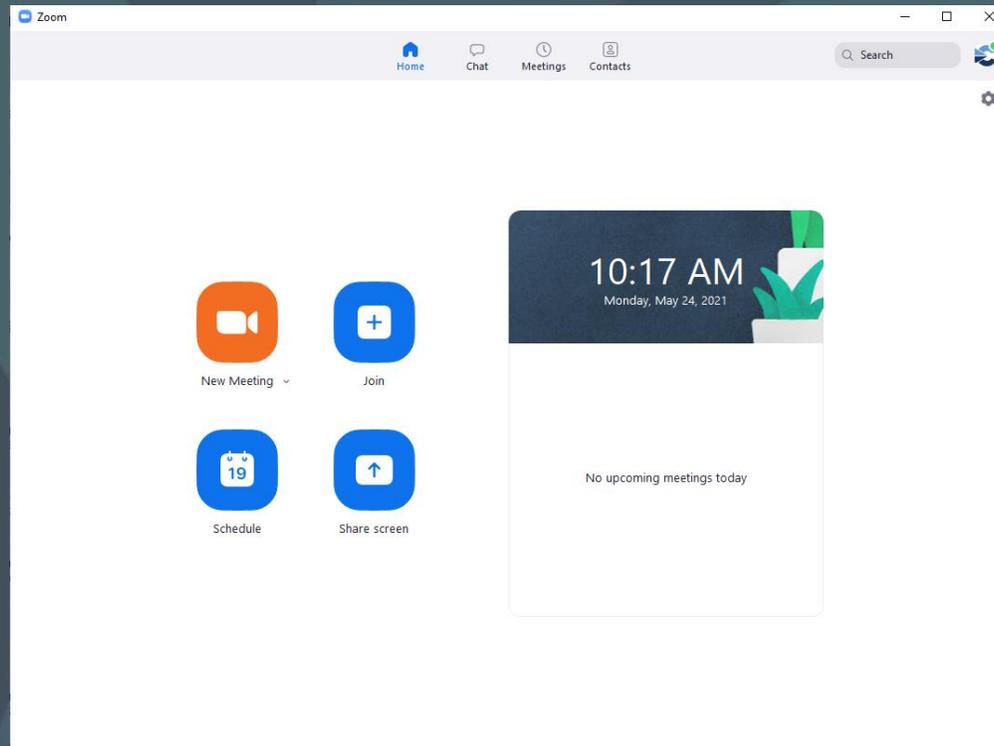


Agenda

- ☐ Meeting App
- ☐ Best Practices for Running a Session
- ☐ Zoom Tools & Pro Tips

Let's start with some housekeeping notes....

