Instructions for paper presenters

# Accessing the eProgram

* We will use an eProgram that will provide all of the links and information you will need to participate in the conference. The eProgram is housed on the website of the Deakin Geelong STEM Hub.
* The eProgram will be available for presenters from Monday October 11
* Delegates (non-presenting) will have access from Thursday October 14
* Access the eProgram here: <https://www.geelongstemhub.org/lobby>
* Some pages of the eProgram will require a password: STEM2021
* Go to the Lobby where all of the different Pages of the eProgram are explained

# Zoom Rooms

* There are 5 Zoom Rooms.



* Each room has a dedicated Zoom link that is active for the whole conference.
* The Zoom links are provided in the eProgram. Always use these links.
* A Zoom Master will be available in your room in case you have questions or would like assistance.

# Accessing your presentation

* Be ready to enter your Zoom Room at least 5 minutes before your presentation
* Be aware that if there is a presentation in your Zoom Room before yours, they will be active until the end of their designated time. You will then start your presentation.
* To access your Zoom Room, go to the page in the eProgram for the Day (Day 1 or 2) you are presenting. Find your session and hit the Zoom link
* Make yourself known to the Zoom Master who will make you co-host (this will enable you to use all of the Zoom functions)
* Then the floor is yours!

# Presenting and answering questions

* You will have 15 minutes to present then 5 minutes to answer questions. The Zoom Master will monitor your time and let you know when you have 3 minutes remaining.
* The question time will be chaired by the Zoom Master. People can ask questions in the chair during the presentation or the. Participants can raise their hand during question time to ask a question, then the Zoom Master will invite them to unmute and ask their question.
* Ask participants to turn on their ‘Video’ as it is nicer to speak to faces rather than black screens. But be aware that bandwidth can be compromised and some people may need to turn off their cameras.
* To begin your presentation, introduce yourself, which organisation/school you are representing, and maybe let people know where you are geographically.
* You may want to play a PowerPoint and share your screen.
* You can use any of the zoom functions. Although as a presentation, the usual procedure is to present then focus on answering questions.
* There are a number of Zoom functions that can be available if desired:
	+ Chat – a great way to get people’s input quickly and ask questions
	+ Breakout rooms – to allow group work. You can visit each group (ask the Zoom Master for help if needed)
	+ Whiteboard – to gather ideas as they emerge
	+ Polls – to get feedback on something, eg. usefulness of the workshop
	+ Share screen – use this to share a powerpoint or anything on your computer that you want people to see. The sounds of videos will be heard by participants.
	+ You might like to use a Zoom background. Here’s how: <https://support.zoom.us/hc/en-us/articles/210707503-Changing-your-Virtual-Background-image>
	+ You can use you own images as backgrounds, eg. try this site for examples: <https://unsplash.com/backgrounds/apps/zoom>
	+ You can record your session if you like: ask you Zoom Master for help

# Useful hints:

* Close other applications or tabs that you might have open so that: people don’t see your private content, and to maximise performance of your computer (it will run faster!)
* Lighting: try to use soft front lighting if possible, avoid backlighting
* If doing demonstrations, have a practice beforehand and make sure the participants will be able to see what you’re doing.
* For help, please use the conference email: stemedcon21@deakin.edu.au