

## **Protocols and procedures for UVRA Elder Academy presentations using Zoom (unless otherwise notified)**

for

### **Participants, Presenters**

**NB: The Coordinator referenced in this document is a member of the Elder Academy Programming Committee who has volunteered to organize a Series.**

Prepared by Elder Academy Programming Committee, November 2020

#### **Participants**

1. You will register for the specific series through Eventbrite.
2. It is suggested you download the Zoom application at <https://Zoom.us/download> prior to signing in on the day of presentation.
3. The free version is all that you will require. You may already have a subscription and a download which will work fine.
4. 48 hours prior to each presentation, you will be emailed a URL link for that specific Elder Academy series presentations. The same URL will work for all the presentations for that series so be sure to save it somewhere that is easy to access.
5. On the date of the presentation, click on the link provided and you will be admitted to the “Waiting Room”.
6. The Elder Academy Coordinator for the series will admit you to the presentation from the “Waiting Room.” This may take a few moments depending on the number of registrants for the presentation. Please be patient.
7. You may leave the presentation at any time by clicking the appropriate button/icon.
8. To avoid unintended interruption and to optimize bandwidth, your microphone and video will be muted during the presentation by the Coordinator. All you will see on your screen is the icon of the Presenter and any screen share, such as slides, they wish to show.
9. You will be informed at the beginning of the presentation how questions will be handled. During the presentation, you can use the “chat” button/icon, and type any question or comment you may have. The Coordinator will attempt to consolidate the

questions and pose them on your behalf to the Presenter at the conclusion of the presentation.(Note: It may be possible for smaller groups to open up the audio and video for Participants to ask the questions themselves.)

10. During each presentation, questions may be asked using the procedure outlined above (#9). Following the formal Q&A of the last presentation in a given series, an informal discussion period will take place moderated by the Coordinator. This is an opportunity for questions, suggestions and points of view that Participants may have that relate to the entire series. It is anticipated that speakers from earlier presentations in the series will be available to share in this informal-open period and again will be moderated by the Coordinator for an appropriate period of time. (min 30 minutes). The Coordinator will allow unmuting of microphones during this period.

## **Presenters**

1. You will be contacted by the series Coordinator during the week prior to the date of your presentation to review the following protocols and procedures. Please let the Coordinator know if you have any concerns about what is involved or any of the procedures.
2. You should download the Zoom application prior to your presentation.
3. Using the Zoom link provided to you the day prior to the presentation. At 9:30 am on the day of the presentation (and before 9:45am) you will be admitted to the meeting. You will be assigned as a co-host along with the Coordinator for the duration of your presentation.
4. Please consider using a suitable “background”, ensure your facial image is appropriately sized and your audio is tested and optimized. Please ensure that you have a strong WIFI signal or, more preferably, that your computer is connected by ethernet cable to optimize the signal and obtain the best audio possible.
5. Please click on the gallery view or presentation view. Go to the top right of your photo tile where you will see three dots. Click on the three dots and you will see an option to pin yourself. Please click on this option.
6. If you wish to show slides or other audio visual aids you should open them prior to your presentation. Please ensure the Disclaimer Statement slide (see below) is inserted ahead of your title slide. You can bring them up on your screen and that of the Participants by clicking on “Share Screen”. When you click this it will show what is open on your computer. Click on what you wish to share and now on the screen

should be a small tile of you and whatever you are sharing on your screen. Other files and links can be opened as required during the presentation.

7. You may use your cursor as a pointer or the pointer available in the Powerpoint program (lower left of presentation screen) as you require.
8. Registrant/attendees (Participants) will have their microphones disabled by the Coordinator and so you will not be interrupted during your presentation. Questions will be deferred until the conclusion of your presentation at which time exchanges will be managed by the Coordinator as a co-host. For large groups, Participants will be invited to submit questions or comments using the chat option. These will be collated by the Coordinator during the presentation and asked on behalf of the Participant.
9. For smaller groups the video can be opened and Participants can ask questions by signaling (raising their hand) and the Coordinator will open their mics for them to ask their question.
10. Following the formal Q&A of the last presentation in a given series, an informal discussion period will take place moderated by the Coordinator. This is an opportunity for questions, suggestions and points of view that Participants may have that relate to the entire series. It is anticipated that speakers from earlier presentations in the series will be available to share in this informal-open period and again will be moderated by the Coordinator for an appropriate period of time. (min 30 minutes). The Coordinator will allow unmuting of microphones during this period.
11. The video image of each registrant/attendee will be disabled for the duration of the presentation however each registrant/attendee will see and hear the presentation.
12. With permission from you, the presentation can be recorded and made available to registered Participants for a maximum period of 6 weeks following the date of the last presentation in the series. This will be managed by the Coordinator.
13. Thank you for agreeing to present to UVRA Elder Academy. Should you have questions, suggestions or concerns, please contact your Coordinator well in advance of the presentation date.

## DISCLAIMER



The views and opinions expressed in this presentation are those of the presenter, and do not represent official policy positions, or views of the University of Victoria or the University of Victoria Retirees Association.