

Procedure for Hosting a Zoom Presentation

The following instructions are applicable to a PC / laptop running Microsoft Windows. Other devices have similar controls

Personnel Required:

Host – “Meeting Controller” (MC)

Chair

Speaker

A Committee Member who will “Share” the Failand Society Powerpoint Slides (Com)

An additional Committee Member who will monitor the presentation and raise any issues with the Meeting Controller

Tasks and Communication

Communication between Meeting Controller, Chair and Committee Members will be via Whatsapp

The MC will manage the Video, Microphone and Screen Sharing of the Chair, Speaker plus Com; also anyone raising questions at the end of the Presentation

It is advisable to have a practice session with the MC, Speaker, Chair, Com and additional Committee Member prior to the day of the meeting

For the Presentation the MC, Speaker, Chair and two Committee Members should set up 20 minutes in advance of the Meeting

Meeting Invitation

The MC - Susan (Nick if Susan away?) will issue the Meeting Invitation via Dwara’s email

The Meeting Invitation will require a Password.

The Meeting Invitation will be set up so that Participants’ Video and Microphones are switched off and that they cannot turn on Video/Mike unless invited. MC will invite Participants to Turn on Video and Unmute as and when appropriate. Breakout Rooms will be enabled. Waiting Room enabled.

Before Presentation Starts

MC ensures that **Waiting Room** is Active to ensure that audience are not admitted until everything is ready.

MC ensures **Chat** facility is switched off for participants

MC ensures participants cannot switch on Video/Mike unless invited

MC sets "**Spotlight on Speaker**"

Com opens Failand Society Zoom Screen.pptx with first slide active

Speaker will have first slide of slideshow showing full screen ready on own computer (See Annex B)

Com will have first slide of FS slideshow showing full screen ready on own computer

MC, Chair, Speaker, Com + a Committee Member admitted to the Meeting

MC uses "Advanced Sharing" Screen options to ensure that **Share Screen** is set to

- One person at a time
- All Participants can share
- Only Host can start sharing when someone else is sharing

MC will **Unmute**

MC invites Com to Share Welcome Slide

Com **Shares Screen** to show Welcome slide

Using **Participants Icon** MC invites Chair to **Unmute** and **Turn On video**

Using **Participants Icon** MC invites Speaker to **Unmute** and **Turn On video**

MC asks Committee Members to check Spotlight on Speaker is working (feedback via Whatsapp)

Test that Presentation Works

Speaker ensures that slide show is full screen on their computer (use ALT key plus TAB) to switch between open windows. Switch to ZOOM window (See Annex B for Screen Sharing Instructions)

MC verbally invites **Speaker** to Share Title screen of Presentation

Com stops sharing FS Welcome Slide

Speaker uses **Share Screen** to show first Slide

MC verbally invites Chair to say a few words

MC disables Chair

MC verbally invites **Speaker** to say a few words and test a couple of slides

Speaker speaks & tests first two / three slides of Presentation

MC verbally informs Speaker that test complete and checks that they are happy

Speaker resets slideshow to first slide

Speaker stops sharing screen "**Stop Share**" (See Annex B)

During the above process, the two Committee members ensure that only MC / Chair / Speaker can be seen / heard as appropriate.

Test Complete

MC **Mutes** and turns off Video for Chair, Speaker and themselves

Start Session

Com **Shares Screen** to show FS Welcome Slide

MC turns off **Waiting Room** to admit audience

At scheduled start time MC invites Chair to **Unmute** and **Turn On video**

Chair welcomes audience and **gives instructions for viewing the slideshow without speaker obscuring the slide (see Annex A).**

Chair invites **Speaker** to share first slide

Com stops sharing FS Welcome Slide

Speaker uses **Shares Screen** to display first slide (See Annex B)

Using **Participants Icon** MC invites Speaker to **Unmute** and **Turn On video**

When Chair and Speaker are displayed on Screen:

Chair introduces Speaker – mentions that Questions welcome at end of presentation

