

Virtual Participation Guide

Panelist Edition

Project Humanities now offers opportunities to attend events virtually through Zoom webinar. This packet contains instructions for those who will be participating as speakers/panelists.



TECHNOLOGY



We will stream the event using Zoom video conferencing to host events as webinars. We prefer that panelists join by video rather than audio only. Please contact Project Humanities if you do not have the materials necessary to do so such as a computer, webcam, microphone and speaker.

To prepare for videoconferencing, please do the following:

- **Download Zoom on the computer/phone/tablet from which you plan to conference**
 - Note: video quality is usually better if streamed from a computer
- Make sure your internet connection is stable and secure
- Test your technology to make sure everything is in working order
 - You can test your mic, video and audio quality at <https://zoom.us/test>
- Determine a place to video conference from that is quiet, private, and where you may not be disturbed

If you are experiencing technical problems during these preparations, please contact Project Humanities via email: projecthumanities@asu.edu



Joining the Webinar

You will be invited to join the webinar as a panelist via email. The email will look similar to this. **Refer to the email for what is the best way to join.** Please opt to share your video/audio when the app prompts you to.



Hi [REDACTED]

You are invited to a Zoom webinar.

Date Time: Mar 12, 2020 12:30 PM Arizona

Topic: [REDACTED]

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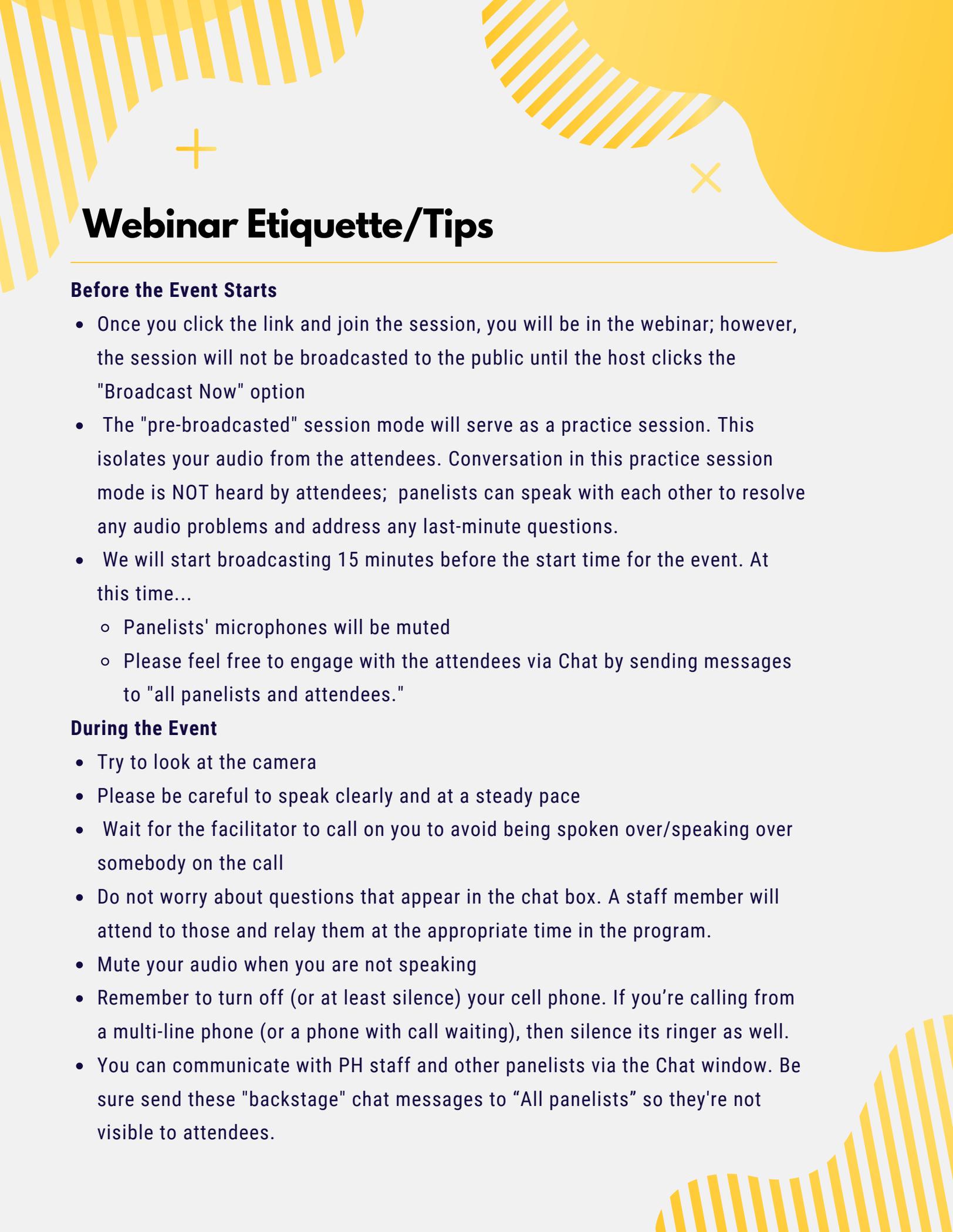
Join from a PC, Mac, iPad, iPhone or Android device:

[Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)





Webinar Etiquette/Tips

Before the Event Starts

- Once you click the link and join the session, you will be in the webinar; however, the session will not be broadcasted to the public until the host clicks the "Broadcast Now" option
- The "pre-broadcasted" session mode will serve as a practice session. This isolates your audio from the attendees. Conversation in this practice session mode is NOT heard by attendees; panelists can speak with each other to resolve any audio problems and address any last-minute questions.
- We will start broadcasting 15 minutes before the start time for the event. At this time...
 - Panelists' microphones will be muted
 - Please feel free to engage with the attendees via Chat by sending messages to "all panelists and attendees."

During the Event

- Try to look at the camera
- Please be careful to speak clearly and at a steady pace
- Wait for the facilitator to call on you to avoid being spoken over/speaking over somebody on the call
- Do not worry about questions that appear in the chat box. A staff member will attend to those and relay them at the appropriate time in the program.
- Mute your audio when you are not speaking
- Remember to turn off (or at least silence) your cell phone. If you're calling from a multi-line phone (or a phone with call waiting), then silence its ringer as well.
- You can communicate with PH staff and other panelists via the Chat window. Be sure send these "backstage" chat messages to "All panelists" so they're not visible to attendees.