



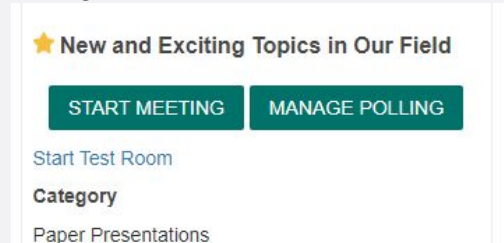
Host Training for OpenWater + Zoom

The Zoom Waiting Room

Start your session 15 Minutes Before the Session Start time.

- Click on the title of the your session in the **Schedule**
 - Select **START MEETING** 15 minutes before official start time if you want to be primary host
- Once the meeting has started **Speakers and Attendees** will see **JOIN MEETING** and will be placed in the waiting room
- Admit your speakers from the waiting room first and make them co-hosts

Starting Session as Chair / Discussant



★ New and Exciting Topics in Our Field

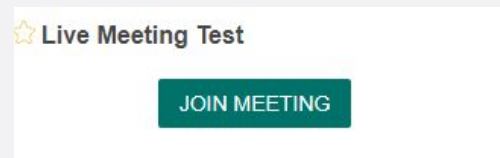
START MEETING MANAGE POLLING

Start Test Room

Category

Paper Presentations

Joining Session as Speaker / Attendee



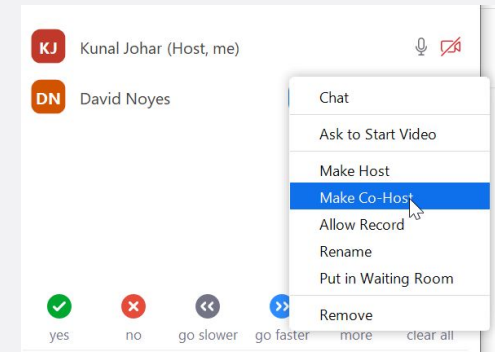
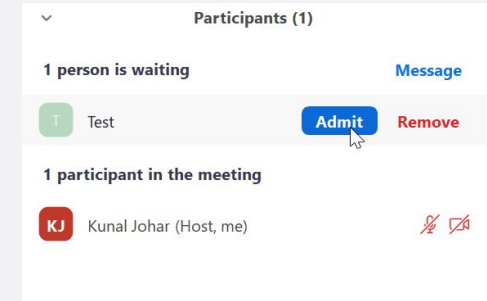
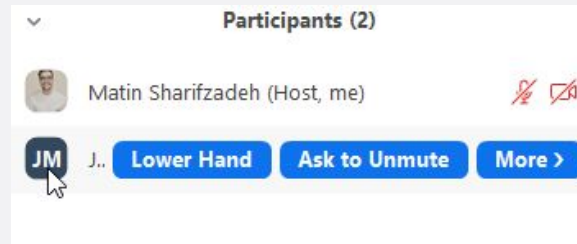
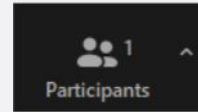
★ Live Meeting Test

JOIN MEETING

The Zoom Waiting Room

Ideally your Co-Presenters Join 15 Minutes Before the Session Start time. Find speakers in the waiting room, admit them, make them co-host

- Find anyone in the Participants Window and click **Admit**
- Hover over your co-presenter and click the menu To make them a **Co-Host**
- Click on **Message** to send a message to those waiting such as “We will begin in 5 minutes”



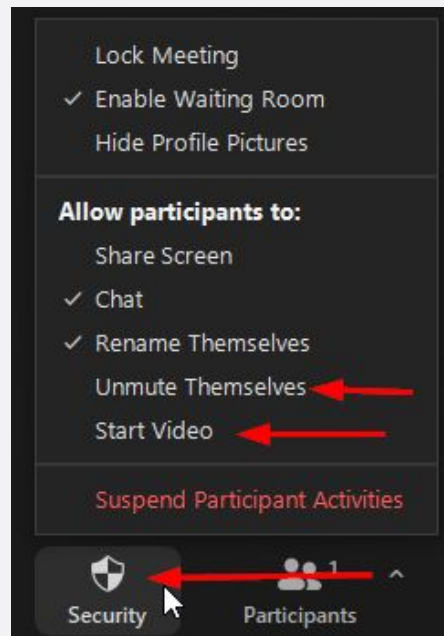
Participant Settings

Under **Security**, you can also enable / disable some participant settings.

