

FAQs for Panel Organizers and Presenters

Topics covered

- A. Basics
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Note: All technical Zoom instructions are for those using a PC computer. Instructions will vary for those on a Mac and a smart phone. Smart phone users especially may need to ask for tech help before the Congress. See “Technical Assistance” below.

A. Basics

1. Q Is there only one zoom link for the entire congress?

A Yes. This includes the special breakout room, the Green Room; see “Green (Breakout) Room” below.

2. Q How do I get Zoom?

A Download the program (“client”) [here](https://zoom.us/download). (<https://zoom.us/download>). Click on “Download.” Downloading the program allows you to access other Zoom meetings, including the Congress. Panel organizers leading practice sessions will need to create their own Zoom account. Click [here](https://zoom.us/) (<https://zoom.us/>), click on “Sign Up Free,” then follow the prompts. Everyone, from panelists to Congress registrants, needs to be able to sign into Zoom.

3. Q I downloaded Zoom last year. Is this version OK?

A If you do not have at least 5.7.3 (or you’re unsure), please update to the latest version to optimize performance. When you open Zoom, a message should pop up about updates if you don’t have the latest version. If you have further questions, get details [here](#).

B. Presentations

4. Q Why does my panel need to rehearse? We’ve been “Zooming” throughout the pandemic.

A Rehearsing allows you to practice screen sharing of PowerPoints, video, and documents; practice “[spotlighting](#)”; check everyone’s sound, including the sound on video (if applicable);

and practice the transitions between speakers and work out the inevitable glitches. If the participants signed up for free Zoom accounts (see “Basics”), don’t worry about the 40-minute time limit. You can immediately start a new Zoom meeting/call.

Note: If your presentation involves a “big name speaker” who probably has a full schedule, you can have rehearsals without the “big name speaker” being present. They’re probably already used to Zoom.

5. Q Will presentations be recorded?

A Yes, the Congress Tech Team will record all presentations for WILPF use. However, still it would be good for someone on your presentation team to record it to their own computer. To record to a computer, they’ll need to have “space” — depending on the length and complexity of the presentation, anywhere from 500 megabytes to two gigabytes. The person who records will need to be a co-host.

The panel organizer will need to designate a “recorder” in advance of the Congress. Before the presentation starts, the Zoom host will make the recorder a co-host, to enable her to record the session. The recorder should arrive in the Zoom meeting at least 10 minutes before the start of the presentation. If not already made a co-host, the recorder should send a direct chat (via Zoom chat) to the Zoom host of the meeting and ask to be made co-host. (Look at the Participants list to see who the host is: They’ll be labelled “(host)” and very near the top of the list.)

The team’s own recording can, then, be an emergency back-up (if we have some problem with the “main” recording) and available to the team for any WILPF uses, especially prior to the time when the Congress recordings are made available to the public.

6. Q Do I need panelists’ permission to record?

A Yes. We are asking panelists to sign consent-to-record forms, and we’ll let you know if someone does not want to be recorded.

7. Q I want to pre-record a presentation. Should I use closed captioning?

A Yes! We want to make the Congress accessible to all. We strongly encourage you to record your presentation on Zoom and use the closed captioning feature. To do so, you just mark a couple of settings in the **account settings** for whichever Zoom account you’re using to (pre-)record. *Also*, when you open your Zoom session to (pre-)record, you start by “enabling” Closed Captions via the Live Transcript settings. Here’s a clear and quick [tutorial](#) on how to enable Closed Captioning in *both* places. Captions will be visible in your Zoom window!

(When we send a few FAQs to registrants, we’ll be telling them how to activate/enable closed captioning from *their* end. So moderators won’t need to explain CC – only remind folks to enable it, based on the FAQ.)

8. Q Are slides a good idea? Better without?

A Some visual variety and elaboration is almost always useful, but visually uninteresting slides or tech problems will not be a plus. Consider your individual group's situation and consult with your panel organizer.

9. Q How long do I get to talk?

A The amount of time is up to the panel organizer, in accordance with the overall time slot allotted to your presentation/panel.

10. Q I'm in a panel. What place do I have in the order? Is there Q + A? How is that structured?

A Check with your panel organizer.

