AIA/SCS Joint Annual Meeting
January 5-10, 2021

SOCIETY FOR CLASSICAL STUDIES

Guide for Live Presenters

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The Gallery

Sessions Gallery is the Hallway to your conference

- You will be able to login using your registered email:
  https://aia-scs-2021.secure-platform.com/a/organizations/main/home
- Gallery is the "Hallway" to your conference. In the gallery you will be able to browse through the schedule and find the session you will be presenting in.

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Logging into the Gallery

Using your registered email to log into the gallery

1. Follow this link to log into the conference gallery:
   https://aia-scs-2021.secure-platform.com/a/organizations/main/home
2. On the left hand side of the screen, enter your **Email Address** and **Password**
3. Select **Login**

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How We Work With You - Live Event

- Once you are signed in, select **Schedule** to find the conference schedule.
- Browse through the schedule to find your session.
- If you run into any issues, select the **Live Chat Widget** on the bottom right of the gallery. This will connect you with OpenWater Live Support who can point you in the right direction or send you direct links to any session.
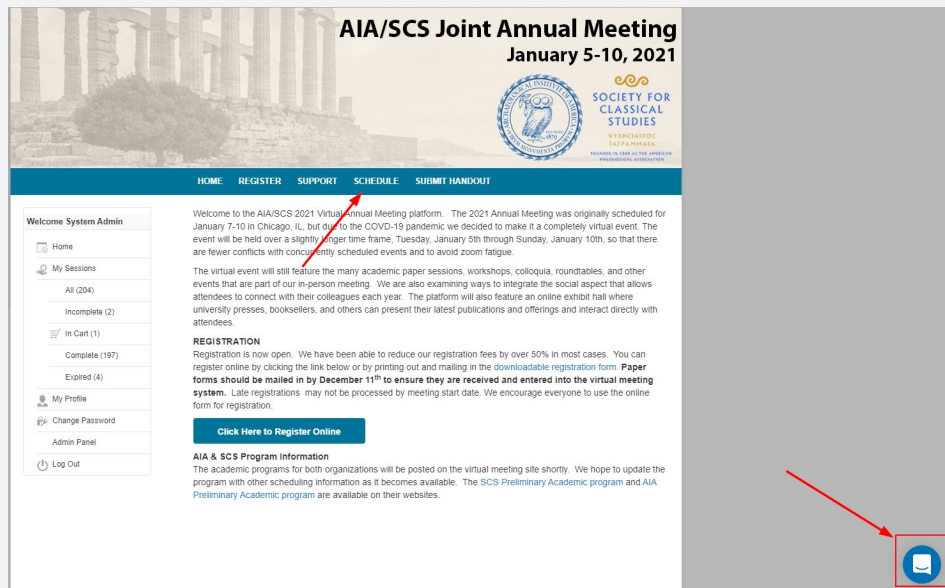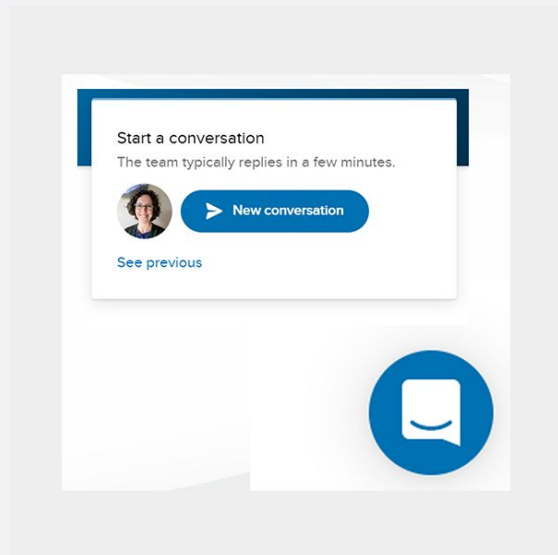
Joining Your Session