MC **Mutes** Chair and disables **Video**

Speaker gives presentation

The two Committee members ensure that only Chair / Speaker can be seen / heard as appropriate, informs MC of any issues via WhatsApp. If problem with Speaker / Slides then MC will need to Unmute in order to communicate with Speaker

Before Presentation completes, Com prepares “Questions” slide

On Conclusion of Presentation

Speaker stops sharing slideshow “**Stop Share**” (See Annex B)

Com **Shares Screen** to display Questions slide (which has instructions on how to “**Raise Hand**”)

MC **Unmutes** and briefly thanks Speaker and invites Questions via “**Raise Hand**” – following instructions on screen

MC invites Chair to **Unmute** and **Turn On Video**

Chair explains how to **Raise Hand**

(Do we turn Chair off again – or leave active ?!)

Using **Participants** Pop-up, MC selects someone to ask Question – issues verbal invitation using name and uses Pop-up to invite them to **Unmute** and Switch on **Video**

Speaker responds

Leave Participant’s Video and Mike on until Question answered.

MC **Mutes** Participant and switches off **Video**

MC proceeds to next Participant with raised hand.

Once Questions complete, MC uses **Participants** Pop-up to invite Chair to **Unmute** and turn on **Video** (if not already active)

MC says when there are no more questions

Com **Shares Screen** to display “Thanks” Slide

(Speaker and Chair should be visible on Screen and unmuted)

Chair gives vote of thanks

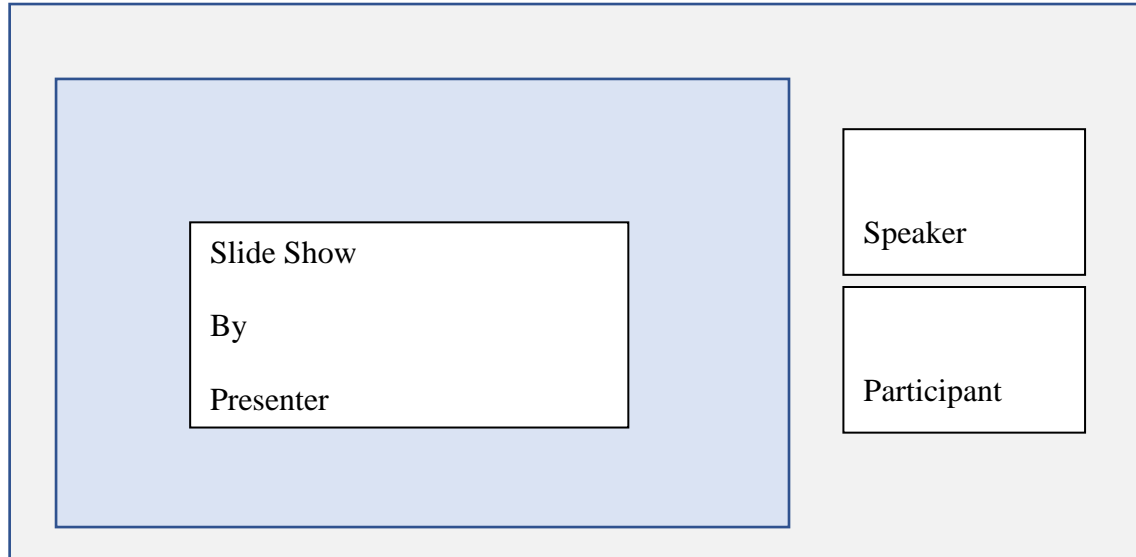
On Conclusion of the evening MC uses **Participants** Popup to **Mute** and Turn off **Video** for Chair, Speaker, themselves.