Do these settings during your prep time before you let in anyone else from the waiting room

Typical Settings:

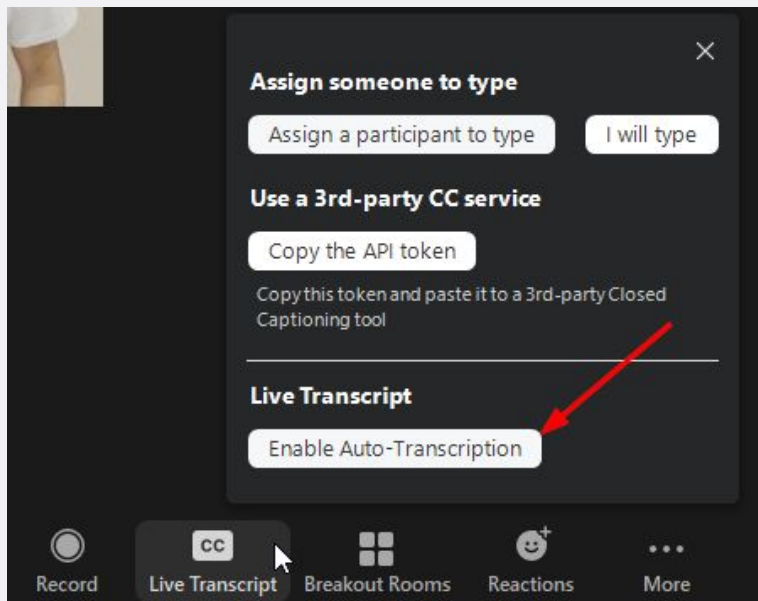
- **Do not allow participants to Unmute Themselves**
- **Do not allow participants to Start Video**
- **Do not allow participants to Share Screen**



Live Captioning

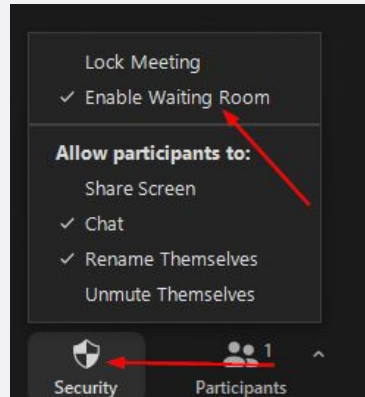
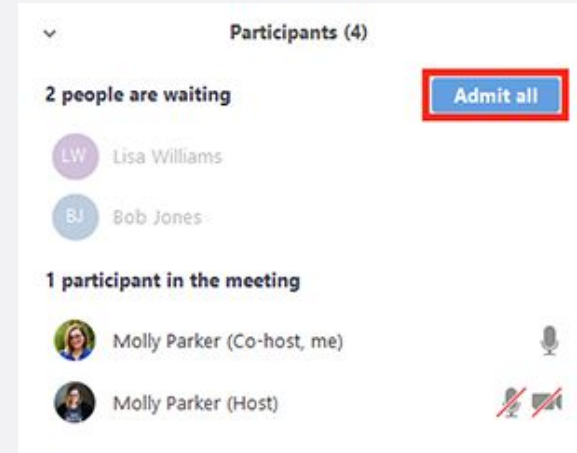
You have the ability to turn on Live Auto-Captioning in your sessions as well

Select CC in your Zoom toolbar and select “Enable Auto-Transcription”



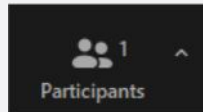
The Zoom Waiting Room

- When you are ready to start your presentation, the room host will click **Admit all** in the waiting room, letting in all participants waiting.
- The room host will then **disable the waiting room** so that any late participant can join the session directly. If you do not want others to join simply leave the **Enable Waiting Room** as is