- If you are a **Presenter/Speaker**, you will be able to join your session **15 minutes before the official start time.**
- Find your session and select **The title of the session**.
- On the left side of the screen is your **Session Information.** On the right side of the screen is where you will be able to start your meeting.
  - As a Presenter/Speaker you will be able to join your meeting **15 minutes** prior to the schedule start time. Before the 15 minute mark a message will display reading **ROOM CLOSED UNTIL X:XX AM / PM**
  - When it is 15 minutes before the scheduled start time, that message will change to two buttons:
    - **JOIN MEETING AS CO-HOST**
    - **JOIN MEETING AS ATTENDEE**
  - Select **JOIN MEETING AS CO-HOST**
  - **Please try to join your session as soon as you see the JOIN MEETING AS CO-HOST button, so 15 minutes before the official start time.**
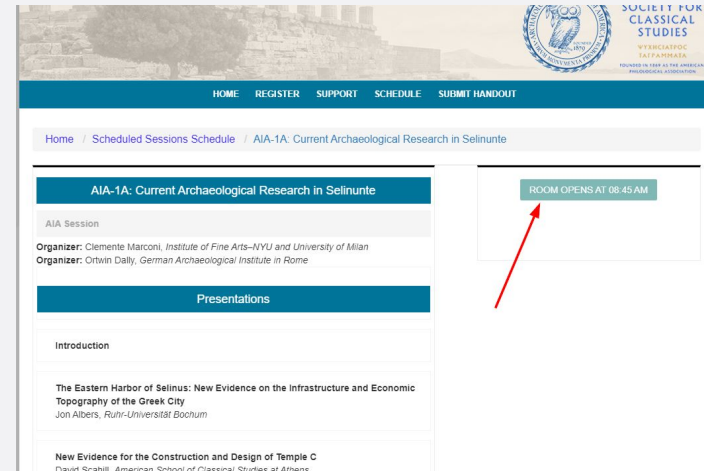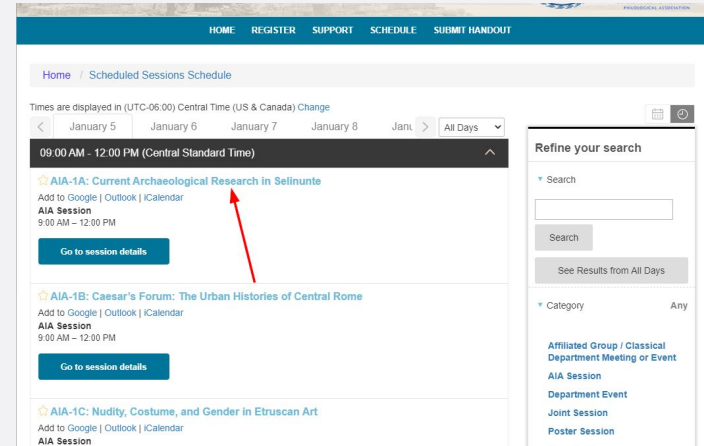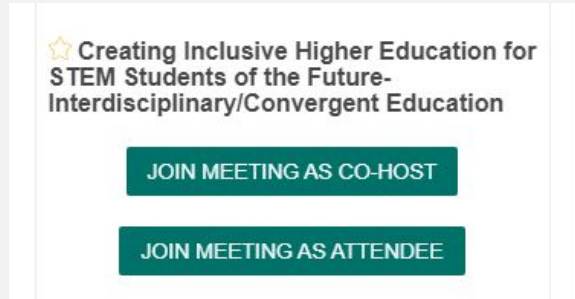
Moderating Your Meeting in Zoom

When you start your meeting, some default settings are applied to your room.

- Randomized passwords are set per meeting room. This prevents "Zoom Bombing." All attendees who login via SSO will automatically be able to join their sessions without a password.
- All participants are placed into a **Waiting Room** upon joining a session.
- All participants are **Muted** upon entry
- For most sessions we set them to *Do not allow participants to unmute themselves* by default

