Poster Presentations in Zoom
General Info

- Join zoom session Thursday, May 7th between 9:00-9:15am
- Zoom link: https://arizona.zoom.us/j/98723396201
- Come to zoom session:
  - Prepared to share screen
  - Poster/PPT ready
  - Other necessary data, etc. open on computer
- Exchange contact information with your group ahead of time
Thursday- How will it work?

- There will be one breakout room per poster
- When you join the zoom meeting:
  - You will be asked to move to a breakout room
  - You will rename yourself.
    - First Last (poster ID)
    - Right click on the video of yourself, or hover over your name in participant list & click rename
- Instructors and other evaluators will enter your breakout rooms throughout the session
- There may be other undergraduates observing as well
- Please make sure to tell evaluators your poster ID at the beginning and end of presentation, so that you can be easily evaluated.
- It is normal for people to come part way through, and they may leave before you are done
  - Be aware when your audio is on/off.
  - Be listening the whole time even if you are muted.
  - Monitor the chat window, in case someone communicates through chat instead of audio. There may be questions coming in.
Before Presentation

- Clear your computer desktop- *open only necessary files/windows*
- Dress appropriately
- Turn off computer notifications (they can be heard when you are not muted)
- Physical space- use virtual background or tidy the space behind you
- Assign a back-up person ready with all materials to screen-share if needed
- A staff member will enter your breakout room to do an audio check
- Designate roles:
  - Who is screen sharing?
  - Who is presenting each part?
  - Who is monitoring the chat window?
- Practice at least twice as a group
During the Presentation

- Greet faculty and any other observers as they enter the room if you have not already started your presentation.
  - “Welcome to our presentation. Our poster ID is….. We will be discussing…… Please let us know if you have any questions.”
- You must be present and paying attention in Zoom until dismissed.
  - You must be prepared to have people joining your room at any time.
- Make sure you are verbally letting your partners know when it is their turn to speak.
- Chat monitor should type into chat box and make sure people can hear you when they enter.
- Let faculty and observers know how you would like them to ask questions:
  - Chat
  - Raise their virtual hand
  - *Two people talking at once does not work well, these strategies will help avoid someone talking over you*
- If you need help, please click the “Ask For Help” button.
Dismissal Process

- At the end of the poster sessions, a staff member will come into your breakout room and let you know that you can log off.
- The evaluations will be collected and provided to instructors.
- Your instructors will do the final grading and will let you know the time frame for that process.
<table>
<thead>
<tr>
<th>Let's Practice - dry run: Monday, 5/4 at 4pm MST</th>
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<tbody>
<tr>
<td>• Zoom link:  <a href="https://arizona.zoom.us/j/95375836845">https://arizona.zoom.us/j/95375836845</a></td>
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<tr>
<td>• We will move your team into your breakout room (click Join Breakout Room)</td>
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<td>• Please have your materials ready like you would day-of</td>
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<td>• We will come through each room and do an audio and visual check</td>
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<tr>
<td>• You will run through the presentation fully after audio has been checked</td>
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<td>• Make sure your computer desktop is cleared</td>
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<td>• Your instructor will stop by your breakout room, you will be able to ask them questions at that time. You may be asked to pause your presentation once they enter. You can finish once they leave.</td>
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<tr>
<td>• Please stay in the room until you have been dismissed.</td>
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<tr>
<td>• If you need help, please click the “Ask For Help” button.</td>
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