Mute / Unmute Participants

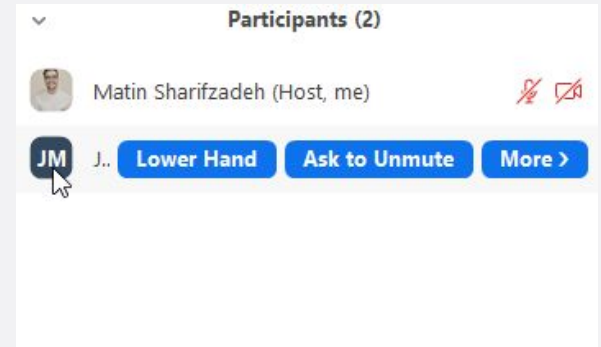
- In the previous slide you could set if you wanted to allow participants to mute or unmute themselves
- If you **do not** allow them to unmute themselves you can hover over a participants name and choose **Unmute** or **Make Co-Host**. This will allow them to speak freely. We will cover making people Co-hosts in the next slide.



Attendee view, raise hand

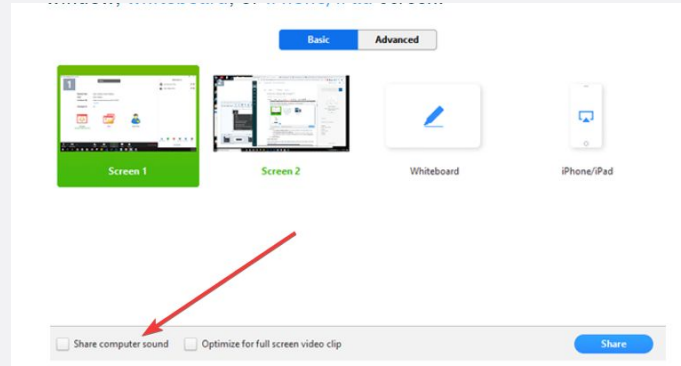
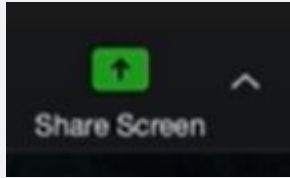
Invite

Raise hand



Screen Sharing Best Practices

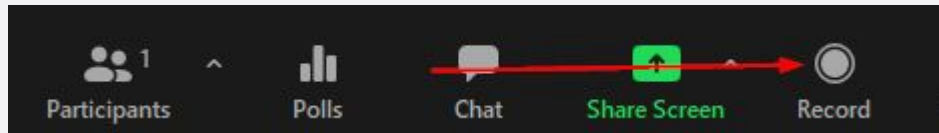
- Click **Share Screen** in the Zoom Control panel to select what you wish to share



- 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.

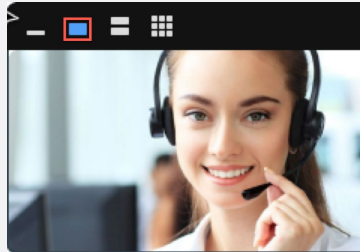
Screen Sharing Best Practices

- Before starting your broadcast close any other windows / tabs that may be open
- 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**

