Instructions for workshop 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 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
* If you have provided documents or links beforehand, these will be listed with your session in the eProgram so that participants have access to it for your workshop.

# Zoom Rooms

* There are 5 Zoom Rooms.

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* 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 workshop

* Be ready to enter your Zoom Room at least 5 minutes before your workshop
* Be aware that if there are workshops in your Zoom Room before your workshop they will be active until the end of their designated time. You will then start your workshop.
* To access your Zoom Room, go to the page in the eProgram for the Day (Day 1 or 2) you are presenting
* Go to 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!

# Conducting your workshop

* You will have 50 minutes to use in whatever way you like.
* Introduce yourself, which organisation/school you are representing, and maybe let people know where you are geographically.
* Begin by directing people to any of you documents or links that are in the eProgram.
* You may want to play a powerpoint and share your screen, do demonstrations or get your participants active.
* You can use any of the Zoom functions.

# Making your workshop interactive

* 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.
* Ensure there are activities for your participants to ‘do’. Decide how you want the participants to interact. For example, When do you want them to have input, ask questions, provide comments or share ideas? Do you want them to use the Chat function in Zoom to ask questions or voice their questions?
* There are a number of ways you can increase the interactivity for your participants. Here are some suggested ways of using Zoom and other online applications.
* Zoom functions:
  + Chat – a great way to get people’s input quickly
  + 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 your Zoom Master for help
* Try some other online resources:
  + Jamboard <https://jamboard.google.com/>
  + Mentimeter <https://www.mentimeter.com>
  + Padlet <https://padlet.com>
  + Googledocs, Googleslides, Googlesheets
  + Wonder rooms, see <https://www.wonder.me/>
  + Other survey functions, eg. Googleforms (can set this up beforehand) <https://www.google.com.au/forms/about/>
  + If you use these, you will probably need to set up your own account, then make sure you set Sharing to Anyone with the link can edit:

For example, for Jamboard:

Press Share 🡪 Change the settings

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# 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](mailto:stemedcon21@deakin.edu.au)