



How To: Zoom Participation

I: General Zoom Participation Instructions:

The entire conference will be held via **Zoom** with the link shown below:

[ZOOMLINK will be provided soon]

Note: Please ensure that you are using the **latest version** of ZOOM. It is available for download here:
<https://zoom.us/download>

Important!

- When leaving the breakout rooms, please carefully select “**Leave Breakout Room**” and not “Leave Meeting”, as the latter will take the student out of the conference. If that is accidentally clicked, please rejoin using the same link provided above.
- If not actively presenting, cameras should be **turned off** and the microphone is **muted** to give the best experience for the speakers and the audience.

II: Asking questions via Zoom during conference proceedings:

Questions throughout student presentations may be submitted via the **Q&A window on Zoom**. You can access it by clicking the **Q&A button on the Zoom toolbar** in the meeting. (Figure 1)

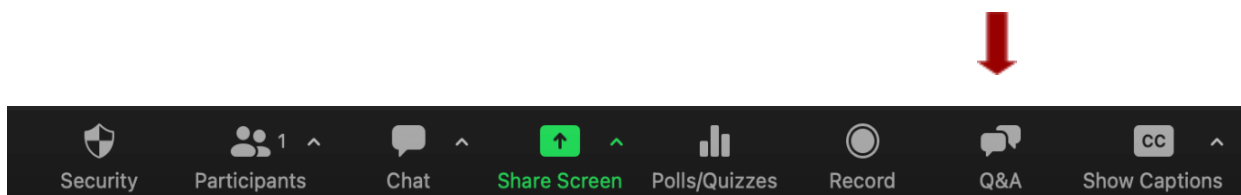


Figure 1. Zoom toolbar, the Q&A button is highlighted by the red arrow.

The Q&A board will be moderated to allow for general questions not immediately related to presentations to have a quick response by the conference organizers.



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III. Ways to engage during the conference (While not presenting)

Anytime:

- Q&A window: General questions regarding the conference proceedings/IT support (e.g., "How do I request remote control") can be asked via the **Q&A window** or **direct message** to one of the IT committee members (e.g., Daniel Cecchi (IT), Kaihim Wong (IT)).

During speakers and presenters sessions:

- Zoom: Questions post keynote/panel/presentations (e.g., "Why did John Doe perform analysis X compared to Y...") can be asked directly via the participants by **raising their hand** and speaking up with their cameras on (optional) when selected.
- Q&A window: Questions being asked in this window are **anonymous** and may be up-voted by participants to be asked by the moderators throughout the question periods.

During breakout rooms session:

- Zoom: The participants have the opportunity to speak or ask questions **directly** with cameras on (recommended) to the graduate students without submitting through the Q&A window.