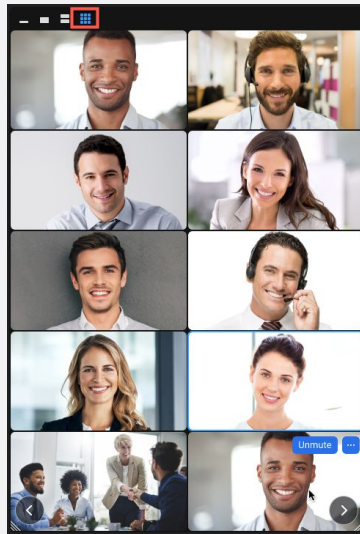


Camera Views

- Active Speaker

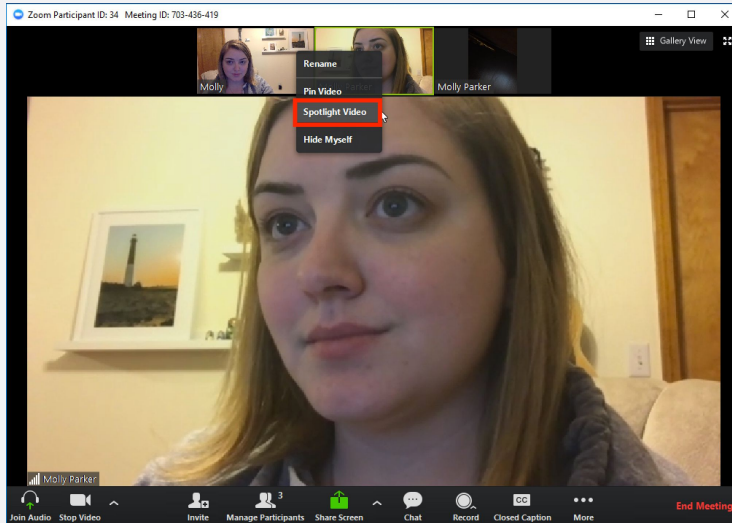


- Gallery Grid



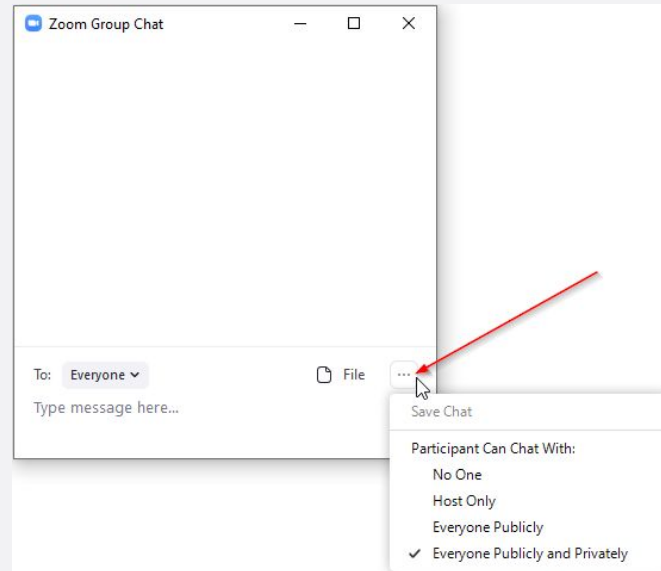
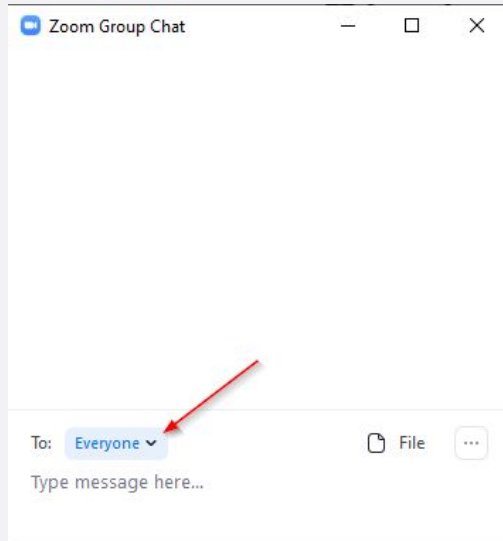
Spotlight Video

- By default the active speaker is shown
- Right click a speaker and choose **Spotlight Video** to keep focus on them.
Right click again and choose **Cancel Spotlight** when done



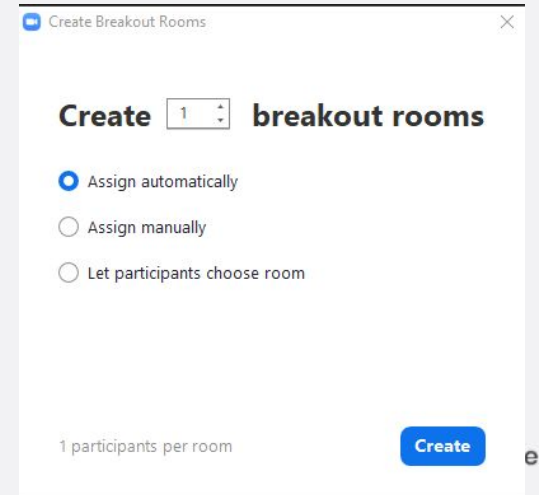
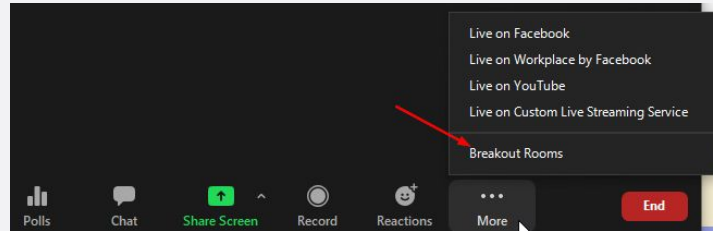
Chat

