

2021 ASCEND Zoom Meeting Recommendations For Collaborative Micro Sessions

The 2021 ASCEND Micro sessions will be conducted through Zoom meetings. The Zoom links will be hosted in the ASCEND virtual platform at <https://ascend.aiaa.org>. The following document provides tips and recommendations for running your meeting. If you have specific technical questions that are not covered in this document, please contact the ASCEND team at ascend@aiaa.org.

Roles & Responsibilities

Prior to the live session

- Panelists/Presenters:
 - If applicable, provide your slides/presentation to the session chair/moderator in advance.
- Session Chairs/Moderators:
 - Create welcome slides ([slide template](#)).
 - Gather slides/presentations from presenters, if applicable.
 - Prepare 1-2 questions to kick off Q&A.
 - If you plan to use a poll, it must be created ahead of time. Please fill out this Google form <https://forms.gle/UBqsiSbk854eZ6KLA> by **October 29, 2021**. If you have questions about the form, contact Deborah Guinnessy at deborahg@aiaa.org.

Joining the meeting: **Plan to join 30 minutes prior to the start time**

- The link for the Zoom meeting will appear on the [ASCEND virtual platform](#) 30 minutes before the session is about to begin.
- Vendor staff will act as the host and begin the meeting, then turn over host role to the moderator.
- All participants (including the host) will need to unmute their microphone and turn on their camera when they join the meeting.
- All participants can join the meeting simply by clicking on the Zoom link for the session in the [ASCEND Online Platform](#); this does not require an individual to download the Zoom app; the virtual meeting is accessible through a web browser.
- Moderators
 - Once attendees begin arriving, moderators should introduce themselves and say they are waiting for a few more people to join before beginning.
 - Best practice tip: Paste your name, presenters' names, and presentation titles in the chat so they can be easily found by attendees.
- Presenters/Speakers
 - Presenters/Speakers should introduce themselves to the host and co-hosts when signing in. This will also work as a video and microphone check prior to the beginning of the meeting.

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Once the meeting begins, here are some tips:

Moderators

- Introduce themselves.
- Announce that the session is being recorded and the link to the recording will be available on the virtual platform within 48 hours of this session.
- Screen share welcome slides and explain them.
- Welcome/ask participants to stay muted/explain how to ask a question.
- Go over list of presenters/speakers.
- Give a quick introduction of the session and introduce co-chairs and presenters.

At the end of the meeting

Moderators

- Thank the presenters and attendees.
- If there are additional questions or follow-up needed, encourage presenters and attendees to use the chat feature available on the virtual platform.
- End the meeting.

Important Notes/Settings:

- We recommend *not* using slides, but if speakers would like to share slides during the session, presenters/speakers should share their slides with session chairs in advance; that way the only individuals that need to screen share are the session chairs.
- We will be recording sessions automatically. The session recording link will be available on the virtual platform within 48 hours of the session.
- The meetings contain the following settings:
 - Participants are automatically muted, and video is turned off when they join.
 - They will need to unmute and start their video when they join.
 - They can ask presenters questions:
 - Using the chat window is the preferred method of asking questions.
 - Participants can ask their question if they raise their hand using the Zoom button and are called on by the co-hosts or presenter.
 - All participants (including attendees) may share their screens, but host and co-hosts can disable this for a participant (see below).
- If it's difficult to see the Zoom menu when another individual is sharing, exit "full screen" mode and resize your window to see the menu.
- The meeting will not be locked so ASCEND registrants can join the session in progress at any time.
- If you need technical support during the meeting email support@cadmore.media.

