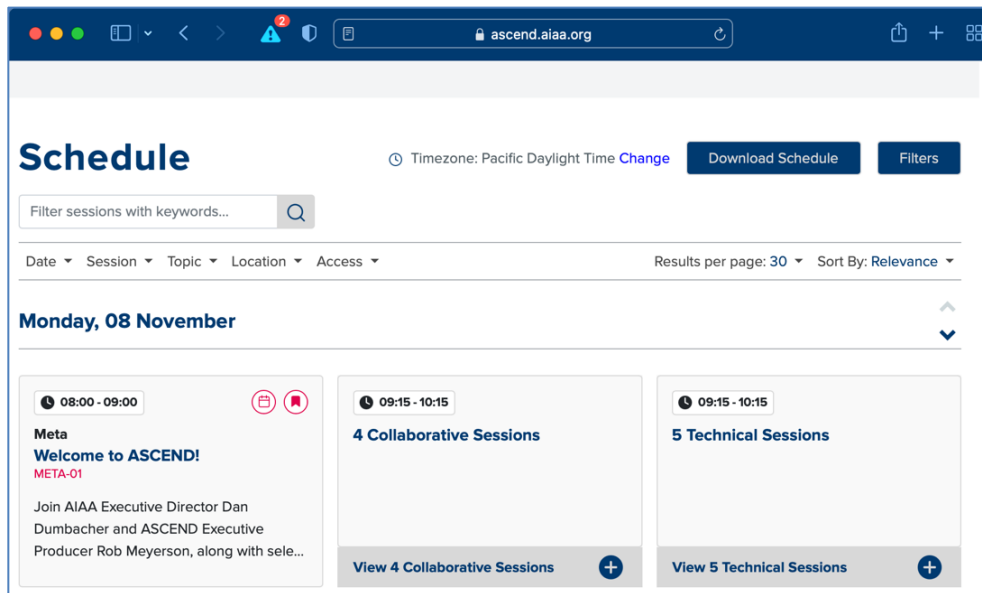


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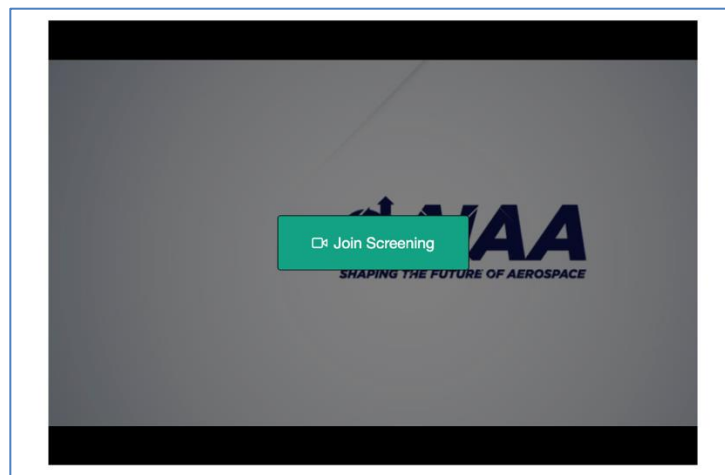
The 2021 ASCEND Technical Micro sessions will be conducted using an embedded video player hosted on the [ASCEND Online Platform](#) and Zoom meetings. The following document provides tips and recommendations for using the video player and running your meeting. If you have specific technical questions that are not covered in this document, please contact the ASCEND team at [ascend@aiaa.org](mailto:ascend@aiaa.org).

### Using the Live Screening Video Player

To view a live screening login to the [ASCEND Online Platform](#), go to the schedule and click on your session. To search for your session, click the Filter button on top right of the schedule and the search box will appear on the left. Simply click on your session to go to the screening.



Thirty minutes before the session starts, the green *join screening* button will appear, and the video player will be activated.



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Once you join the live screening, you will be able to chat, see a list of attendees and participate in the Q&A. The video will begin automatically at the scheduled time. You will not be able to stop or pause the video. If an attendee joins after the session has begun, their video will be queued up to the same place as the rest of the attendees. The videos will be available on the online platform within 48 hours after the session for re-watching. The chat and Q&A will not be recorded.

The screenshot shows a Zoom meeting titled "Live Screening Demonstration". The main video area displays the AIAA logo with the tagline "SHAPING THE FUTURE OF AEROSPACE". Below the video, there is a transcript and information section. The transcript shows the following text:

**Article Title:** Live Screening Test Video 2  
**Abstract:** Live Screening Test Video 2  
**Events:**

Below the transcript, there is a video player showing a slide with the text "ADVANCE ABOVE Aerospace Leadership in a Transitioning World" and the AIAA logo.

The chat window on the right shows a list of messages:

- TO Tim O'Connell • 12:01:49 PM test
- JS Justin Scheidler • 6:17:14 AM test
- TU Test User • 3:15:39 PM Hi
- NG Neil Gilstrap\_2 • 1:48:10 PM Hi I'm Neil the session chair. The videos will play in sequence automatically. If you have questions, use the Q&A tab. After all videos have played a Zoom link will appear to join a call with us!
- NG Neil Gilstrap\_2 • 12:05:44 PM has joined the chat.

