

SIMONS FOUNDATION

# Panelist Instructions

The Simons Foundation

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Point of Contact:

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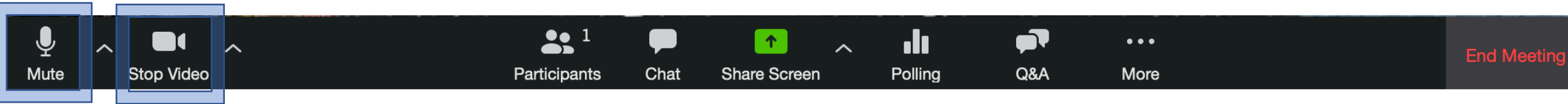
# Panelist Instructions

You are recommended to:

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- Present in a quiet room
- Close all non-essential applications on your laptop/computer (slack, email, etc.)
- Pause things running in the background of your computer (backups, etc.)
- Phone audio is generally clearer than computer audio. If you will be doing a long presentation, you may want to connect your audio via phone.
  - Only connect to audio one way. If you are going to connect your phone, make sure you are completely disconnected from computer audio. If you see a box in the bottom left of the zoom window that says “Join Audio” then you are good - that means your computer is not connected. If you see a microphone there and either “Mute” or “Unmute” then you need to click on the arrow to the right of that icon and select “Leave Computer Audio.”
- If possible, use a pair of headphones or earbuds with a microphone
- If possible, use a hardline internet connection. If you have to use WiFi make sure that you have a good signal where you are presenting from. (Generally the closer you are to your router, the better your signal strength will be.)
- Make sure no one else is using bandwidth (streaming video, music, etc) on the same router during your meeting
- Put your phone ringer on silent

# Zoom Instructions



## Muting/Unmuting

Mute and unmute your microphone.

Audio Controls (click the ^ arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

**Tip:** Use the following keyboard shortcuts to mute or unmute yourself.

Windows: **Alt + A**

Mac: **Shift + Command + A**

Mac: Press and hold SPACE key to temporarily unmute

If connected to **phone audio**, press **\*6** to mute/unmute.

## Start Video/Stop Video

Turns your camera on or off.

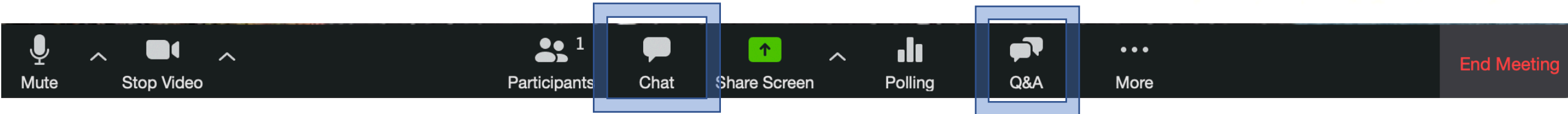
Video Controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a virtual background, or access your full video settings.

## Reminder:

Please remember to silence all computer notification sounds (incoming email, slack, messages, etc.)

# Zoom Instructions

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## Chat

Chat – Technical Questions.

Attendees will be able to send any technical questions they have via chat.

The Webinar Host will respond to these questions – the moderator and panelists can disregard.

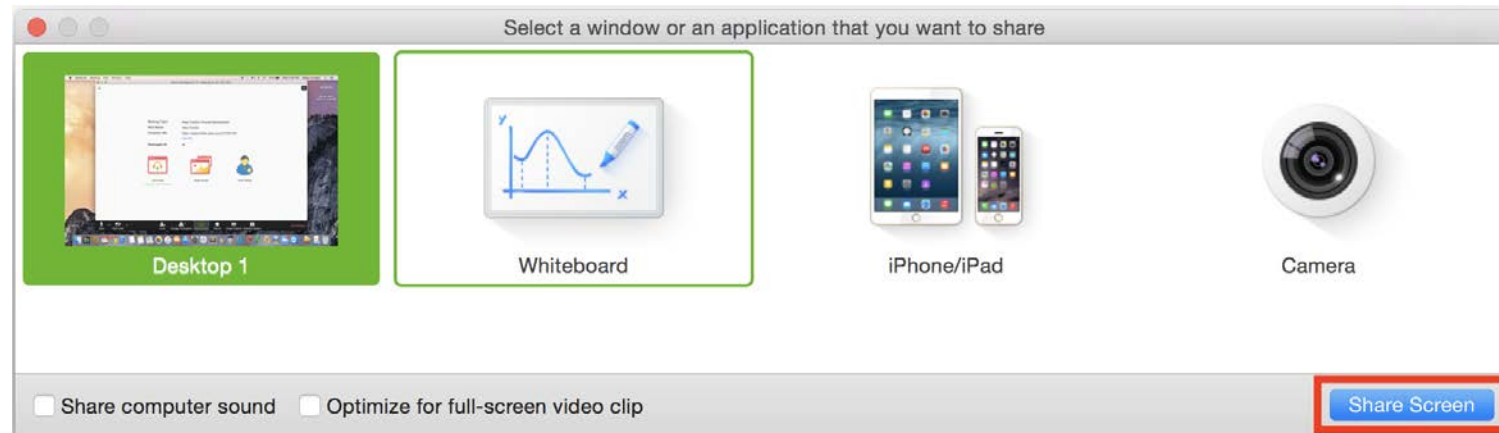
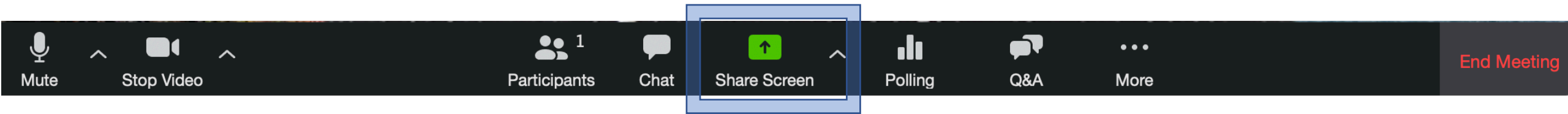
## Q&A

Q&A – Content Questions

Attendees will be able to send any questions to the panelists.

The Moderator will look through these questions and decide which ones to ask the panelists.

# Share Screen



To start screen sharing, select the Share Screen button located in your meeting controls.

- This will open up the window to select a window to share.
- Click the screen you want to share. You can choose your desktop or an application that you already have open, such as Powerpoint.
- Click Share Screen
- Click Stop Share once finished sharing.