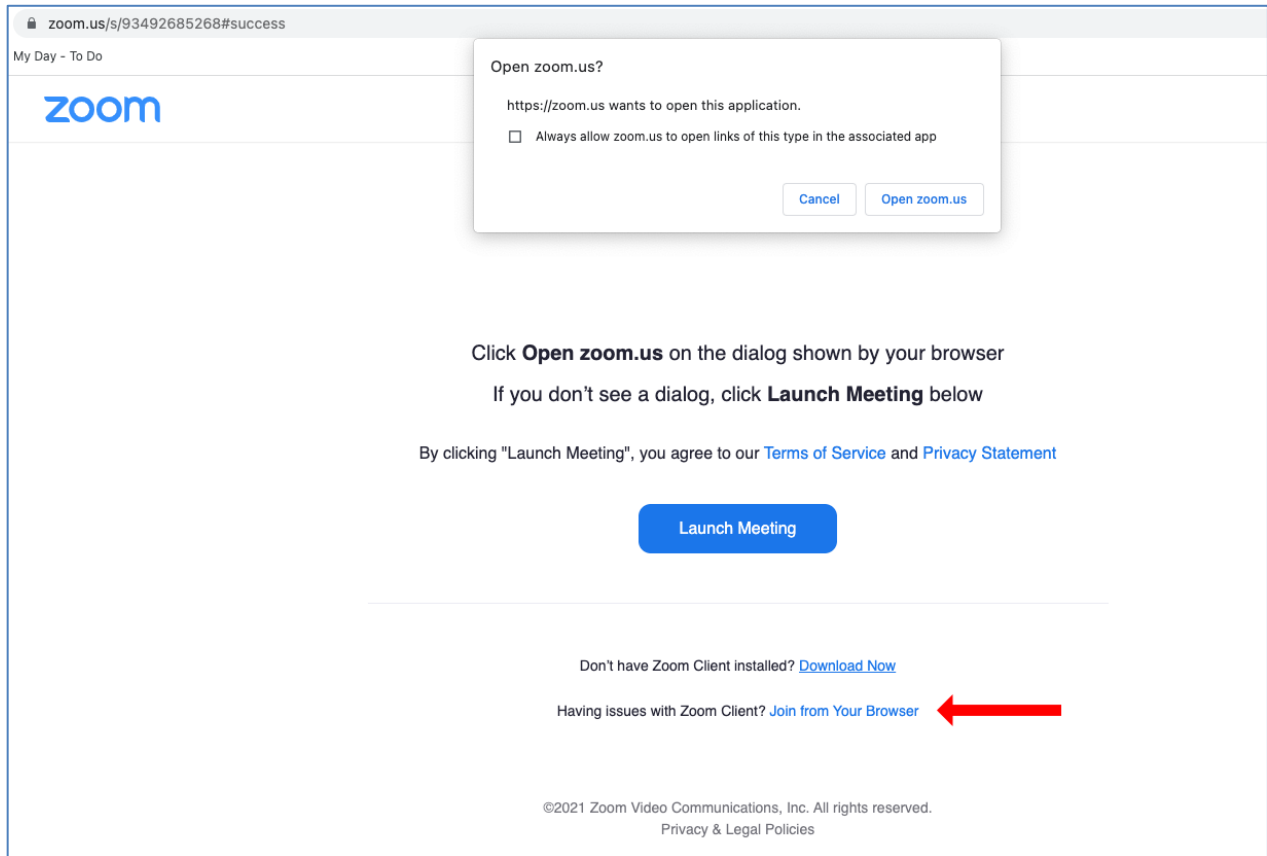
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Zoom Meetings: General Info

If you have not used Zoom, you can find tutorials and tips at the [Zoom Help Center](#).

Join from Browser or Dial-in

If you have restricted access to Zoom, there are two methods you can use to join a Zoom meeting. One of them is *Join From Browser*. Click the meeting link and you should see this screen:



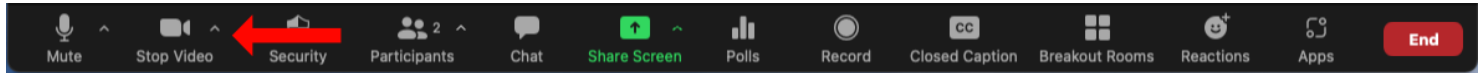
At the very bottom of this page is a small link that will allow you to join the meeting from your browser. Click the cancel button in the dialogue box and then click link at the bottom of the page. No sign-in is required.

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Creating a Virtual Background

This feature is only available in the Zoom app, when using the video function, you can create a virtual background for yourself. When you are in the meeting, move the mouse so that the black bar at the bottom appears.

Click on the arrow to the right of “Stop Video” and a pop-up menu will show your options and allow you to choose a virtual background.



In the virtual background screen, you can click on the “+” sign to add your own.



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The following information is applicable to hosts and co-hosts (session co-chairs/moderators) only:

Managing Participants

For more information about managing participants, [visit the Zoom knowledge base](#).

