

Please watch the Zoom training on Chairing a Session here:

<https://us02web.zoom.us/rec/share/qfzPu3YoM97TpSKIfDcb9x8xja9DEENBR--SiXWTzHJ-Hm3EHxWU8SPaoiMnPXxp.F2RjI5ckhpviPIvd?startTime=1601663660000>

We strongly suggest logging into Zoom and starting a meeting in order to familiarize yourself with the speaker controls before the conference. You can also practice screen sharing with a partner or if you are practicing by yourself, choose the RECORD option to watch how your presentation looks.

STARTING YOUR SESSION

Find the session you are chairing by logging in to the platform: <https://wapor.secure-platform.com/a>

You can search by the session title or by finding the date/time of your session.

You should log in 20 minutes before the session begins to open your room by clicking **START MEETING (you will see a green box inside the session view)**.

Once you click that, anyone else will see a button that says **JOIN MEETING**, by doing so they will be placed in a waiting room until you admit them.

ADMITTING SPEAKERS INTO THE SESSION

You will now go to the WAITING ROOM and find the **SPEAKERS** in your session to admit them from the waiting room of the session. Here's how to do that:

Admitting participants during a meeting

1. As the meeting host, click **Manage Participants**.
2. Click **Admit** to have the participant join the meeting.



1 Waiting

Message



→ Here is a link to a Zoom tutorial on [HOW TO ADMIT TO WAITING ROOM](#)

NOTE: Use this time as prep time. Have speakers test video, test microphone, test screen sharing, etc. While speakers are testing, you can work on MAKING SPEAKERS CO-HOSTS (instructions on the following page).


See the following page for:

MAKING SPEAKERS CO-HOSTS

ALLOW PARTICIPANTS TO UNMUTE THEMSELVES

MAKING SPEAKERS CO-HOSTS

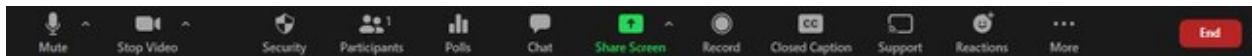
You can make every speaker a co-host to ensure if your connection is lost, the session continues. (If this happens, you will be able to rejoin following the steps above.) To make speakers co-hosts:

1. Click on **Manage Participants** in the meeting controls at the bottom of the Zoom window.

2. Hover over the name of the participant who is going to be a co-host, and choose **More**.
3. Click **Make Co-Host**.

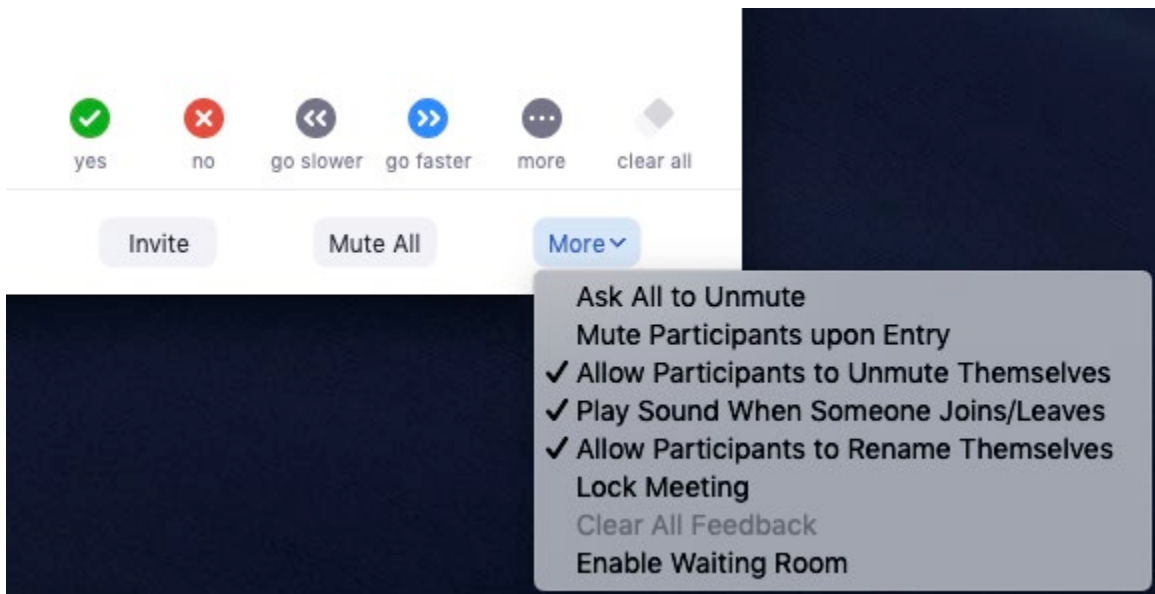
If you miss someone, please don't worry. At a minimum there should be ONE speaker as a co-host.