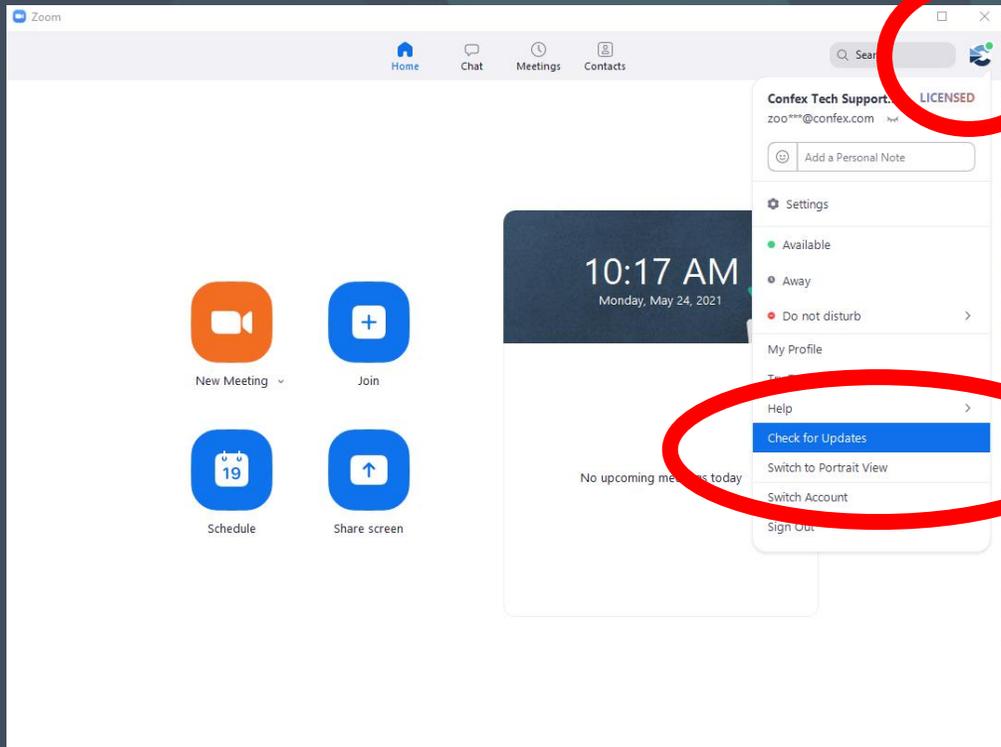
Zoom Desktop App



Update Zoom

Select your profile picture or initials in the top right

Select *Check for Updates*

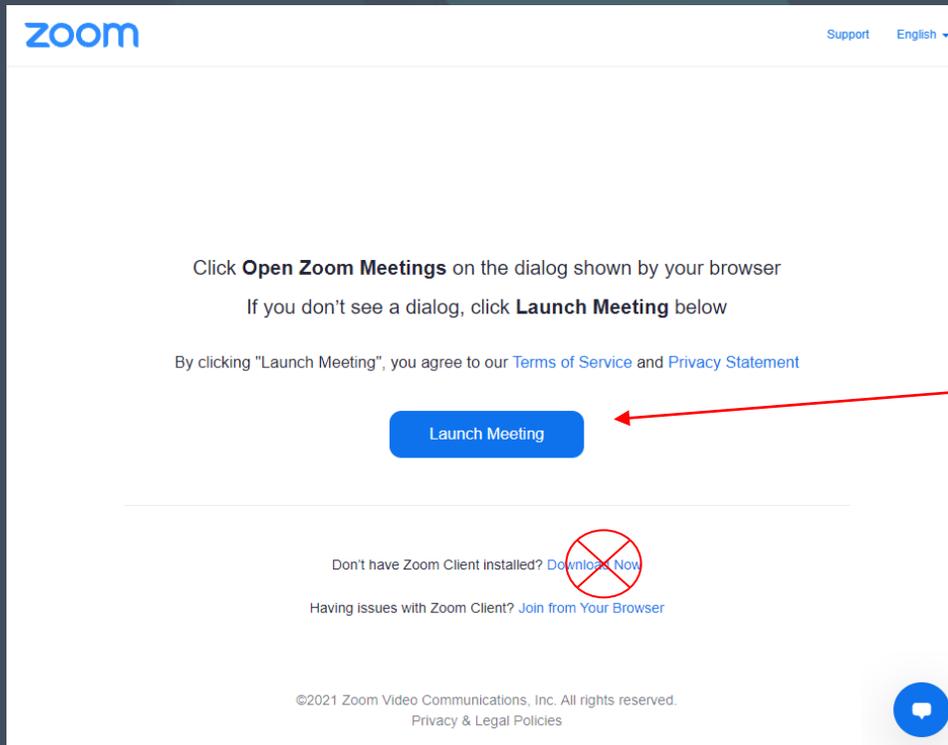


Zoom Desktop App

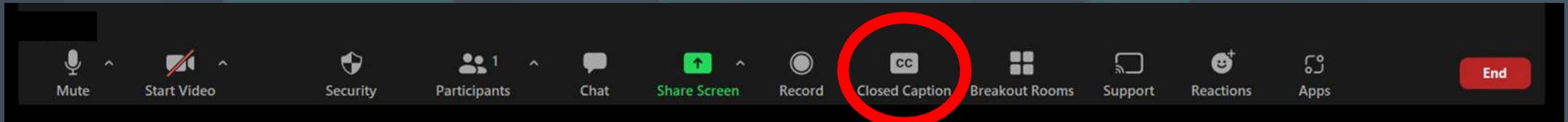
When joining a session, a web browser tab will open with these options.

Select “Launch Meeting” to use the Zoom Desktop App.

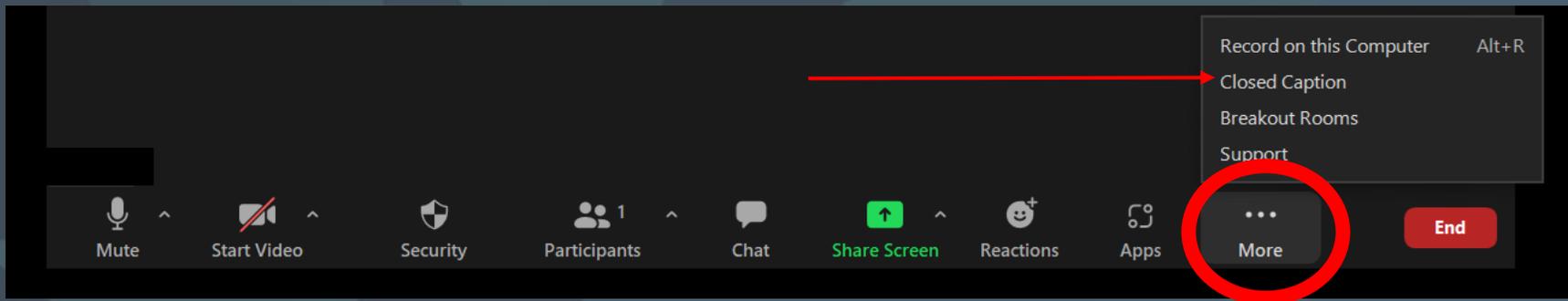
Do not select “Join From Your Browser”.