Order of participants

Names in the participants list appear in the participants panel in the following order:

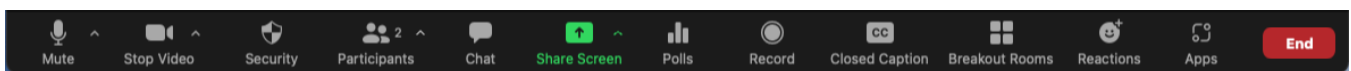
1. You
2. The host (If you're not the host)
3. Phone numbers with no names
4. Unmuted participants (sorted alphabetically)
5. Muted participants (sorted alphabetically)

Controls for host and co-hosts (session co-chairs)

With meetings, hosts and co-hosts can control the following features:

- Mute participants
- Request that a participant unmutes
- Stop a participant's video
- Request that a participant starts their video
- Prevent participants from screen sharing
- Rename a participant
- Chat
- Share Screen
- Polling
- Breakout Rooms

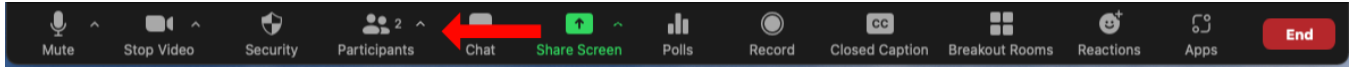
Zoom toolbar



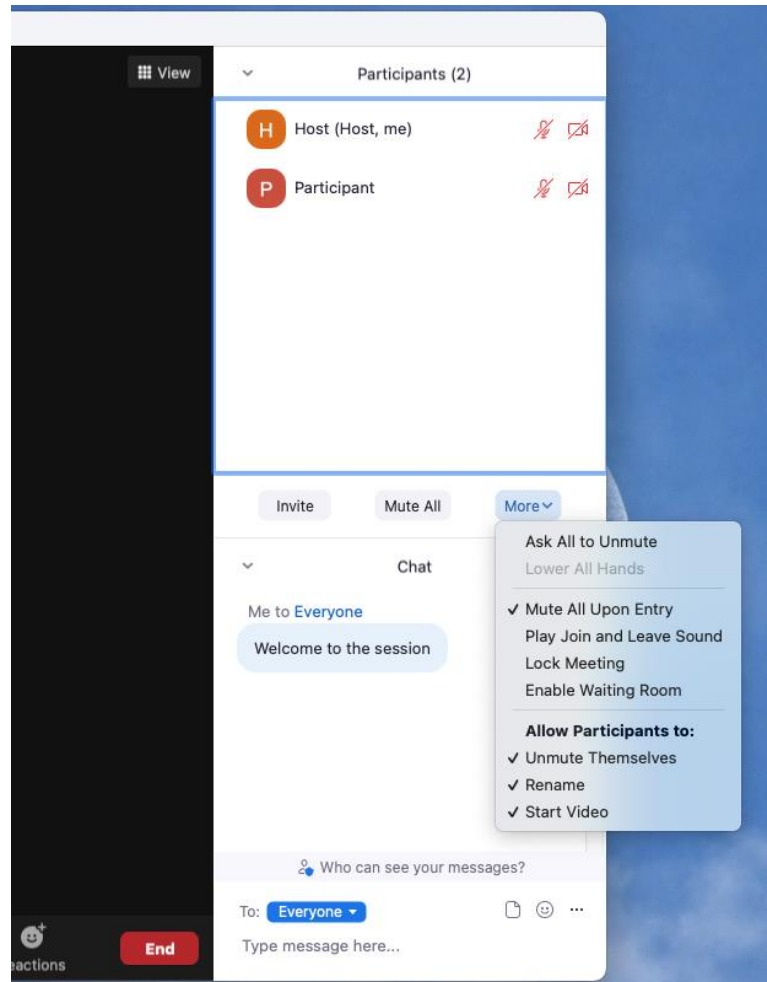
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Controls for managing participants