At the bottom of the chat window, there is a message: "You have joined the chat." and a text input field with a send button.

At the bottom of the meeting interface, there is a footer: "Presented by: Cadmore Media on 10/12/2021"

Once all the videos have played, a link to a Zoom meeting will appear and everyone can join the discussion.

### Tips for your Zoom Meeting

#### Joining the meeting

- All participants (including moderators and speakers) 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 that appears after the videos; this does not require an individual to download the Zoom app; the virtual meeting also is accessible through a web browser.
- Moderators
  - There is no host in the Zoom meeting therefore you will not be able to use breakout rooms, polls, claim host, or manage participants.
  - Once attendees begin arriving, moderators should introduce themselves and say they are waiting for a

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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 moderator when joining.

### Once the meeting begins, here are some tips:

#### Moderators

- Introduce themselves.
- 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.
- Leave the meeting. The meeting will end automatically when all participants leave.

#### Functionality

- 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.
  - All participants (including attendees) may share their screens.
- 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](mailto:support@cadmore.media).

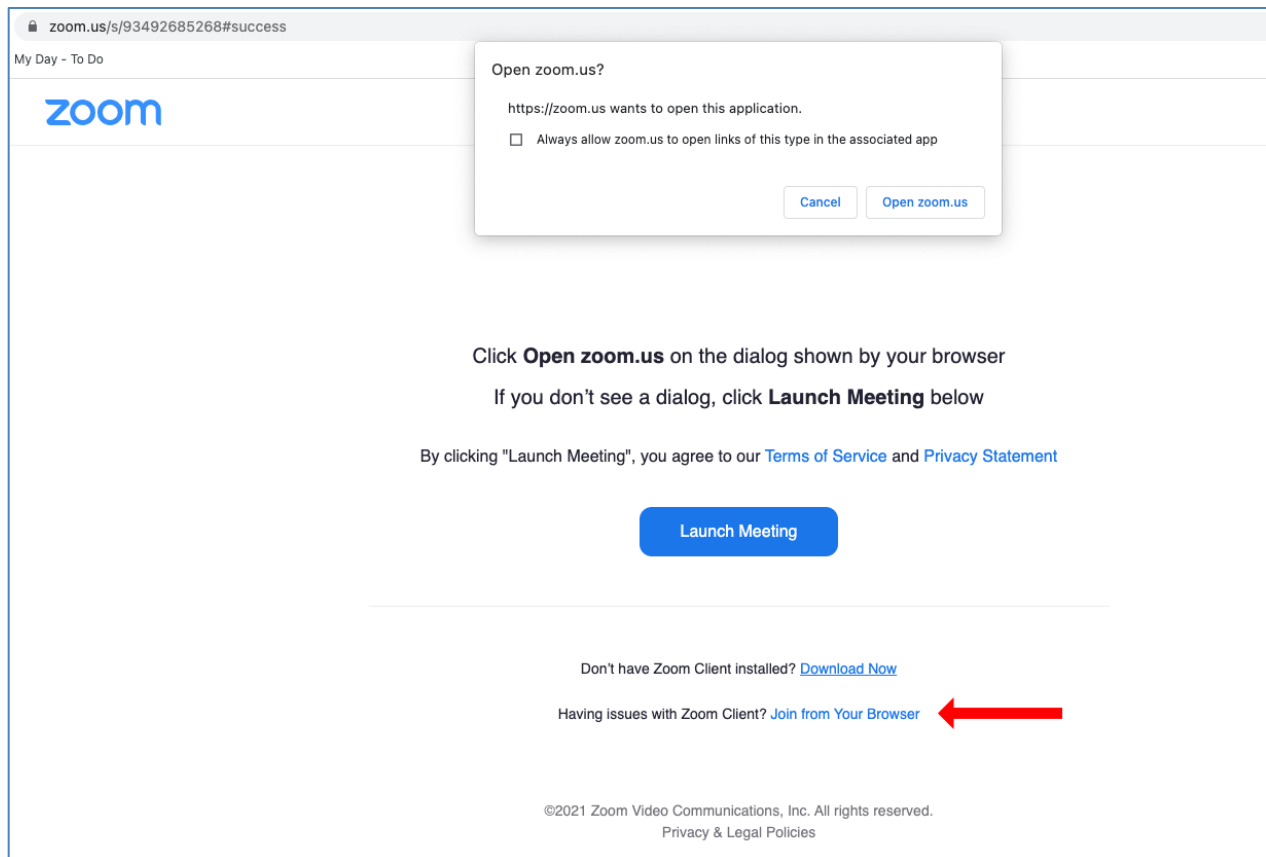
# 2021 ASCEND Zoom Meeting Recommendations For Technical Micro Sessions

## 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, you can use the *JoinFrom Browser* method to join a meeting. Click the meeting link, click Launch Meeting, and you should see this screen:



