Panelist Instructions
The Simons Foundation
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Point of Contact:
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Panelist Instructions

You are recommended to:

- 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

Mutings/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.)
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.
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.