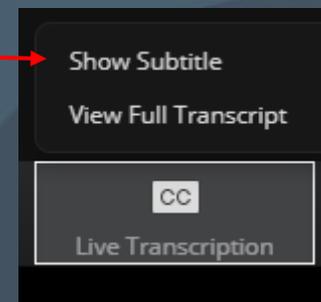
Live Transcripts



Click on the CC box (or *More...*) on your Zoom toolbar.



Select *Show/Hide Subtitles*.





Questions?

Agenda

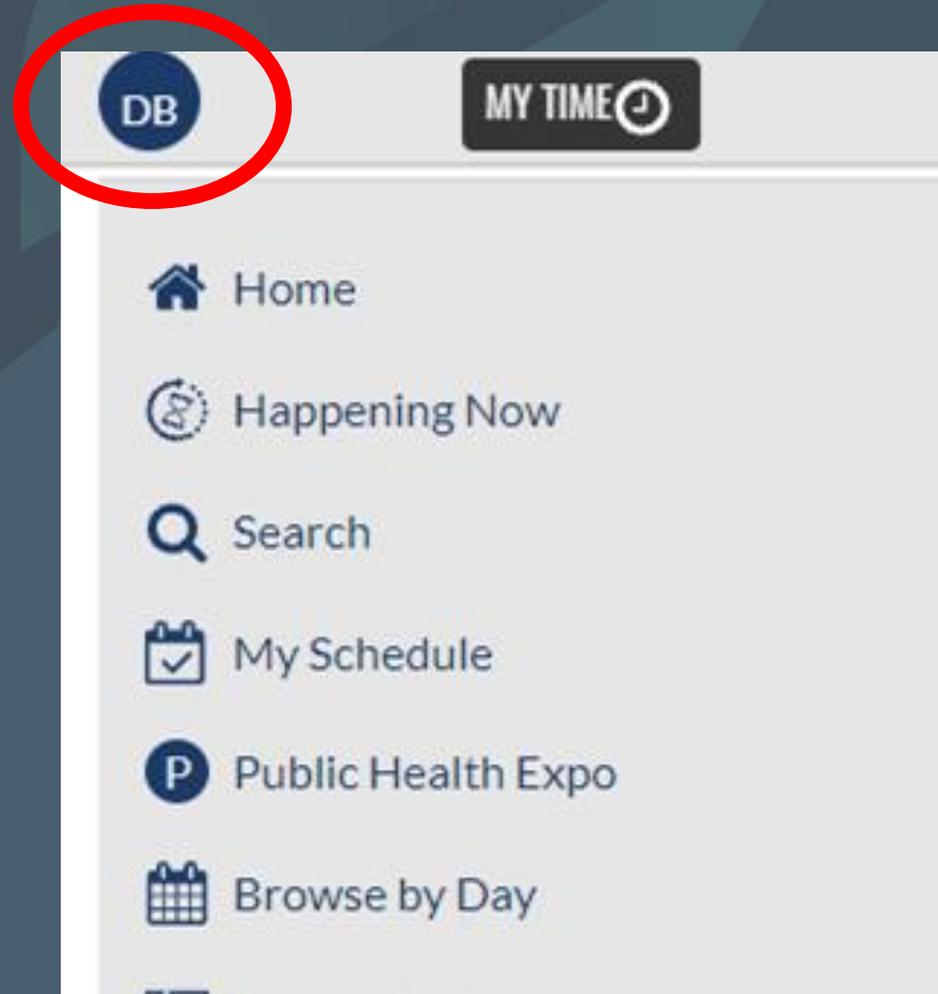
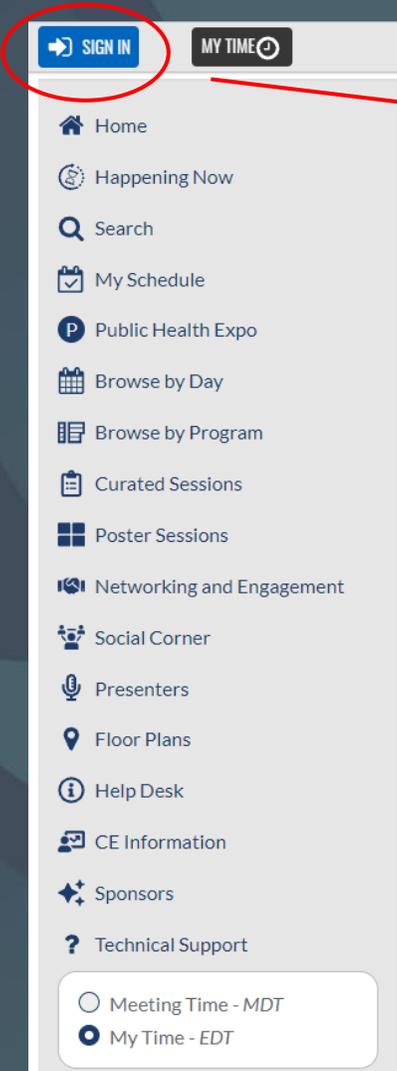
Meeting App