1. Click the **Participants** button in the host controls to display the participants list:



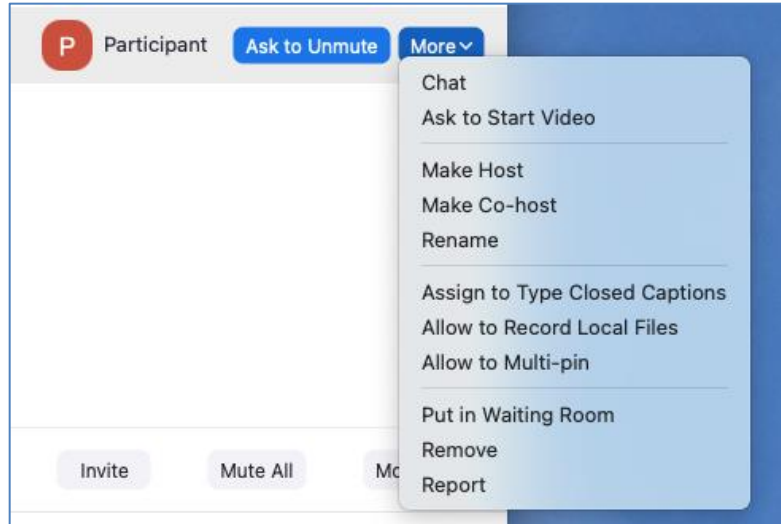
2. To control options for all participants, hover over the **More** button for these options:



Note: You will want to uncheck **Play Join and Leave Sound**

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- To control options for an individual participant, hover over the participant's name until the **More** button appears, you will see these options:



- **Chat:** Chat is enabled.
- **Ask to Start Video:** option if the participant hasn't started their video. Or, if video is activated: **Stop Video:** Stop the participant's video stream so they are unable to start their video.
- **Make Host:** (co-hosts cannot use this feature): Assign the participant to be the host. There can only be one host.
- **Make Co-host:** (co-hosts cannot use this feature): Assign a participant to be a [co-host](#). You can have an unlimited number of co-hosts.
- **Rename:** Change the participant's name that is displayed to the other attendees.. This change only applies to the current meeting.
Note: To change your own name that is displayed, hover over your name in the participants list and click **Rename**. You can permanently change your name in your Zoom profile.
- **Remove:** Dismiss a participant from the meeting. They won't be able to rejoin.

Assign a Co-host or change Host

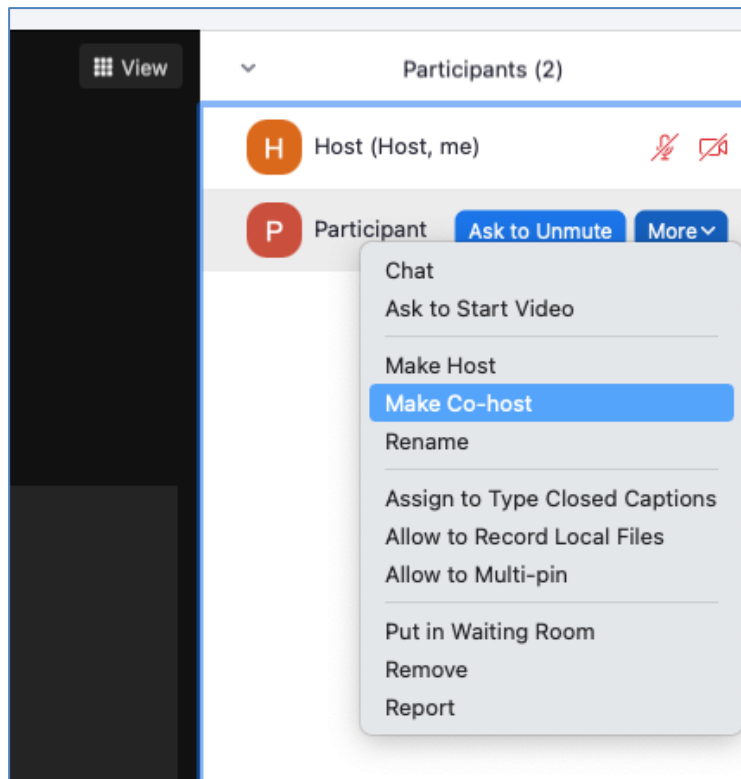
After the Host starts the meeting, the host can make a participant a co-host. A co-host has the same privileges as the host, and can lock the meeting, remove a participant, etc. The host and the co-host can work in the meeting at the same time.

If your meeting is large enough that the host cannot facilitate the meeting content and keep an eye on potential unwanted behavior, assign a co-host. The co-host can keep an eye on participant behavior and in the case of disruptive participants, shut them down while the host continues the meeting.