Screen Sharing Best Practices

- In your meeting you may want to share your screen to show a presentations and / or a pre-recorded video.
- To do this, click **Share Screen** in the Zoom toolbar.
- You can choose which screen, application, or page you'd like to share.
- OpenWater recommends sharing an **Application** vs an entire screen, as this will limit the chances of unwanted popups or notifications from displaying in your meeting.
- If you will be sharing a pre-recorded video, **make sure you select Share Computer Sound** before you select share. This will play sounds directly from your computer rather than picking up sound from your microphone. We also recommend **Muting Yourself** to prevent any sound feedback while you're sharing.
- We **do not** recommend clicking **Optimize full screen video clip**. This will compress your video and make it too choppy and make most text in a video illegible.
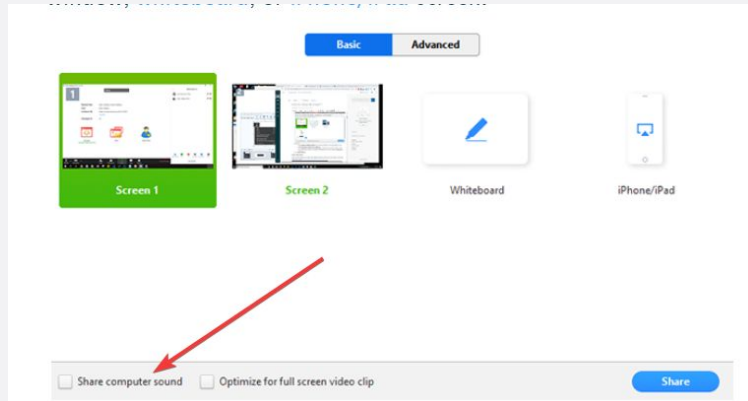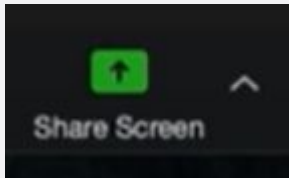
Set Your Virtual Background

- Click on the arrow next to **Start Video** and **Choose Virtual Background**
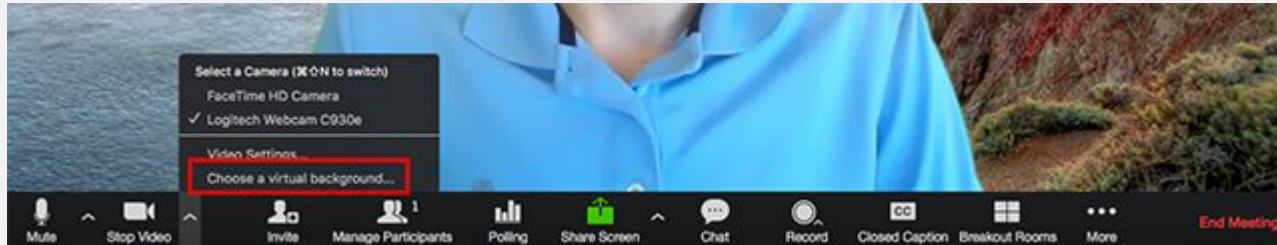
- The virtual background will work even if you don't have a green screen. If you have a bookshelf or a lot of angles, the virtual background won't work well.

- Please check our conference website for the official virtual backgrounds for download.

Camera Views

- All attendees can control their own camera views.

- There are two main camera views
  - Active Speaker view: Only the person who is currently speaking will be displayed.
  - Gallery Grid View: All active cameras will be displayed.
- Finally the **Record to Cloud** feature saves the camera view that is set in your Zoom Account. This defaults to **Gallery View** when no screen is shared

- To change the view find the **Speaker Control Strip** at the top right of the screen (only appears when there is more than one active camera)

Gallery Grid View

Active Speaker View

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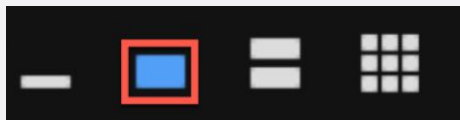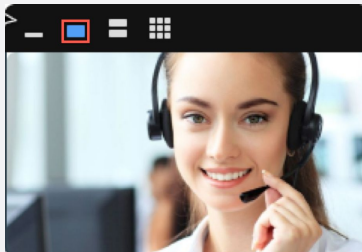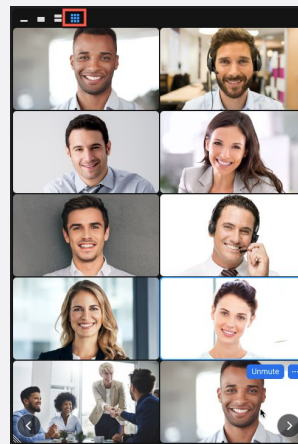
Polls