MeetingApp

Let's take a look!

- How to sign in
- Time zone settings
- How to join a session

MeetingApp - Signing in



MeetingApp - Time Zone

The image displays two screenshots of the MeetingApp interface, illustrating how the time zone selection affects the displayed event times. Red circles and arrows highlight the 'MY TIME' button, the time zone selection menu, and the resulting event times.

Current Time Zone

Time Zone options:

- Meeting location time zone
- Your current time zone

Screenshot 1 (Left): Shows the 'MY TIME' button circled in red. The time zone selection menu is open, with 'My Time - EDT' selected. The event 'Navigate & Network: APHA 2021 - Virtual' is shown with a time slot of 2:30 PM - 3:30 PM circled in red.

Screenshot 2 (Right): Shows the 'MY TIME' button circled in red. The time zone selection menu is open, with 'Meeting Time - MDT' selected. The event 'Navigate & Network: APHA 2021 - Virtual' is shown with a time slot of 12:30 PM - 1:30 PM circled in red.

MeetingApp - Join Now

Example of *Join Now*

DB MY TIME

Filter on: In-Person Virtual Recorded On Demand

2:30 PM - 3:30 PM

★ + [Virtual] [Navigate & Network: APHA 2021 - Virtual](#)
Join Virtual Event on October 18, 2:30 PM - 3:30 PM

4:00 PM - 7:00 PM

★ + [Virtual] [Joint Policy Committee Public Hearings A, C and Latebreakers](#)
Join Virtual Event on October 18, 4:00 PM - 7:00 PM

My Schedule
Public Health Expo
Browse by Day
Browse by Program
Curated Sessions
Poster Sessions
Networking and Engagement
Social Corner
Presenters
Attendee List
Floor Plans
Help Desk
CE Information
Sponsors
Photo Booth
Technical Support

Meeting Time - MDT
 My Time - EDT

Click [plus icon] to add an item to 'My Schedule'.
Click [star icon] to add/remove an item to 'My Favorites'.
Click [person icon] to add/remove a person to 'My Contacts'.
Click [calendar icon] in the menu to access your Schedule

Join Now appears 20 minutes before the session start time.

DB MY TIME

Filter on: In-Person Virtual Recorded On Demand

2:30 PM - 3:30 PM

★ + [Virtual] [Navigate & Network: APHA 2021 - Virtual](#)
Virtual Event
October 18, 2:30 PM - 3:30 PM
JOIN NOW

4:00 PM - 7:00 PM

★ + [Virtual] [Joint Policy Committee Public Hearings A, C and Latebreakers](#)
Join Virtual Event on October 18, 4:00 PM - 7:00 PM

MeetingApp - Join Now

More
Examples of
Join Now

The screenshot displays a mobile application interface for a meeting schedule. It is organized into three time slots: 8:00 AM - 10:00 AM, 10:00 AM - 10:30 AM, and 10:30 AM - 12:00 PM. Each slot contains one or more event cards. The first card (8:00 AM - 10:00 AM) is labeled 'PLENARY' and features a 'Join Now' button circled in red. The second card (10:00 AM - 10:30 AM) is labeled 'BREAKS' and also features a 'Join Now' button circled in red. The third card (10:30 AM - 12:00 PM) is labeled 'SYMP' and features a 'Join Now' button circled in red. A fourth card, also labeled 'SYMP', is partially visible below the third. Red arrows from the text 'More Examples of Join Now' point to the circled 'Join Now' buttons.

