the networking & chat tool

<https://help.getopenwater.com/en/articles/4464640-networking-and-chat-lounge-overview-video>



System Admin

General
Nothing yet.

Group Chat Topics Will Be Located Here

Edit your profile

First name
System

Last name
Admin

Organization name
test

Job title
test

What I'm interested in chatting about
test

Profile photo
Recommended dimensions is 100 x 100
Max file size 1 MB
Allowed file types: JPEG, PNG, GIF

SA
Upload an image

Hide from Attendee Directory

Show in Attendee Directory

Notify me in browser when I receive a new chat message.

Notify me in browser when I receive a pending chat request.

Notify me via email when I don't see a chat message after 5 minutes.

Notify me via email when I don't see a pending chat request after 5 minutes.

Admin Panel

Attendee Directory

Pending Chat Requests

Group Chat Topics

Log Out