

## A quick cheat sheet for tech-hosting Zoom meetings

Before the conference starts go to <https://asu.zoom.us/profile/setting> and go to Waiting Room Options, click Edit Options, and set it to “Everyone will go in the waiting room”.

### Waiting Room Options

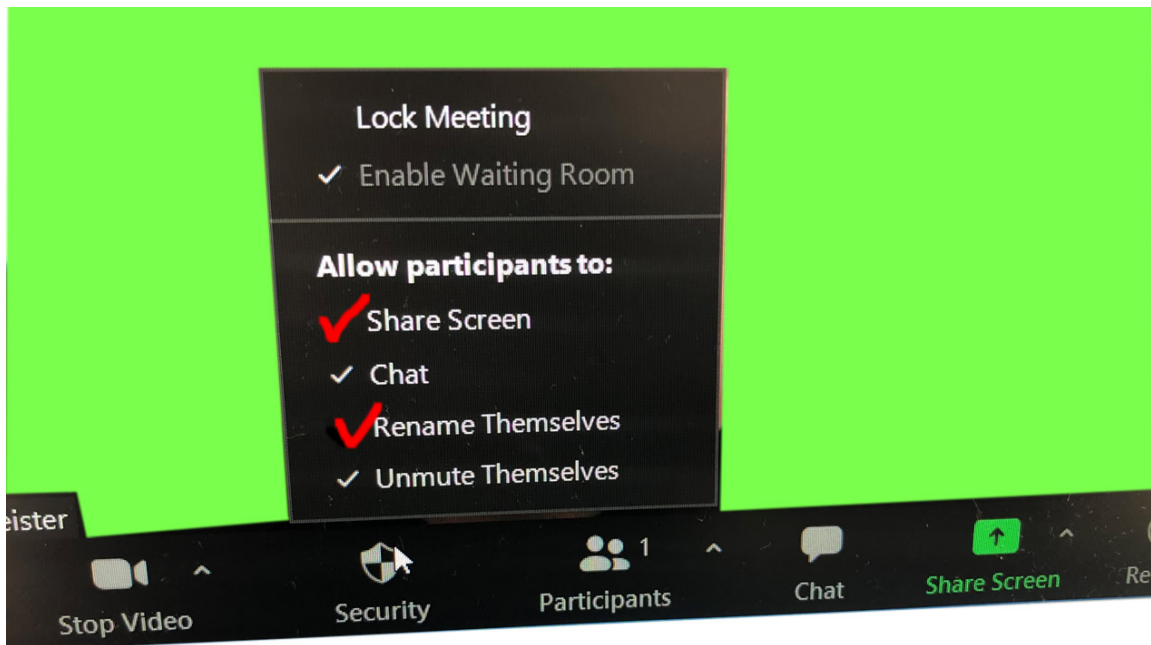
The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

✓ Everyone will go in the waiting room ←

**Edit Options** Customize Waiting Room

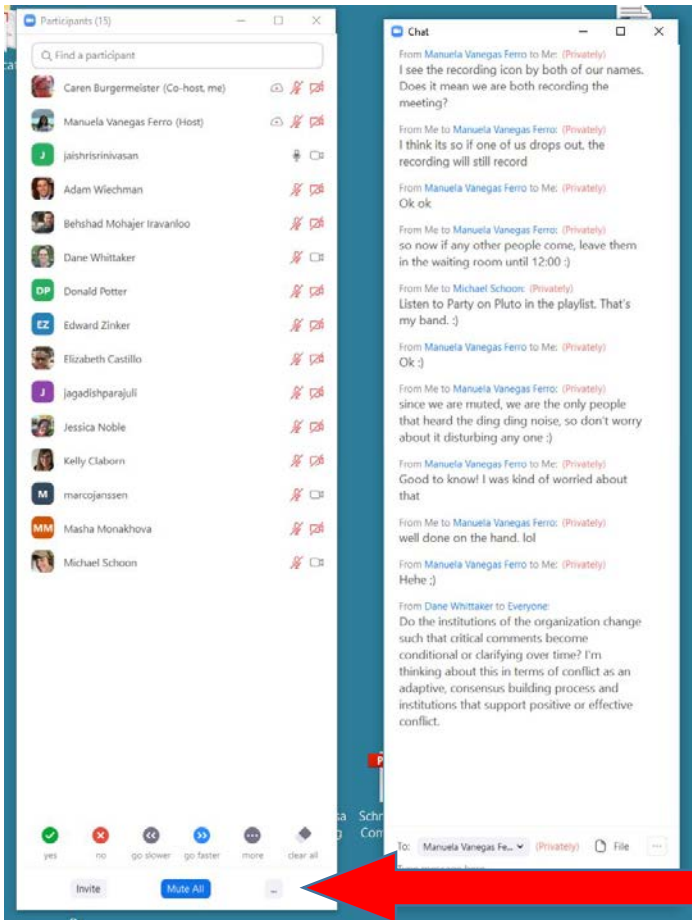
That way ASU people can't get into the practice session by accident.