8:00 AM - 10:00 AM

PLENARY ★ + 📄 2 COVID 19 and Food Systems: Building Back Better
Mr. Maximo Torero, FAO, Italy and Mrs. Dina Umali, World Bank

Join Now 2. COVID 19 and Food Systems: Building Back Better August 19, 8:00 AM - 10:00 AM

10:00 AM - 10:30 AM

BREAKS ★ + 📄 Break

Join Now 4682. Break August 19, 10:00 AM - 10:30 AM

10:30 AM - 12:00 PM

SYMP ★ + 📄 COVID19 Value Chain Disruptions and Food Prices in South Asia
Dr. Bart Minten¹, Dr. Shahidur Rashid², Dr. Bart Minten¹, Dr. Karl Rich³ and Dr. Shahidur Rashid², (1)IFPRI, Myanmar(2)International Food Policy Research Institute, India(3)International Livestock Research Institute, Senegal

Join 4313. COVID19 Value Chain Disruptions and Food Prices in South Asia on August 19, 10:30 AM - 12:00 PM

SYMP ★ + 📄 Disruptions and Resilience of Agri-Food Value Chains in the Light of COVID-19: Evidence and Outlook
Dr. Frank Place, IFPRI and Dr. Alan De Brauw, IFPRI

Join 4416. Disruptions and Resilience of Agri-Food Value Chains in the Light of COVID-19: Evidence and Outlook on August 19, 10:30 AM - 12:00 PM

MeetingApp - Asynchronous Q&A

The screenshot shows the MeetingApp interface for a session titled "Regulatory Update: Metals in the Environment". The interface includes a left-hand navigation menu with options like Home, Happening Now, Search, Live Program, On Demand, My Schedule, My Favorites, My Contacts, Exhibitors, Sponsors, Participants, Get Involved, Program Committee, Help Desk, Certificate of Attendance, Career Center, Sign Out, and Technical Support. At the bottom of the menu, there are radio buttons for "Meeting Time - PST" and "My Time - EST". The main content area displays the session title, a back arrow, and a right arrow. Below this, there are icons for favorite, share, and calendar, followed by the date "Tuesday, November 16, 2021" and the time "4:00 PM - 5:00 PM". A link to "Join Regulatory Update: Metals in the Environment on November 16, 4:00 PM - 5:00 PM" is provided. The "Chair" section lists three individuals: Elizabeth Mj (NIPERA Inc), Christine B (U.S. Environmental Protection Agency), and William A (Red Cap Consulting). The "Resources" section contains a text input field with the prompt "Ask a question or comment on this session (not intended for technical support questions)." and a red arrow pointing to the input field. Below the input field, there is a red prompt: "Have a question or comment? Enter it here."

Attendees can ask questions, about a paper or the session, on the session page and authors can respond.

Authors will be notified automatically (via email) when a question has been asked.

Check your session page to see if there are questions posted if you need some for discussion.



Questions?

Agenda



Meeting App



Best Practices for Running a
Session

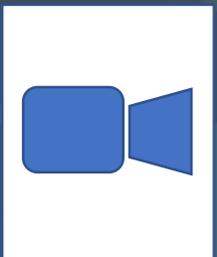
Before your session starts:



Arrive 20 minutes early



Test presenter's mic



Test presenter's camera



Practice sharing screen

Ask your Presenters:

A stylized graphic of a branch with several leaves, rendered in shades of teal and dark blue, positioned in the lower-left and center of the slide.

Ask your Presenters:

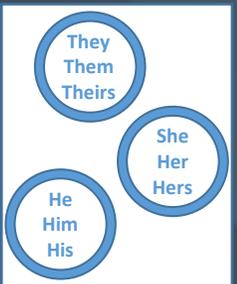


How to pronounce their name?

Ask your Presenters:



How to pronounce their name?

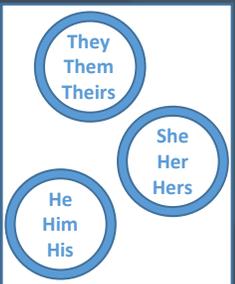


What are their pronouns?

Ask your Presenters:



How to pronounce their name?