The Host can transfer host permissions to another participant if the host needs to leave the meeting early or step away during the meeting. When the original host transfers host permissions to a participant, the original host no longer controls screen share, etc.

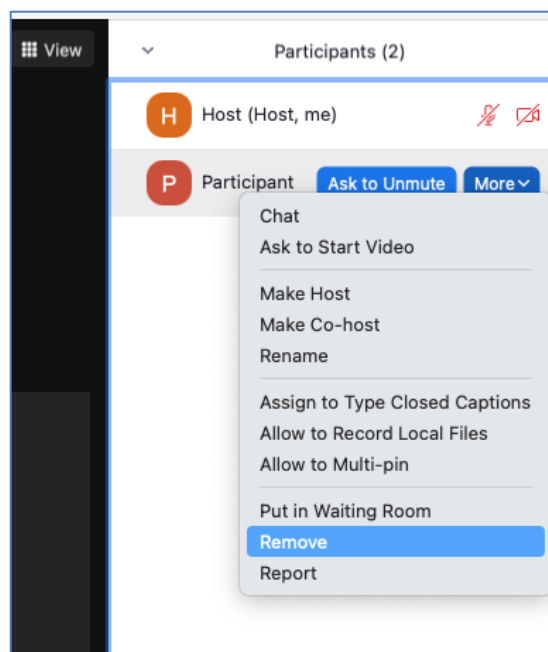
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In the Participants panel hover over the name to be assigned host or co-host; click the More button and select Make Co-host.



Remove Participant and Start or Stop Video

To control participants: hover over a name in a participant pane; click More for all options. To permanently remove a participant from the meeting click Remove.



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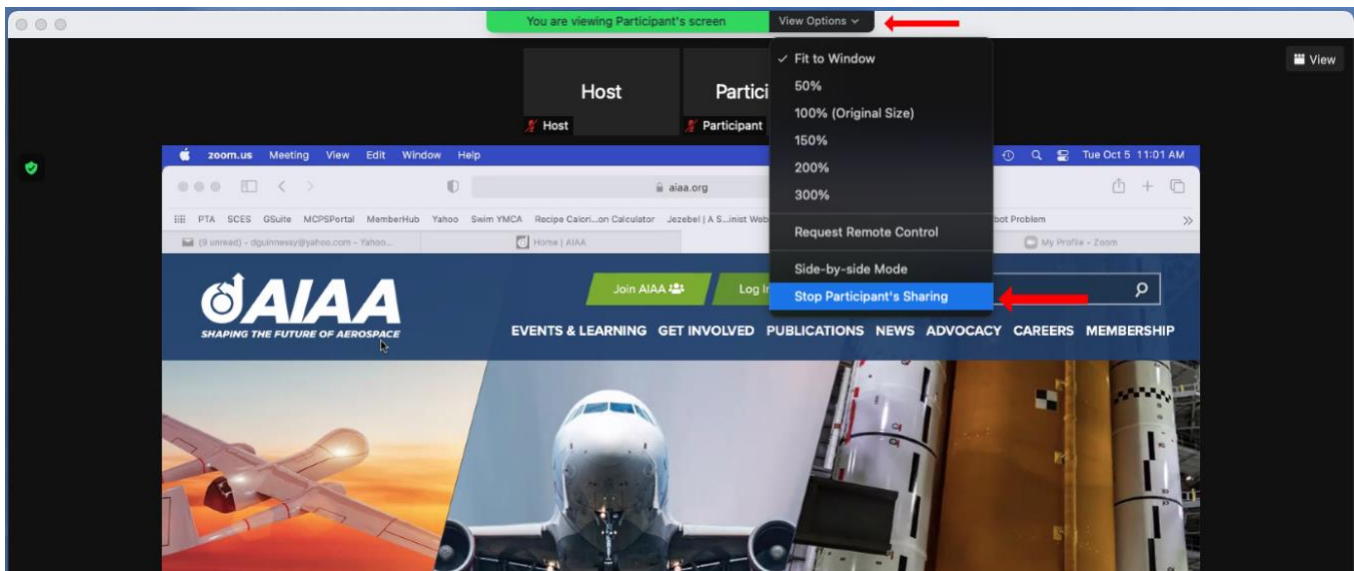
Share Screen

For more information about using the share screen feature, [visit the Zoom knowledge base](#).

