Registrants/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, 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.)

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. Presenters are also asked to ensure an Ethernet internet cable connection.

3. Please join the zoom meeting at 9:45 am on the day of the presentation. 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.

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. 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 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. 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.

11. With permission from you, the presentation can be recorded and made available on YouTube for registered Participants. This will be managed by the Coordinator.

12. 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.

Coordinator:

The role of the Coordinator is to manage the presentation including checking the list of registrants as they enter the waiting room.

1. Admit the Presenter and make them co-host

2. Make sure the Presenter is ready to start and has the files open on their desk top they plan on sharing.

3. Admit the registrants in the waiting room 5 minutes before the presentation is due to start (9.55 am). This can be done by clicking "admit all".

4. Monitor the rest of the Participants as they enter the waiting room and admit as appropriate. You can wait until there are a number of registrants and then "admit all".

5. Make sure all mics and videos are off. These can be done individually or by clicking on mute all. The pre-settings should have videos and mics off before entering. Check the meeting profile to make sure this is the case.

6. If recording, start the recording, welcome everyone and introduce the speaker.

7. Ensure the presentation runs smoothly and deal with any issues that may arise.

8. Check the chat option and make a note of comments or questions and the first name of the people who have made them. Try to collate the questions and at the end of the presentation pose the comments or questions to the Presenter for their response. Follow up if needed. (Note: The other option for small groups less than 25 is to turn on the video for each person and they can ask questions by raising their hand. The Coordinator will invite them to ask their question or make their comment and activate that person's mic and then switch it off for the next person).

9. At the end of the session thank the speaker for their presentation and the audience for joining.

10. End the meeting and ensure the Administrator receives any recording which is made and a copy of the Presenter's slide presentation for posting to the website.

Administrator:

The Administrator's role is as follows:

1. Set up each event's registration with Eventbrite and each presentation (days, dates and time) with UVic's Zoom.

2. Work closely with EA's Chair to ensure the promotional material (poster and invitation) to be distributed to EA's lists and advertised on UVic's Events Page and other venues is consistent with EA's rules for the publication of such material. The data will include the title of the series, an introductory outline, the name(s) of the presenter(s) with their self-submitted biographies and session's abstracts. With the presenter's consent, a photo will be added to his or her biography.

3. Publish the event on Eventbrite and send it to EA's lists and to UVic's Event Calendar.

4. Keep the Chair and the Coordinator apprised of the registration status.

5. Send the Chair and the Coordinator a copy of Eventbrite's attendance list two days prior to the first session of each event and update this list on the morning of the presentation day when additional registrations have been received.

6. Two days prior to each presentation, send the Zoom meeting/series URL through Eventbrite to the registered attendees. Manually send the Zoom link to attendees who registered after this e-mailing.

7. On the day of the presentation, open the Zoom meeting 15 minutes prior to the posted start time

8. Admit the Coordinator and designate the Coordinator the host. When this is done, the Administrator is free to leave.

9. Make sure the Coordinator has the list of registered Participants from Eventbrite.

10. When ready, the Coordinator provides the Administrator with the recorded video (with permission of Presenter) for uploading to YouTube and posting to the UVRA EA website page.