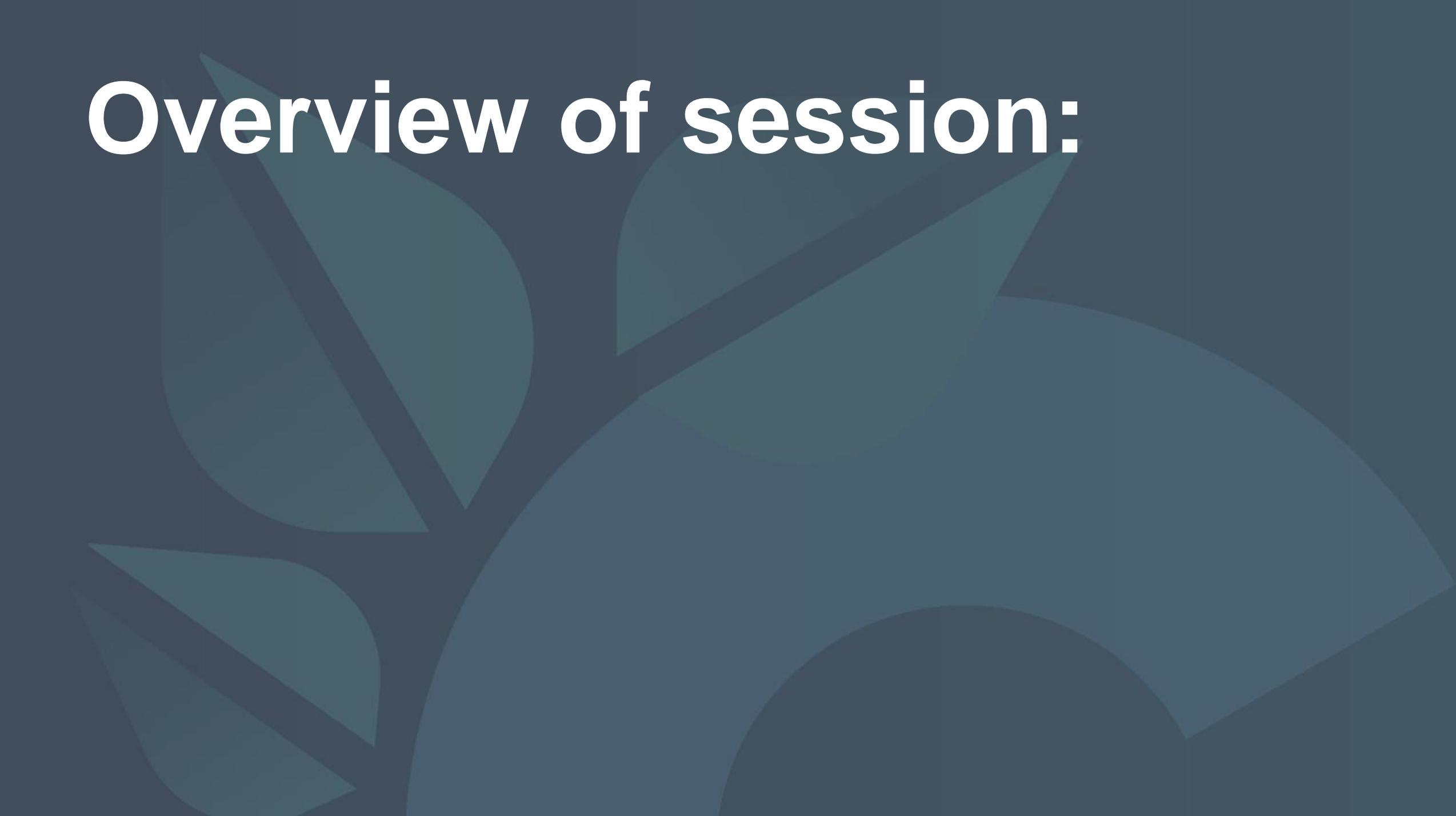


What are their pronouns?



How will you keep the session on time?

Overview of session:

A stylized graphic of a branch with several leaves, rendered in shades of teal and dark blue, positioned on the left side of the slide.

Overview of session:



What are the sequence of events?

Overview of session:



What are the sequence of events?



How and when do you want to take questions?



Questions?

