

# SLAYAGE 9

## VIRTUAL CONFERENCE ZOOM GUIDE

While many of us have hit the point of Zoom fatigue and we would all certainly prefer to meet in person, nonetheless, we are privileged to be able to hold Slayage 9 virtually. We hope to meet again in person in 2024, but in the meantime, we are still excited to present such a diverse and robust program this year.

Many of us have become intimately familiar with Zoom over the last two and a half years, but in case you don't have experience presenting with it or if you need a refresher, below are some useful tips that will help orient you to the Zoom platform.

Additionally, the ASB+ and Slayage 9 would like to thank the University of North Alabama for granting us the licenses through which to host this virtual gathering, and especially to Cynthia Burkhead, Ashley Garcia, and Caroline Hughes at UNA for doing all the hard work to schedule and host the sessions. Without them, we wouldn't be here.

### INSTALLING ZOOM / SETTING UP AN ACCOUNT

- If you do not already have a Zoom account or Zoom on your computer, please take the time to sign up for a Zoom account (which is free) and download the program to your computer.
  - Sign up at: <https://zoom.us/signup>
  - Download up at: <https://zoom.us/download>
- It is possible to join meetings through the website version of Zoom, but if you are presenting and want to screen share, such as for a PowerPoint, you will need to download and install Zoom.

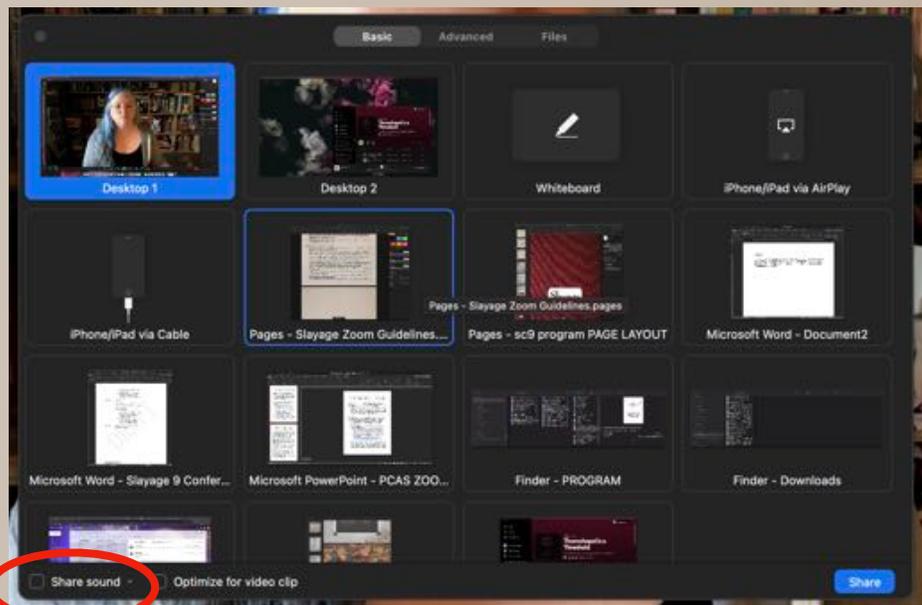
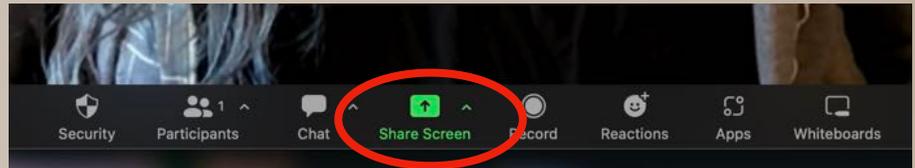
### JOINING A PANEL/ SESSION

- On the Program Schedule, each session will have a zoom link for that session under the panel information.
- For audience members, the panel will open 5 minutes before the start time. Audience members will be muted when you enter.
- The panels will open for presenters 15 minutes before the scheduled start of the panel so the presenters and chairs can get settled and test presentations.
- To join the Zoom session, click on the link under the panel and it will take you to the waiting room. The host will let you in when the room is open.
- If your Zoom account is under a different name than the one with which you registered, please make sure you edit your name to match your the name you used for registration so we can ensure only conference participants and attendees are in our sessions. (This can be changed through **Preferences > Profile**.)
- For additional information on joining a Zoom Room you can check out: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Zoom-video-call>