- Polls can be setup in advance or during a meeting by the **Primary Host**
- **Co-Hosts** can launch polls.
- To launch a poll click the **Polls** icon in the Zoom toolbar, then **Add a Question** if you have not set one up in advance. Once the question is created, click on **Launch Polling.**
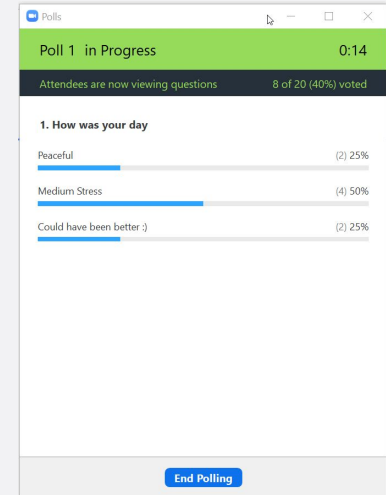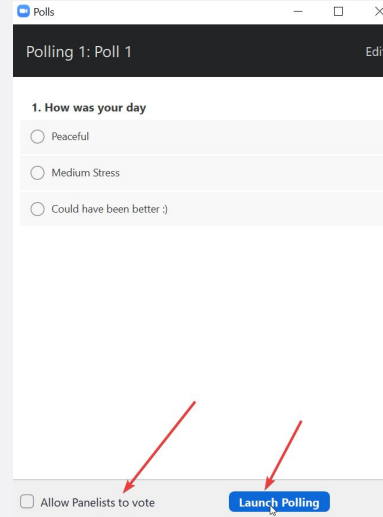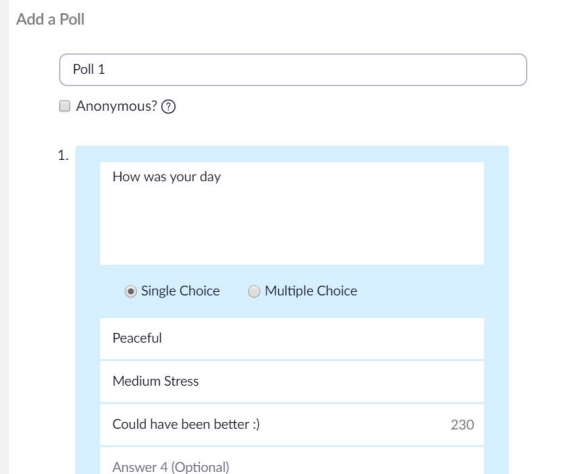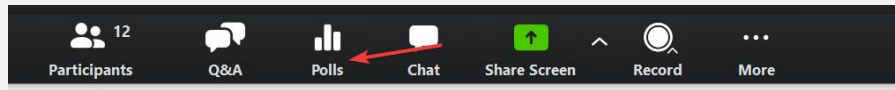
Chat

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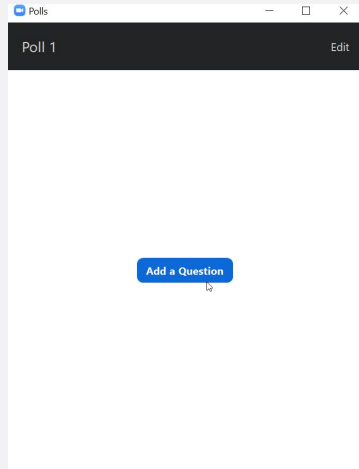- Clicking the ellipses icon in the chat allows you to chose who people can chat with during the meeting.
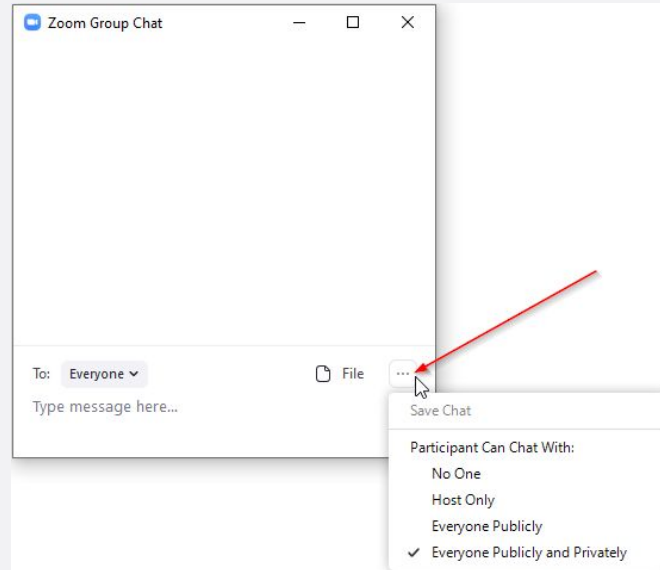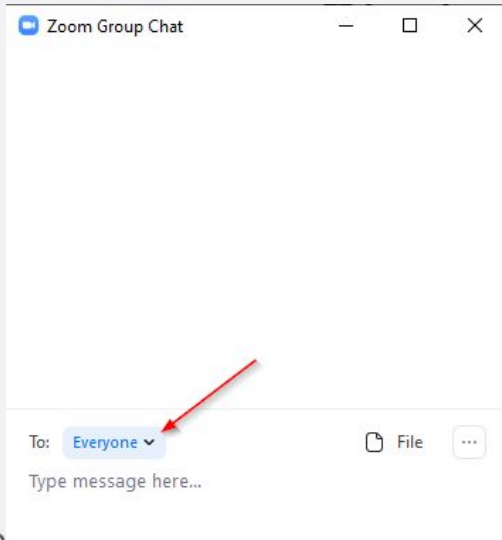
Advanced Feature: Breakout Rooms