MC Ends Meeting

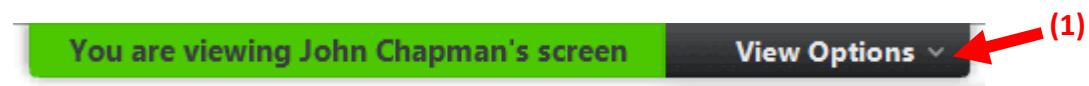
At some point MC notes number of people participating in the Meeting

VIEWING THE FAILAND SOCIETY PRESENTATION

To obtain the best sight of the slide-show plus the Speaker, the following view is advisable:

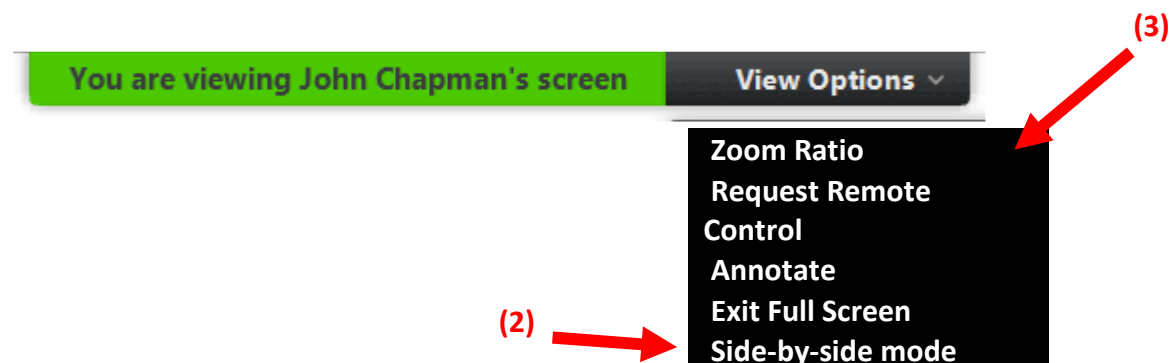


To obtain this view, move the mouse pointer towards the top of your screen until you see something similar to this:



Click on the down arrow to the right of “View Options” (see (1) above)

A menu drops down (see below)



Click “Side by side mode” on the drop down menu (See (2) above). A tick should appear.

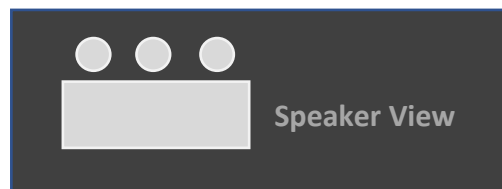
Depending on how your “Zoom” is set up, the speaker/participants video(s) may appear either above or to the side of the slide show. This is OK.

If you can only see part of the slide, click on “View Options” **(1)** again , click on Zoom Ratio (See **(3)** above) and then click on “Fit to Window”.

CHANGING VIEW OF PARTICIPANTS/SPEAKER BETWEEN ONE OR MORE

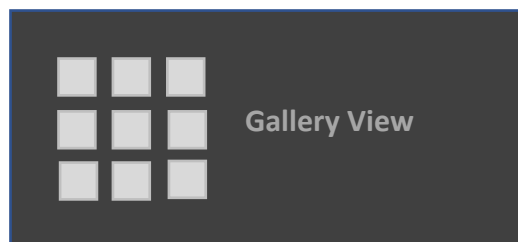
If you are viewing more than one participant and wish to see ONLY the Speaker’s video on the screen, then do the following:

Move your mouse pointer to the top right hand corner of the Zoom screen where you should find an icon which looks like this:



Click on the icon. You should now only be able to see the Speaker.

If you wish to view more than one participant again, move your mouse pointer to the top right had corner of the Zoom screen where you will find an icon which looks like this:



Click on the icon. You should now be able to see all the participants.