- The chat feature can be used to communicate with attendees throughout the meeting
- Hosts can select who to chat with, either everyone or a specific attendee privately, and can also upload files if it is enabled.
- Clicking the ellipses icon in the chat allows you to chose who people can chat with during the meeting.



Advanced Feature: Breakout Rooms

- Breakout Rooms allow you to split your meeting into smaller sessions. For example if you have a meeting with 60 people you can split it into 10 rooms of 6 with just a few clicks.
- Breakout rooms can only be created by the **Host, Co-hosts cannot create breakout rooms.**
- Select the **Breakout Room** icon in your Zoom Toolbar. If you cannot see it, find it under **More** in the far right side of you Zoom Toolbar.
- Choose how many breakout rooms you'd like to create and if you'd like to automatically assign, manually assign, or let participants choose their own rooms.



Special Feature: Breakout Rooms

- You can move people around by hovering over them and choosing **Move to**

The screenshot shows a user interface for managing breakout rooms. At the top, there are two breakout rooms listed: 'Breakout Room 1' and 'Breakout Room 2'. 'Breakout Room 1' contains the participant 'Eren Yaeger', and 'Breakout Room 2' contains 'Jack Barker'. A 'Move to' button is shown hovering over 'Eren Yaeger', pointing to 'Breakout Room 2'. Below the list is a settings panel with the following options:

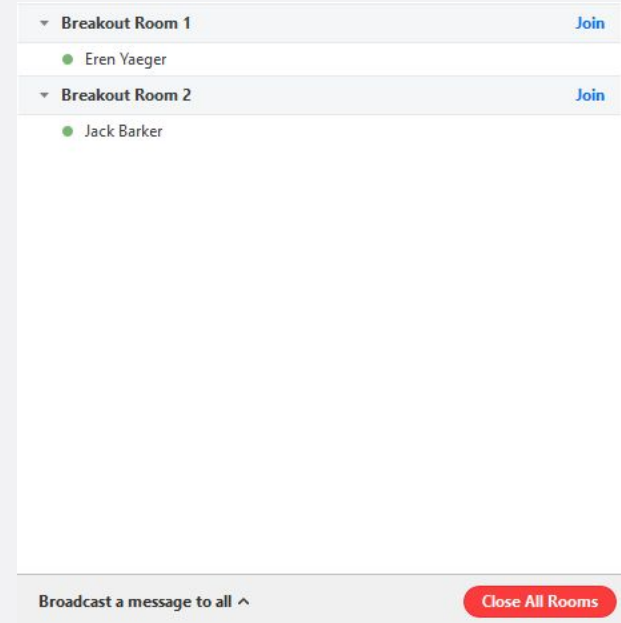
- Allow participants to choose room
- Allow participants to return to the main session at any time
- Automatically move all assigned participants into breakout rooms
- Breakout rooms close automatically after: 45 minutes
- Notify me when the time is up
- Countdown after closing breakout room
- Set countdown timer: 10 seconds

At the bottom of the settings panel, there are buttons for 'Options', 'Recreate', 'Add a Room', and 'Open All Rooms'.

- Click **Open All Rooms** to move people into the breakout rooms.

Special Feature: Breakout Rooms

- You as the host can join any breakout room
- You can send a **Broadcast Message to All Rooms**
- You can also **Close All Rooms** to bring people back into the main room
- Participants in a breakout room can message the host as well by clicking



▼ Breakout Room 1 [Join](#)

- Eren Yaeger

▼ Breakout Room 2 [Join](#)

- Jack Barker

Broadcast a message to all ^ [Close All Rooms](#)

Questions?