C. Screen Sharing

11. Q Who should screen share PowerPoints, videos, etc.?

A Panelists, your team's Tech Liaison, or someone else may be designated to screen share items. In advance of the Congress, the presentation organizers should determine who is screen sharing and for the rehearsal be sure the person doing the screen sharing has received the materials.

This person must be made a co-host to enable her to screen share. If not already made a co-host, the person doing the screen share should send a direct chat (via Zoom chat) to the Zoom host.

12. Q How do I screen share?

A Remember, you must be a co-host to screen share. Be sure to rehearse screen sharing.

1) First, close as many windows, documents, and unused programs as you can.

2) Open your item and make it look the way you want people to see it.

3) Return to your Zoom screen, click SCREEN SHARE at the bottom of your Zoom window, and look for the item you want to share among all the open-window options. Click on that item, and you're screen sharing.

If you do not see icons at the bottom of the window, hover your mouse over them until they appear.

13. Q What do I need to know about screen sharing videos?

A Sound should be tested during the rehearsal. When one screen shares, there's a special sound setting (in the lower left corner of the screensharing window) that gives one a choice (by clicking) to "share computer sound" (or maybe it says "original sound") or *not*. In rehearsals, the presentation team should try both ways, to see which yields better sound rendition in the actual Zoom meeting. Sometimes it makes a big difference — sometimes not!

D. Green (Breakout) Room

14. Q What is the Green Room?

A This special breakout room will always be available during our Congress Zoom sessions. Your presentation team can, if you *want to* meet and talk there shortly (up to 30 min.) before your presentation is due to start.

15. Q How do I get into the Green Room?

A Sign into the Congress Zoom link. You'll be in the Congress main room. There are two ways to get into the Green Room:

Option 1: Click on the Breakout Rooms icon (four small squares arranged in a square) at the bottom of your Zoom window. If the icons don't appear, hover your mouse over the bottom of the Zoom window.

If you still don't see the Breakout Rooms icon, look for the More icon (three dots). Click on the three dots to see additional menu items, which should include "Breakout Rooms." Click on either the Breakout Rooms icon or "Breakout Rooms" to see the list of Breakout Rooms. Look for Green Room on the list. Slide your cursor to the right of those words (where you might see a number) and watch for the word "Join" to appear. Click on JOIN, and, after a moment, you should find yourself in the Green Room. See below on how to get OUT!

Option 2: Ask a Tech Co-host or the Zoom Host to let you in the Green Room. Check the participants' list to see who is the Zoom host and/or Zoom tech co-host. There may be others, such as moderators, timekeepers, etc., who are also co-hosts, but they may not be the correct person to let you in the Green Room. Please don't ask anyone actually in the act of presenting to let you in. If you're uncertain, look for the (Zoom) host, very near the top of the Participants list.

So, chat directly to the designated Zoom host or Congress Tech Team co-host, to request they let you in the Green Room.

Note — You can also move to or request to be moved to another breakout room, such as to discuss tech problems/questions. But be sure a Congress Tech Team member goes there with you, to answer your questions.

In the Green Room Tech support can help your team with mike checks and such, but for only about 5–7 minutes. We don't have enough tech support folks for that person to be absent from the "main room" for more than 10 minutes or so.

16. Q When should I enter the Green Room?

A If your team wishes to meet in the Green Room, you can go there up to 30 minutes and at least 10 minutes before the start of your presentation. (Note, if yours is the first presentation of the day, please arrive no more than 15 minutes early.)

17. Q How do I get out of any breakout room, including the Green Room?

A There are three ways to do this.

1) If you let yourself into the room, you can once again view the Breakout Rooms list. Look for either the Main Room (and then slide your cursor to the right, to see Join) or, to the right of the

name of the room you're in, some words to click on, such as "leave." It takes a moment or two for you to return to the main room.

2) Even easier is to look at the bottom of your Zoom window (make sure you have your window *up* enough on your computer screen, so that you can see the bottom). In the bottom right corner, look for the blue "Leave" button. Click on that to see menu options: Leave Breakout Room or Leave Meeting. Choose Leave Breakout Room. It takes a moment or two for you to go back to the main room.

3) If the Congress Tech Team co-host is no longer in the room, use direct chat to contact the Zoom host to get rescued!

