

AgroEnviro Workshop Online Quick Guide to Zoom

- Download Zoom app, register an account, load picture.
- Ensure that your name and e-mail are the same as your registered screen name on Zoom app.
- Use the provided link or meeting ID to enter.
- Use earphones, turn off microphone when not speaking, turn off video if internet is poor.
- Follow Do's and Do NOT'S of videoconferencing (see below).
- Raise "Zoom hand" to ask questions verbally, or send text to "co-moderator" or "everyone".

Speakers

- Turn ON microphone and video.
- Share PowerPoint presentation in slideshow mode while presenting.

ETIQUETTE

The 6 Do's of Video Conferencing Etiquette

Do enter conference on mute mode

Do keep your microphone off except while speaking to avoid background noise

Do speak clearly

Do be courteous to other participants, and do not "talk over" another speaker

Do move and gesture slowly

Do make the session animated

The 7 Do NOT's of Video Conferencing Etiquette

Don't wear striped clothing and shiny jewelry (it is distracting)

Don't interrupt other speakers. Be aware that only one person can be heard at a time

Don't share your screen unless you are requested by the moderator

Don't annotate presenter's slides; (they appear publicly with your name and are distracting)

Don't make distracting movements or sounds

Don't carry on side conversations

Don't shout

AgroEnviro Workshop Online “Instruction Manual” for Zoom Teleconferencing

GETTING HELP

HELP LINE PHONE NUMBER (WhatsApp): + 55 19 97109-7072 (Sergio Carrare – IT Member)
HELP EMAIL OR ONLINE CHANNEL: eventos@cnpem.br (Murilo Oliveira – Communication Member)

GENERAL INSTRUCTIONS

Overall “Meeting Controls” tutorial provided by Zoom:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Before the meeting:

- Download the Zoom app for desktop or Zoom app for mobile device. It is recommended to use a computer for a better experience and meeting quality. Although accessing the meeting using a browser is possible with the provided link, it does not work in all computers, so downloading the cost-free Zoom App is highly recommended.
- Create your own personal login and password by entering at Zoom.us website and clicking “creating account” if you do not have it yet.
- Test your computer system beforehand to update or install necessary programs. You might launch the Zoom App, then select “New Meeting” which should start a meeting, as an example.
- If possible, upload a profile picture. During test, click “...” at your image window next to the “unmute” panel. Choose “edit profile picture”. Then select and upload a picture which clearly shows your face and will be visible onscreen when your video is “off”.
- All participants will get one or more e-mails from the organizing committee (~~from~~ events@cnpem.com) with information about the AgroEnviro Workshop Online. These will contain information such as:
 - Name of the event – AgroEnviro Workshop
 - Meeting agenda/schedule
 - Zoom Link: Your personal link to access the workshop each day
 - Meeting ID (another way to access the meeting)
 - Password

Entering the meeting

- Ideally use a hardwired internet connection to avoid break-up due to poor local Wi-Fi connection.
- By clicking the provided link sent by the organizing committee related to each day, a new tab will automatically pop up to redirect you into Zoom app, if installed on your

device. Otherwise, the meeting opens in your browser. Then, use provided ID and password to enter the workshop during the designated entry periods on May 20-21.

- After entering, you will be placed in a “Waiting Room” until the moderators cross-check your name with the list of registered users and let you into the meeting room. (Please come early, as the system might be sluggish if many users are trying to enter at once).
- Make sure to use your “online name” as you specified in the registration form to facilitate the hosts accepting you into the meeting. If you need to sign in again or from another computer, use the same links and name.
- Ideally use earphones to eliminate feedback when talking, and “mute” your microphone when not talking.
- For a better experience, enable “Fit to Window” mode: View options> Zoom Ratio> Fit to Window.
- Tip: as you enter the meeting, choose “Gallery View” mode to see all the participants on your screen.

During the meeting

- Stay connected during the whole meeting each day, even during the breaks and lunch time to avoid lengthy.
- If you need to leave for a short period, only turn your microphone and video camera off.

Asking a Question

- Verbal Questions: “Raise your hand” during the “Questions and General Discussion” periods at the end of a presentation period. (The “hand raise” Zoom feature is accessible by selecting “Participants” at the bottom of your main screen, then selecting the yellow “hand” in a menu to the right). The MODERATOR will take verbal questions in order. (Turn on your microphone and video when asked)
- Anonymous Written Questions: At any time during a presentation, type a question privately to the “CO-MODERATOR” (name listed as second moderator on schedule) using the “Chat” box accessible from the bottom of your screen. These questions will be asked anonymously, unless you specify to include your name.

“Crash Plan” - If the Whole Meeting Drops

- If the whole meeting disappears in case of a system failure, try to log in with the original meeting link sent by e-mail.
- If that does not work, look for email instructions from the organizing committee, for example, with a link to a new meeting.

ROLE-SPECIFIC INSTRUCTIONS

Speakers

- If you are using multiple computer monitors, place your PowerPoint presentation on the monitor that has your video camera (or closest to an external camera) so that your eyes will be on the audience as you view your slides and speak.
- To share your presentation, click at the “Share Screen” (green) button at the bottom or top of the window, then choose the **PowerPoint application** with the presentation that you wish to share. (Note: it works better to share the application instead of the Desktop with the application file.)
- Please leave your camera ON while presenting your talk (Have both the slides and the speaker in view during presentation)
- PDF format presentations should be avoided. Prefer PPT files or similar.
- Please set your screen to “Full Screen” mode during your presentation
- Please use “Slide Show” mode so that it does not get cut off on the participants' screens
- Presenters should avoid the presence of a symbol, word, or words legally registered or established by use as representing a company or product unless specifically relevant to your talk. If unavoidable, use PowerPoint effects to “blur” the trademark.
- When creating your slides, we recommend choosing effects to animate items that appear in sequence rather than using the mouse point to guide visualization.
- It is recommended to use “spotlight” as a virtual pointer (in Zoom annotation tools).
- Please find more instructions for speakers at this tutorial provided by Zoom:

How to Share Your Screen:

https://www.youtube.com/embed/YA6SGQIVmCA?rel=0&autoplay=1&cc_load_policy=1