FRIDAY, 22 JULY 2022	
9:30 am - 9:45 am	<b>Welcome and Formal Opening</b> <a href="https://una.zoom.us/j/95761293224">https://una.zoom.us/j/95761293224</a>
9:45 am - 11:00 am	<b>FEATURED SPEAKER: Renee St. Louis</b> "Ruin, Reflection, Redemption: Unpacking the Television Career of Marti Noxon" Moderator: James Ro... <a href="https://una.zoom.us/j/94587994909">https://una.zoom.us/j/94587994909</a>

## **PRESENTING & SCREEN SHARING**

- **HOSTING:** The Session Chair and the Panelists will be assigned as cohosts when you enter the Zoom room —this will allow you to share your screen during the session.
- **TIME: Panel chairs and presenters can enter 15 minutes before their presentation time.** We ask that the panel chairs and presenters join the room *at least* 10 minutes before the session is scheduled to start. This allows time to test your camera, mic, and screen sharing abilities before conferees join the session.
- **SCREEN SHARE:** As a cohost you will be able to Screen Share to show your slide deck, visuals, and/or video. To share your screen, you will need to click on the **Share Screen** button on the bottom of the Zoom window.
- Once you Click this, you can select *which* window you want to share, then click **Share**.
- **PLEASE NOTE:** if you want to show video clips, you CANNOT use Netflix, Hulu, or other streaming sites (Zoom blocks the video feed to avoid copyright infringement). To show a video, you can either use YouTube or Vimeo OR play an .mp4 (or other) file from your computer or as a standalone file embedded in your slide deck.
- **AUDIO: if you are sharing a video, you will need to click the button that says SHARE SOUND or the video will play without audio.**



- More assistance on screen sharing can be found at: [https://support.zoom.us/hc/en-us/articles/201362153- Sharing-your-screen-content-or-second-camera](https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen-content-or-second-camera)
- **TIMING:** Practice your presentation beforehand to make sure you are within your 20-minute limit. While presenting, it is helpful if you can keep the chat window open so the chair can alert you when you have only a few minutes remaining. (To view the chat window while you present, you need to either NOT use full-screen mode OR have a two-monitor setup.)
- **LEAVING THE MEETING:** as a Co-Host, when you leave the meeting, Zoom will ask if you want to end the meeting. Please do not click END MEETING FOR ALL; instead choose LEAVE. The Host or Chair will end the meeting at the end of the session.

## **ZOOM ETIQUETTE & TIPS**

- **CAMERA:** Check your camera set up and background before you present or turn your camera on to be sure your face is showing and not cut off, and that your background is appropriate for a professional setting. There are also options for Virtual Backgrounds (which superimposes an image behind you on screen) or Blur Background, which will blur the space behind you. Both can be set up through Preferences.
- If you choose to keep your camera off, we suggest adding a picture to your profile so that presenters aren't addressing rows of black boxes.

- Please, we ask that you do not use cartoon or animated filters.
- **AUDIO:** Stray audio can be very distracting for both presenters and audience members. Please mute yourself when entering a room, when presenters are giving their papers, and whenever you are not talking.
- **Q&A:** In the discussion portion of the session, please raise your hand, either with the hand raise function in zoom, in the chat, or on camera. The session chair will then call on participants, so everyone does not talk over each other. You can also type your question into the chat window for the panel chair to read out.
- **COURTESY:** Please be as courteous and attentive to presentations as you would when we are in person. If you need to leave your computer for any reason during a session, please mute your video so as not to distract presenters. (We are all very fragile these days.)



## **PRESENTERTIPS**

- Please have your camera on when you are presenting.
- It is ideal if you have the chat window open during your presentation so that the panel chair can give you a heads up regarding your remaining time. (To view the chat window while you present, you need to either NOT use full-screen mode OR have a two-monitor setup.)
- We suggest that you consider using a slide deck (PowerPoint, Google Slides, Keynote, etc.) for your presentation. Even just a couple of slides or a picture of your topic can help engage the audience and make your presentation more accessible.
- Please remember to mute your mic after your presentation and during your panelists' presentations.
- Be sure to practice your presentation/ paper so that you are able to present in your allotted time. For panels of three, each participant is allotted no more than 20 minutes, including set up/ screen sharing.
- Each session is timed to leave 30 minutes for discussion and questions at the end of presentations.

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### **If you have problems joining the Zoom sessions, please email or text the Conference Co-Conveners for assistance:**

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