SCREEN SHARING

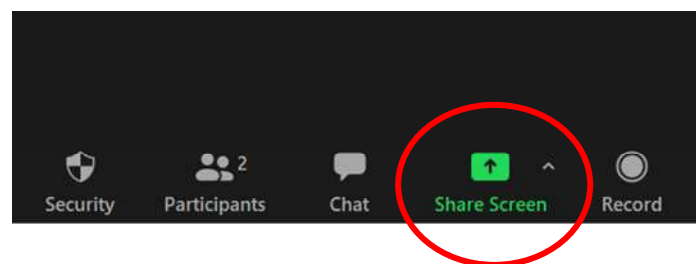
To Share a Screen

Ensure that the slide show is at the first slide and full screen

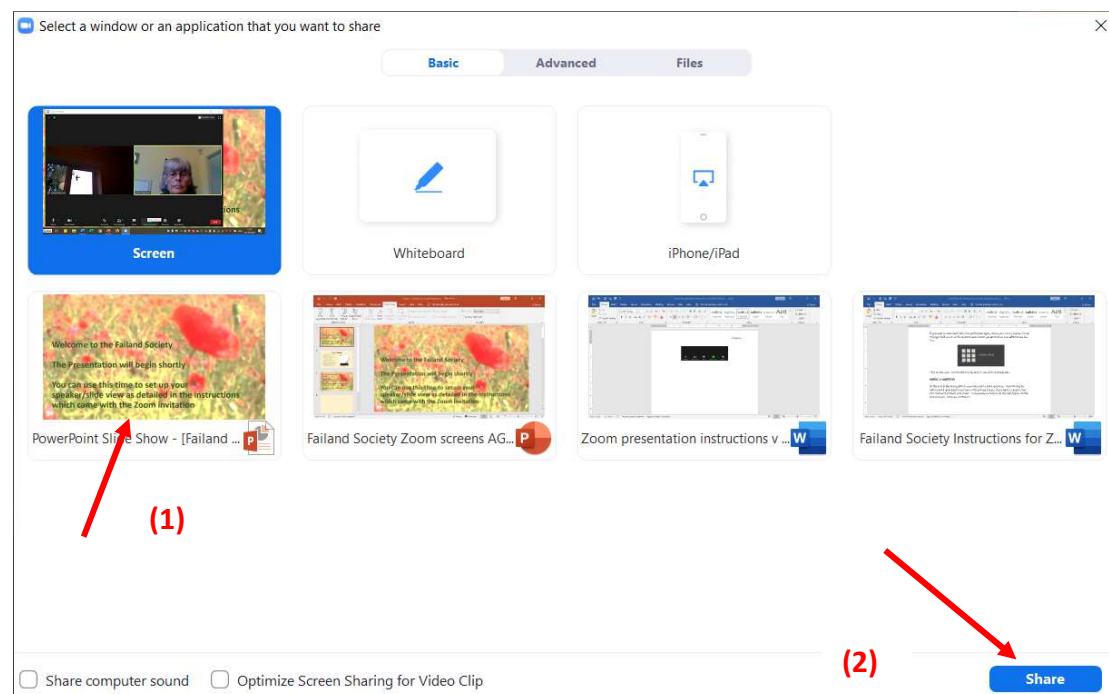
(Use the keyboard to switch between windows by holding down the ALT key and pressing TAB key. You will tab through open windows on your computer.)

Go to the Zoom meeting screen and release the keys

Move the mouse pointer to the bottom of the screen. A toolbar will appear:



Click on **Share Screen** (see above). A window similar to the following will appear, showing available screens for sharing:

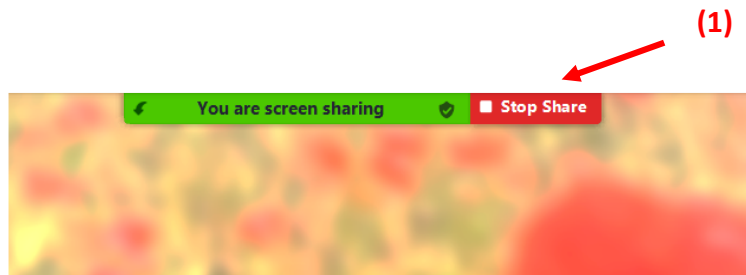


Click on the full screen version of the slide (see (1) above) and then click the **Share button** (see (2) above).

Your slide will now appear full screen within ZOOM and the slide show can be run in the normal way.

To Stop Screen Sharing

At the top of the screen you will see the following:



Click the **Stop Share** button (see **(1)** above)