Agenda

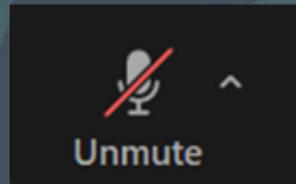
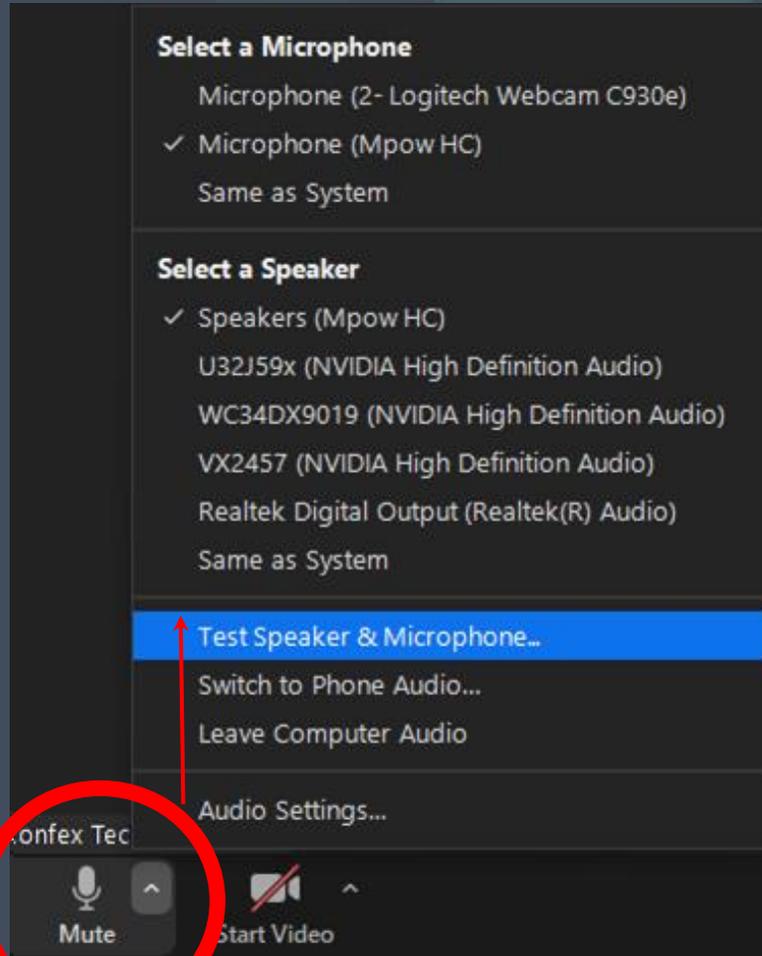
- Meeting App
- Best Practices for Running a Session
- Zoom Tools & Pro Tips

Useful Tools

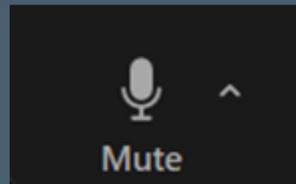
The background features a dark blue gradient with stylized, layered teal-colored leaves and branches on the left side, creating a modern, organic aesthetic.

