

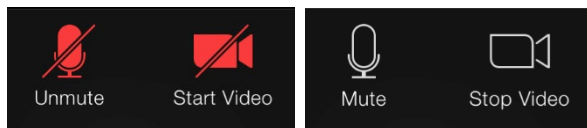
ZOOM BEST PRACTICES FOR SPEAKERS

GENERAL AUDIO & WEBCAM GUIDANCE

All meeting participants will be MUTED with VIDEO STOPPED when entering the meeting room and are asked to keep MUTED with VIDEO STOPPED until Q&A/Breakout Sessions.

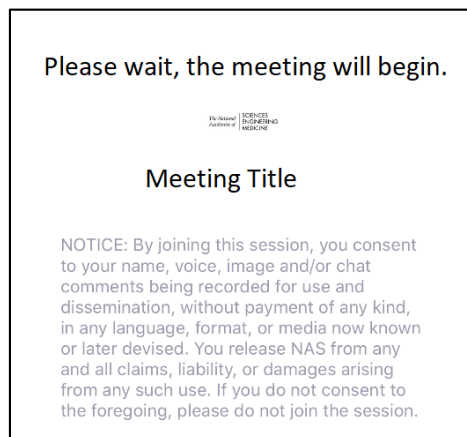
In Main Navigation (bottom console), participants are able to control their audio and webcam by clicking on the icons: Mute/Unmute their audio

Participants can Start/Stop their webcam video (during Q&A/Breakout Sessions);



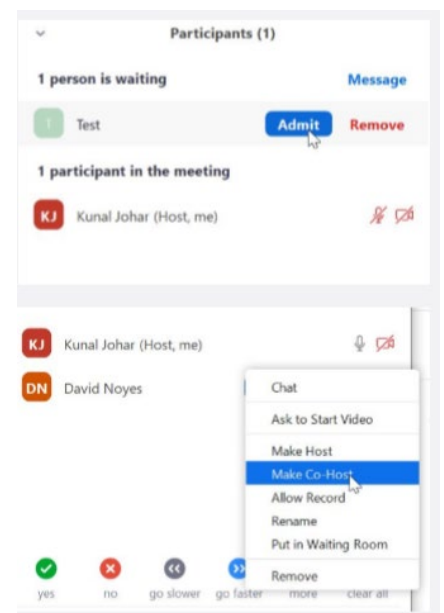
ZOOM WAITING ROOM

We ask that Speakers join the Zoom meeting 30 minutes prior in order to set-up presenters as Co-Hosts and test audio/screenshare, etc. All participants will remain in the waiting room until we start the meeting. No participants will hear or view us set-up.



IN THE ZOOM WAITING ROOM THE MODERATOR WILL ADD YOU AS A PRESENTER

After being admitted, the **Host** will then select each presenter by hovering over their name and select **Make Co-Host** and they will be a presenter and able to screen share their presentation.



PRESENTER SCREEN SHARING THEIR POWERPOINT

Instructions for when it's time to share your PowerPoint.

The presenter should open their PowerPoint on their computer. Ensure that all other applications (especially Outlook or any other notification softwares) are closed.

In Main Navigation (bottom console), the presenter should:

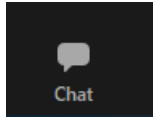
- (1) click "Share Screen" If your presentation has sound, check "Share computer sound" before starting your presentation.
- (2) select the screen that displays PowerPoint
- (3) click "Share"
- (4) when done click "Stop Share"

Put the PowerPoint in FULL SCREEN SLIDE SHOW & click through the slide deck using the arrow buttons or the spacebar.