- 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.
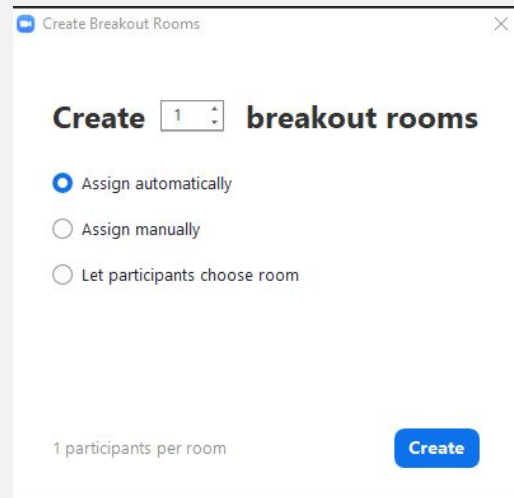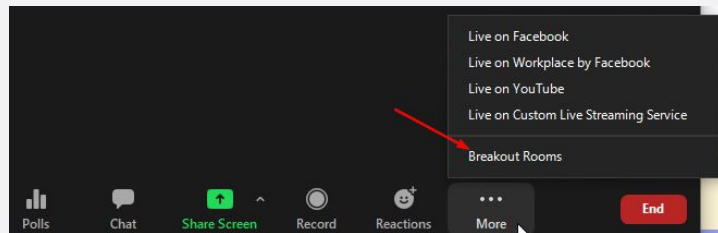
Special Feature: Breakout Rooms

- You can move people around by hovering over them and choosing **Move to**
- Under **Options** you can choose some additional settings such as **closing rooms automatically after a certain amount of time and allowing participants to choose rooms.**
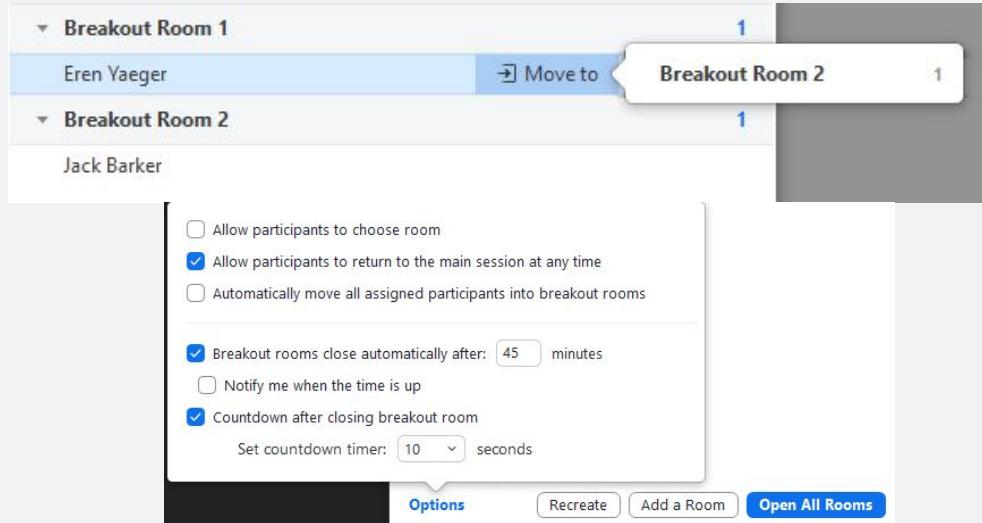
- Click **Open All Rooms** to move people into the breakout rooms.
  Note: Automatic recording does not work in breakout rooms

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Breakout Rooms

- You as the host can join any breakout room. To do this click **Join** next to the breakout room you wish to join

- You can also **Broadcast Message to All Rooms** by selecting **Broadcast a message to all.**

- 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 the question mark icon in the Zoom toolbar.

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