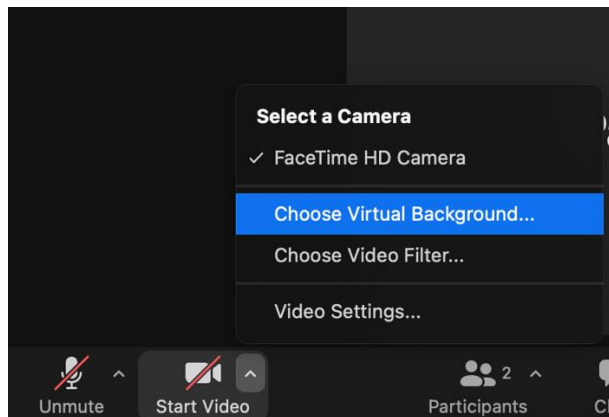
At the very bottom of this page is a small link that will allow you to join the meeting from your browser. Click the cancel button in the dialogue box and then click Join from Your Browser at the bottom of the page. No sign-in is required.

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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 “Start Video” and a pop-up menu will show your options and allow you to choose a virtual background.



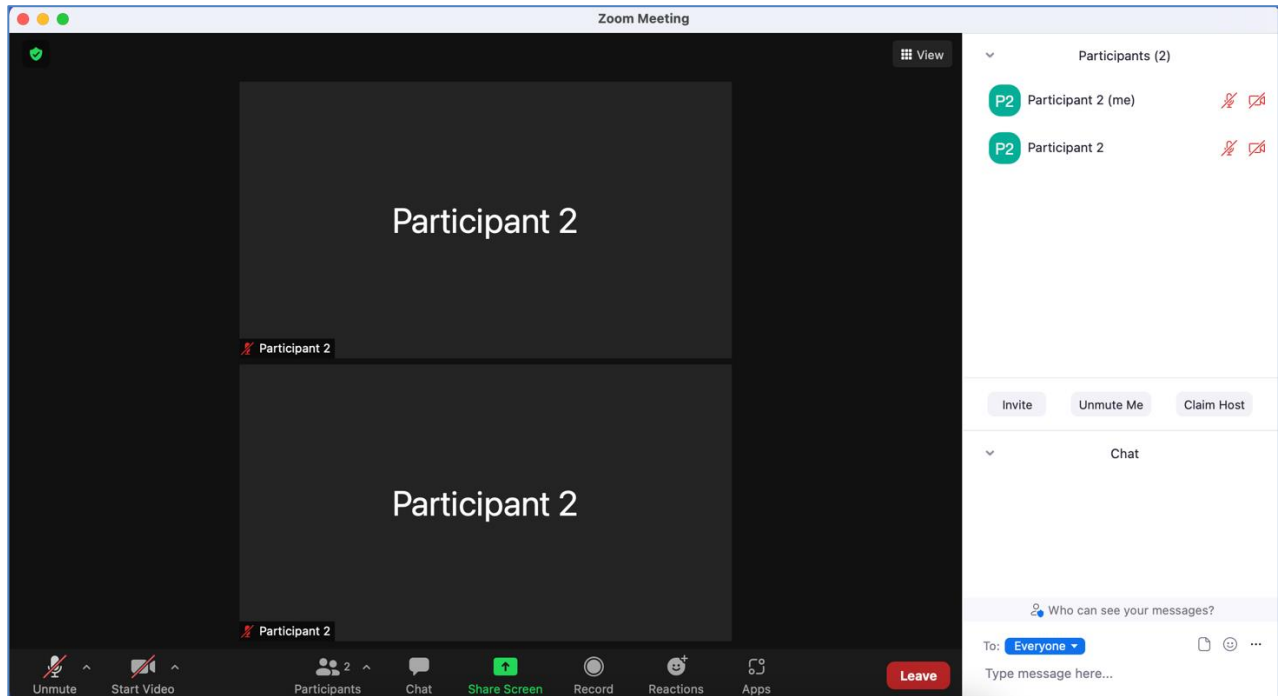
In the virtual background screen, you can click on the “+” sign to add your own.



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## Host-less Meeting

There will be no host in the Zoom meeting. You will not be able to use the Claim Host button. You will be able to chat and use the share screen button.

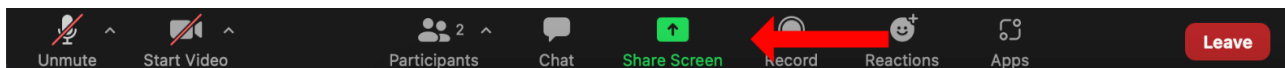


## Managing Participants

Because there will be no host in the Zoom meeting, if there is inappropriate behavior from a participant, everyone is encouraged to leave the meeting. The Moderator can report the name of the participant to the ASCEND conference team at [ascend@aiaa.org](mailto:ascend@aiaa.org) and we will take steps to ensure the participant does not disrupt other sessions.

## Share Screen

For more information about using the share screen feature, [visit the Zoom knowledge base](#). In the control panel, click the arrow next to **Share Screen** and click on the window you want to share.



**Note:** All participants can share their screens.

## Chat

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



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