E. Chat feature (see also "Moderating Q&A")

18. Q Can I save a copy of the posts in the Chat?

A Yes. During the presentation, click CHAT, then click on SAVE CHAT *or* on the three dots (for "more options"), which will give you the SAVE CHAT option. When you save it, it goes to a Zoom folder in your computer. For more information, and other methods of saving chat, click [here](#).

19. Q When should the Chat not be used?

A This is for the panel organizer to determine, but some people consider it distracting or rude for people to chat often during a presentation. It is helpful to encourage the audience to avoid use of Chat, except when asking questions, sending direct messages to individuals, or sharing relevant resources and links.

20. Q Will we be asking attendees to put their contact info in the chat or will we get a list of presentation attendees?

A To respect the privacy of participants' email addresses, it is far preferable for the presentation team to post to everyone, via the Chat, a contact email address for the presenting group/topic. Participants can email this person their contact information rather than post it in the Chat. WILPF US will have only a list of all Congress attendees, for broad organizational use.

F. Technical Assistance

21. Q If we need technical assistance, how will the Congress Tech Team help us?

A The role of the Congress Tech Team is to advise the presentation teams, especially in advance and through the presentation team's own Tech Liaison.

We're seeking to have two of the Congress Tech Team on hand throughout the Congress, plus your presentation team's own Tech Liaison during your presentation.

Be sure to discuss any tech problems that crop up during rehearsals with the Tech Team before the start of your presentation—and preferably before the Congress!

22. Q How do we contact the Congress Tech Team?

A Before and during the Congress, please email Darien De Lu at President@wilpfus.org. Start your subject line with TECH. Or call 916/739-0860, but not before 9 am PDT or after 10:30 pm. But no text messages!

23. Q What does the Tech Liaison do?

A Each panel should assign someone (not a panelist or moderator) as Tech Liaison. This person need not be a highly skilled tech person. That's helpful, but it's sufficient simply to have someone who has a general Zoom-user ("participant") understanding and who will consult with the Congress Tech Team to deal with questions that come up in rehearsal. The Tech Liaison may be asked to screen share a PowerPoint, video, or document; may need to ask someone (via private chat) to mute themselves in case of loud background noise; or provide basic assistance to a registrant. The Tech Liaison contacts the Congress Tech Team to resolve more difficult technical issues.G. Moderating Q&A

24. Q Who will be monitoring "raised hands" and the chat box?

A Each presentation team should designate someone — preferably not the moderator/facilitator — to look for questions from the audience and read them to the panelists. If panel organizers want questions to be sent directly to this person in Chat, ask her to change her name in Zoom to "Question & Answer" and tell the audience to message the Q&A person directly. One disadvantage of posing questions this way is that several people may ask variations of the same question. With questions in Chat, everyone can see and be inspired/stimulated by others' questions.

If questions are to be posted in the Chat for everyone to see, the moderator should inform audience members how to use Chat and ask them to start their question with "Q" or "QUESTION" in caps or put their question in all caps, to make it easier to spot the questions.

Or, if you have a small group and ample time, you might ask people to use the raise hand feature. However, because of the complications of hand-raising and unmuting successfully, this approach can be far more time-consuming. Participants can raise their hand by clicking on PARTICIPANTS *or* REACTIONS at the bottom of the screen, then click on RAISE HAND. A hand will appear. After the questions is answered, click LOWER HAND.

In rare cases, the Tech Support Team person *might* be able to assist with monitoring the Chat, but they'll also be busy with other tech support.

25. Q Should we have participants ask their own questions?

A This is up to the panel organizers, but we strongly encourage that someone be designated to read the questions out loud, given time constraints. This will allow time for more questions.

H. Security

26. Q Since the public is invited, can we “turn off” a disruptive attendee?

A The Congress Tech Team has been trained in handling disruptive attendees. Please direct chat to the Zoom host if you’re concerned about any attendee.

I. Publicity

27. Q May I publicize the presentations?

A Yes! Presentation organizers may distribute information about their program and/or the WILPF media release to political allies, the local media—especially independent press—and other interested parties. The press release will be available soon, and presentation organizers are welcome to write a media release about their own presentation. We encourage you to publicize your panel and the Congress on social media as well.

28. Q May I ask my own media contact to attend my presentation?

A Yes, but you’ll need to inform the Congress Coordinator at congresscoordinator@wilpfus.org as soon as possible. She will email the media contact a link to the Congress. Media personnel are not required to pay the registration fee.