ALLOW PARTICIPANTS TO UNMUTE THEMSELVES

To allow participants to unmute themselves, click **PARTICIPANTS** (at the bottom of your screen)



Then click **MORE** (the gray button with the three dots) and select **Allow Participants to Unmute Themselves** (ensure it has a check mark).



See the following page for:

ADMITTING EVERYONE ELSE INTO THE SESSION
DISABLE WAITING ROOM

ADMITTING EVERYONE ELSE INTO THE SESSION

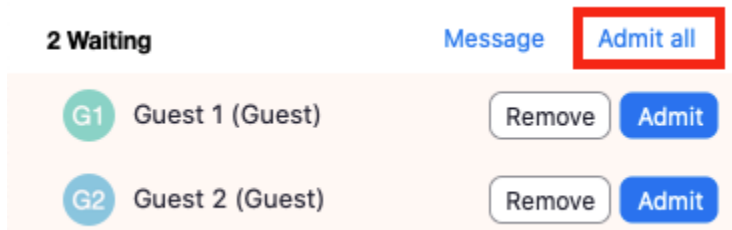
At the start time of the session, you need to ADMIT ALL from the waiting room

Admit all participants from the Waiting Room

1. As the meeting host, click **Participants**.



2. Click **Admit all**.



DISABLE WAITING ROOM

You are disabling the waiting room so others can join if they are late.

The Zoom Waiting Room

- When you are ready to start your presentation click **Admit all**
- In the **Security** tab uncheck **Enable Waiting Room** this will allow others to join the meeting after you start. If you do not want others to join simply leave the **Enable Waiting Room** as is

See the following page for:

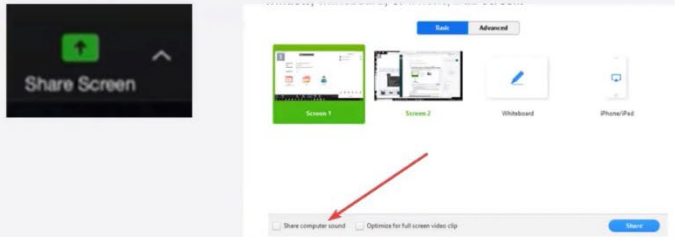
**SHARE SCREEN AND COMPUTER SOUND
SCREEN SHARING BEST PRACTICES**

It's time to begin the presentations! Introduce your first presenter and **SHARE SCREEN** to share their slides (or pre-recorded video if necessary).

SHARE SCREEN AND COMPUTER SOUND

WAPOR PANELS (90 minutes) will have **LIVE** presentations with **pre-recordings only if necessary**. The CHAIR or the presenters can do this directly from the session gallery. If someone needs to share their screen instead (perhaps they didn't have time to upload it), they will hit the green **SHARE SCREEN** button. In order for people to hear the audio, you need to **SHARE COMPUTER SOUND** (see below).

- Click **Share Screen** in the Zoom Control panel to select what you wish to share



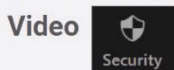
- You can choose to share an entire screen or a single app. If you plan to share a video clip or pre-recording of your session choose **Share Computer Sound**
- Do not click **Optimize full screen video clip**. This will compress your video and make it too choppy and make most text in a video illegible.

SCREEN SHARING BEST PRACTICES

Screen Sharing Best Practices



- Before starting your broadcast close any other windows / tabs
- Close anything that might create a pop-up notification (Outlook, Teams, Slack, Skype)
- Practice sharing your screen with a partner or if you are practicing by yourself choose the **Record** option to watch how your presentation looks.
- You can share the screen with your camera on or off. Use **Start Video** and **Stop Video**



Now you can allow each of the presenters to introduce themselves and play the pre-recorded presentation (either you as chair, or they as the presenter). **NO LIVE presenting should take place, only playing of pre-recording**. Q & A and discussions will follow presentations, please allow 30 minutes minimum for this portion of the session. Please remind people that the recorded session and all presentations will be available for 90 days after the conference ends.