1. In the host controls, click the arrow next to **Share Screen** and click on the window you want to share.



2. To stop a participant from screen sharing, click View Options, then Stop Participant Sharing



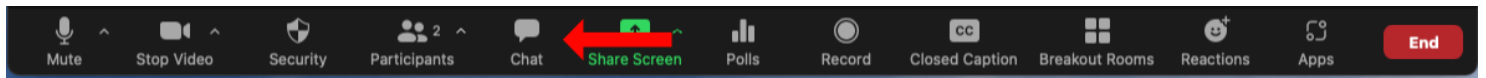
Note: All attendees can share their screens.

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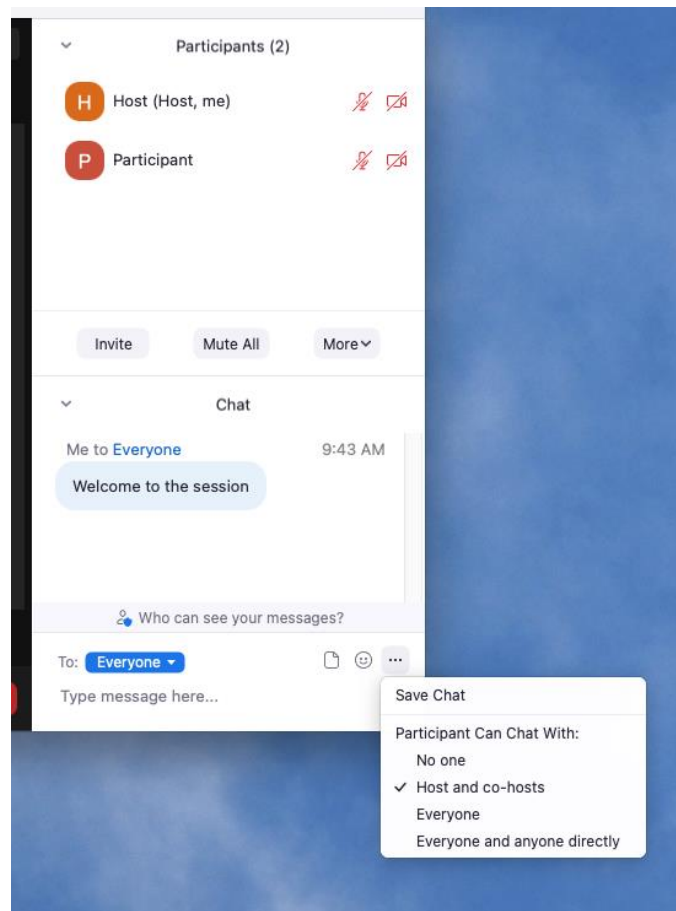
Chat

For more information about using the chat feature, [visit the Zoom knowledge base](#).

1. To activate chat, click the button at the bottom of the screen. Hover over the three dots on the right of the panel to access chat controls.



2. To select who to chat with, click on the three dots next to the emoticon in the chat panel.



Best practice tip: Paste presenters' names and presentation titles in chat so they can be easily found by attendees.

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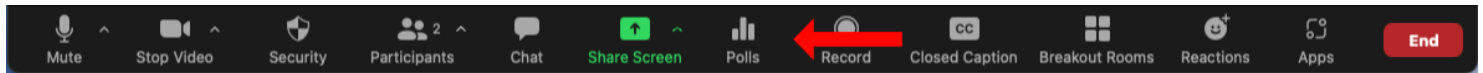
Polls

If you plan to use a poll, it must be created ahead of time. Please fill out this Google form