The image is a screenshot of a Zoom meeting interface. At the top, the Zoom Meeting title bar is visible. The main content area shows a 'Select a window or application that you want to share' dialog box. This dialog has two tabs: 'Basic' and 'Advanced'. Under the 'Basic' tab, there are four options: 'Screen', 'iPhone/iPad', and two PowerPoint presentations. The first PowerPoint is titled 'AHB45(1) Ji Traffic SimSub bestP...' and the second is 'TRB Meeting Jan 2018 PHDWorks...'. The third PowerPoint, titled 'Impairment 2020 WelcomeSlides...', is selected and highlighted with a red box labeled '2'. A red arrow labeled '1' points to the 'Share Screen' button in the Zoom bottom toolbar. A red box labeled '3' is around the 'Share' button in the dialog box. Below the dialog box, the Zoom bottom toolbar is visible, showing 'Join Audio', 'Start Video', 'Security', 'Participants', 'Chat', 'Share Screen', 'Record', 'Breakout Rooms', 'Reactions', and 'End'. A red box labeled '4' is around the 'Stop Share' button in the Zoom bottom toolbar. The background of the meeting shows a slide from a presentation. The slide is titled 'Academies of SCIENCES • ENGINEERING • MEDICINE' and 'TRANSPORTATION RESEARCH BOARD'. The main text on the slide reads 'Welcome to the Using Oral Fluid for Drug Testing Workshop' followed by the date and time 'Wednesday, August 19, 2020 8:00 a.m. – 5:00 p.m. EDT' and 'Sponsored by the TRB Committee on Impairment in Transportation'. At the bottom of the slide, it says 'GENERAL AUDIO GUIDANCE' and 'We ask that all participants keep themselves MUTED/VIDEO off during presentations.'

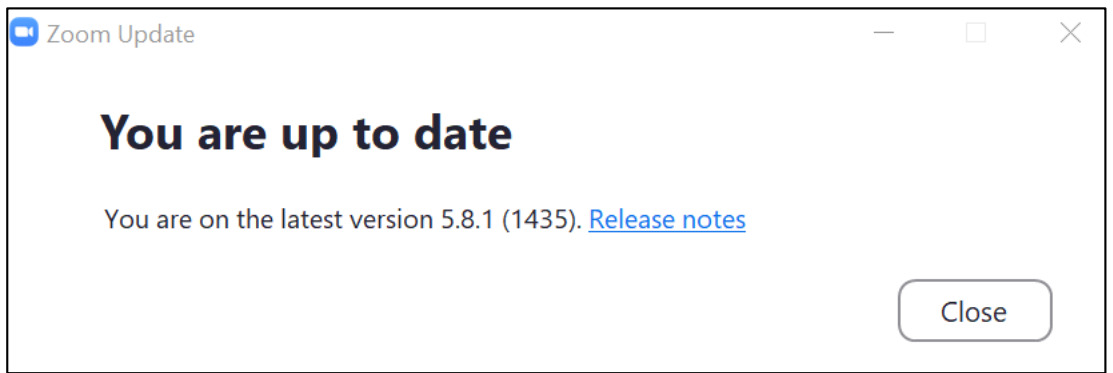
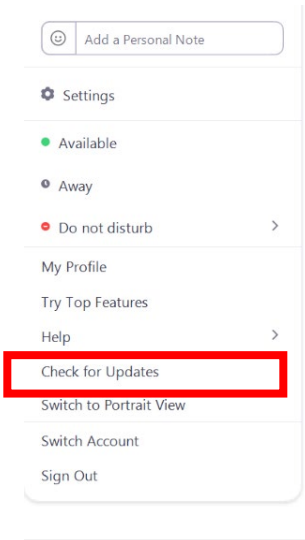
NEED HELP?

In the meeting room, Click on “Chat” then send a message to the appropriate TRB staff with your request.

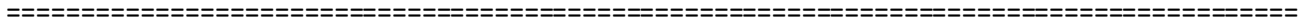


Check for the most current updates. This is very important. All updates are not functional on all devices (i.e., web-based app; mobile phone; tablet).

Version 5.8.1 as of October 11, 2021



Zoom update: <https://support.zoom.us/hc/en-us/articles/201362233-Upgrading-Zoom-to-the-latest-version>



Zoom help: <https://support.zoom.us/hc/en-us>