Your panelists will start arriving 15 minutes before the panel, so get there a little earlier than them so you can set up your Zoom room the way you like.



Go to the Security shield at the bottom and allow Share Screen and Rename Themselves.

You will have a better view of what is going on if you pop out both the Participant panel and the Chat panel and stretch them as long as you can, so you can see as many people as possible.



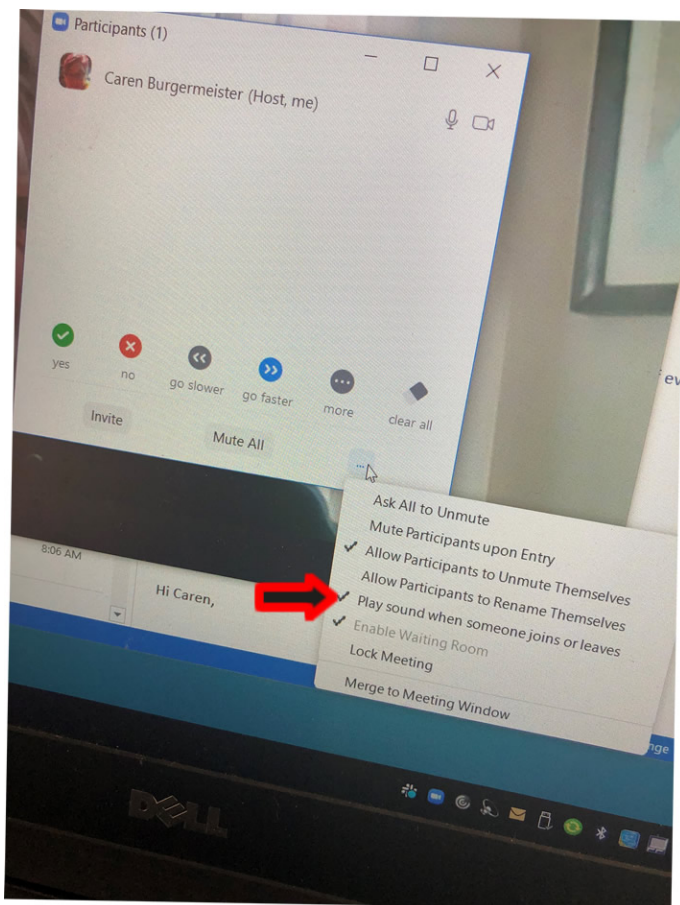
You can mute people, signal people to unmute themselves, and un-share a participants screen from the participant panel. If you hover over the participant name you will get more options like putting them back in the waiting room or kicking them out of the entire meeting. Also there is another unshare screen option there, as sometimes its hard to click the green unshare button because it is really close to the mute button.

At the bottom of the panelist panel there is a ... symbol.

There are more choices there, but the “Play sound when someone joins” is very useful when you have a waiting room.

When the 15-minute practice session starts, keep your Tech Schedule Document handy so you know who you should admit and who should stay in the waiting room. We do our best to keep the panel list accurate, so do not let anyone who is not on the list into the practice session.

If you get a request to use Live Transcription or Closed Caption, DENY these requests. It is new and very buggy technology, and it created tech nightmares in the previous conference.



When the panelists are there, ask if anyone will be sharing their screen. If so, make them test that by sharing their screen showing their slide and making sure that they are in “slideshow” mode. If they are using powerpoint, they should click on the Slide Show tab and then “From Beginning”.



Make sure that every panelist that is going to share their screen, tests it with you.

Tell your panelists that you can mute them, but you cannot unmute them. If they are talking with mute on, you will be able to send them a message on their screen asking them to unmute.

Identify who the Moderator for the session is, and let them know that the panel should not exceed 60 minutes, and suggest that they have a clock in front of them to keep track. You may want to send a private chat to the moderator when there is 10 minutes left. During the practice session, ask the Moderator for a brief overview of the panel format. For example: “a brief introduction of each panelist, followed by questions from the moderator, and then 20 minute Q and A from the audience.” so you know what to expect.

When the hour begins, put yourself on mute and no video, and let the rest of the waiting room in by choosing “Admit all” at the top of the Participant panel. Then turn off the “Play a sound when people join” and then disable the waiting room which you can find by clicking the (...) at the bottom of the participant panel.

During the session be ready to mute attendees if they are unmuted and have noise going on. I have the meeting set to “mute upon entry” so that should help. Put people’s hands down when they’ve asked their question. (there is a Lower Hand button after their name in the participant panel). You may have to unshare someone’s screen for them if the presentation is obviously over, and the discussion doesn’t pertain to the slideshow anymore. Be prepared to kick someone out if they are an obvious distraction (we hope this doesn’t happen, but you never know).

We mostly want to be unseen and unheard, but there may be moments when you have to unmute and say something like “Excuse me Fred, but your microphone is muffled”.

I have all meetings pre-set to automatically record. This means that it will start to record the moment you open the room for the practice session. Please leave the recording on, and I will edit the practice session out before posting.