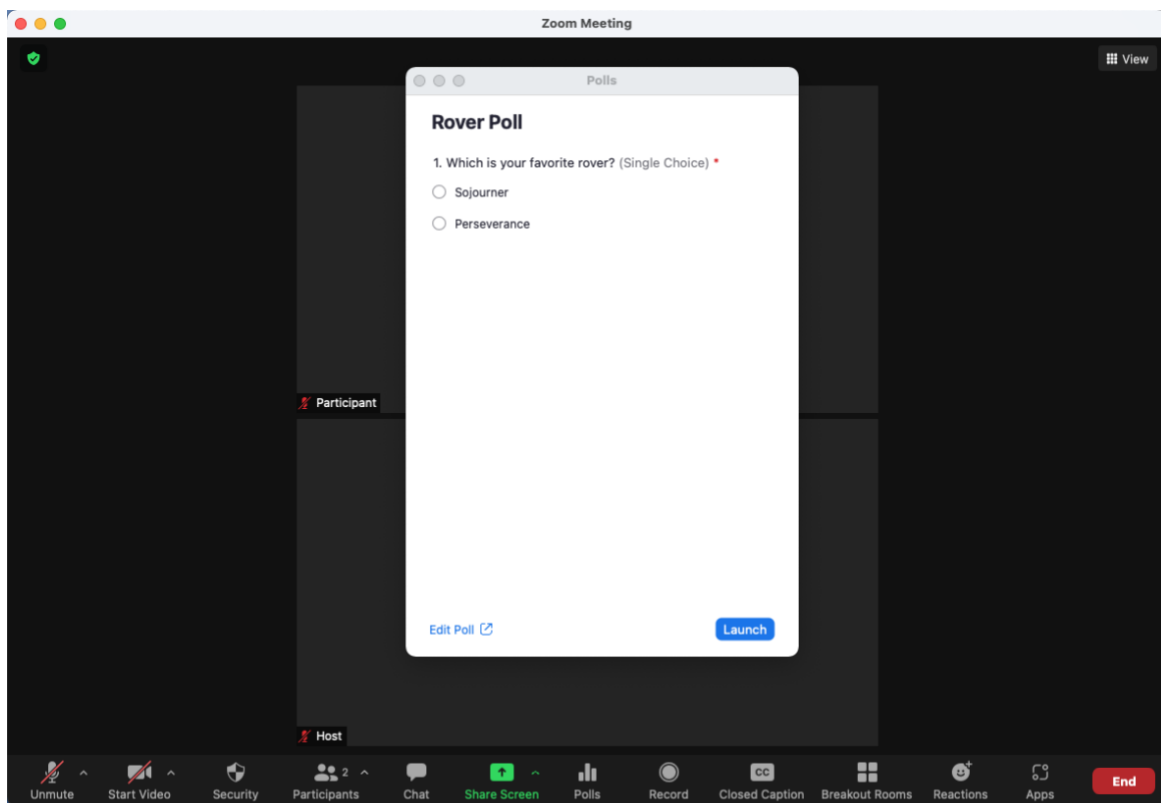
<https://forms.gle/UBqsiSbk854eZ6KLA> by **October 29, 2021**. If you have questions about the form, contact Deborah Guinnessy at deborahg@aiaa.org.

For more information about using polls, visit the [Zoom knowledge base](#).

1. To activate polls, click on the poll button in the tool bar.

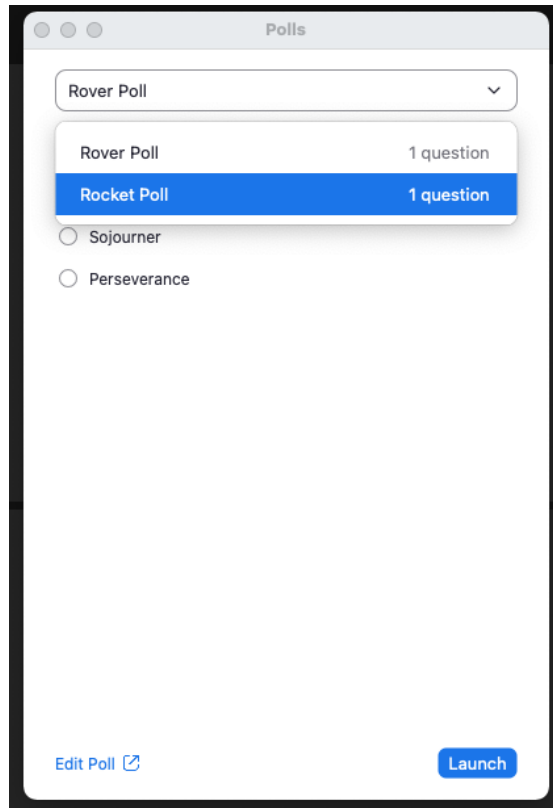


2. To launch a poll, click on the Launch button.



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3. If you have more than one poll, you can select it from the dropdown list at the top of the panel.



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Breakout Rooms

Breakout rooms are available in all meetings. We strongly recommend reviewing [How to Use a Breakout Room](#) in the Zoom Knowledge Base.