Useful Tools

Testing your Speaker and Microphone



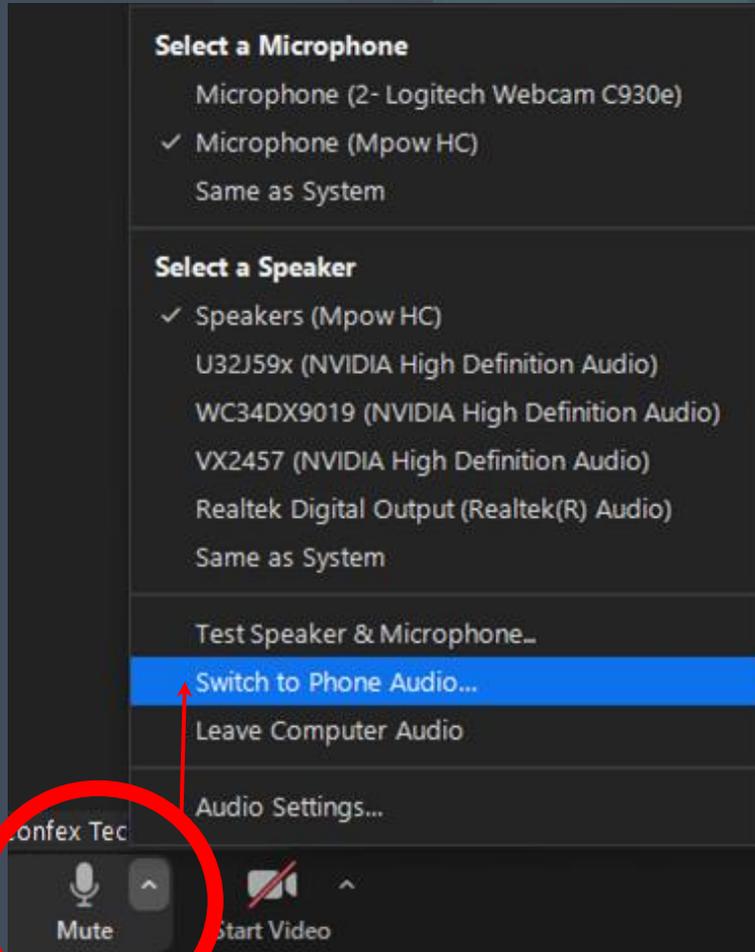
- Muted



- Unmuted

Useful Tools

Switch to Phone Audio

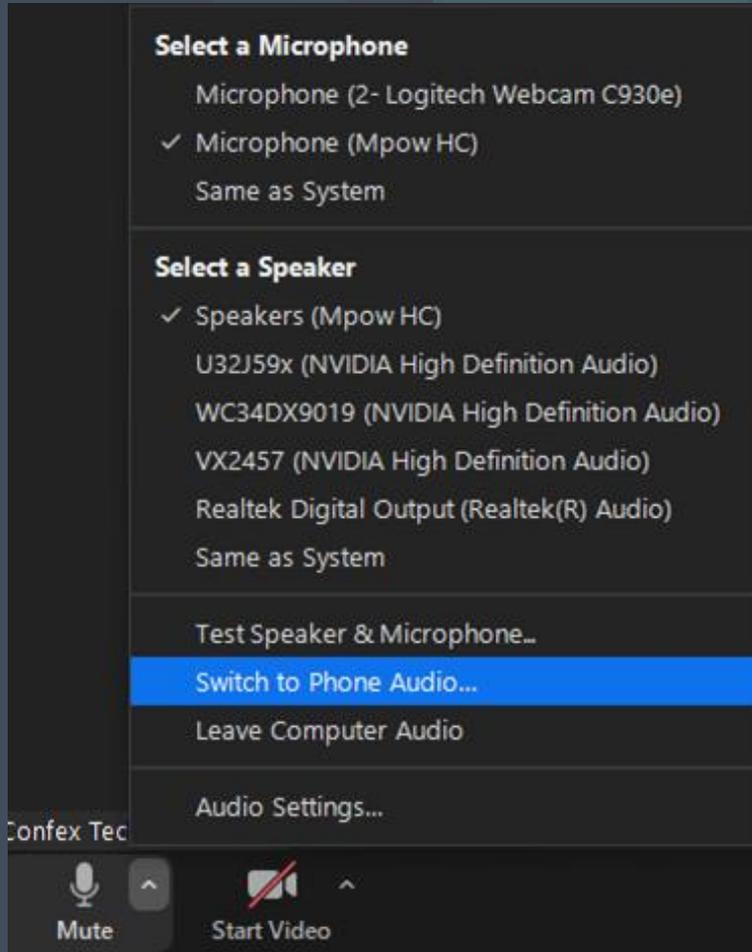


Useful Tools

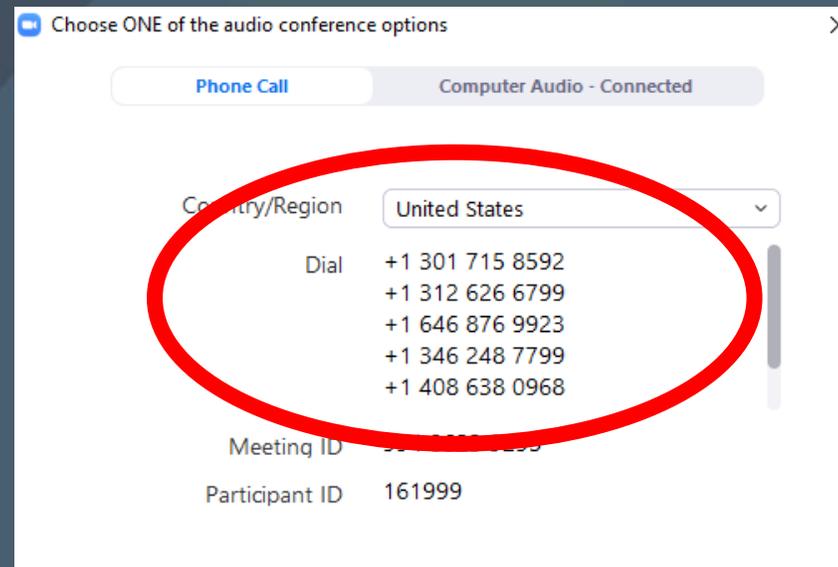
Switch to Phone Audio



How to call in with your phone



The screenshot shows a dark-themed settings menu. At the top, it says "Select a Microphone" with two options: "Microphone (2- Logitech Webcam C930e)" and "Microphone (Mpow HC)" which is selected with a checkmark. Below that is "Same as System". The next section is "Select a Speaker" with several options, including "Speakers (Mpow HC)" which is selected. At the bottom of the menu, the option "Switch to Phone Audio..." is highlighted in blue. Other options include "Test Speaker & Microphone...", "Leave Computer Audio", and "Audio Settings...". At the very bottom, there are "Mute" and "Start Video" buttons.



The dialog box is titled "Choose ONE of the audio conference options" and has two tabs: "Phone Call" (selected) and "Computer Audio - Connected". Under the "Phone Call" tab, there is a "Country/Region" dropdown menu set to "United States". Below this, a list of dial-in numbers is shown, with the entire list circled in red. The numbers are: +1 301 715 8592, +1 312 626 6799, +1 646 876 9923, +1 346 248 7799, and +1 408 638 0968. At the bottom, the "Meeting ID" is partially visible as "22 111 1111" and the "Participant ID" is "161999".

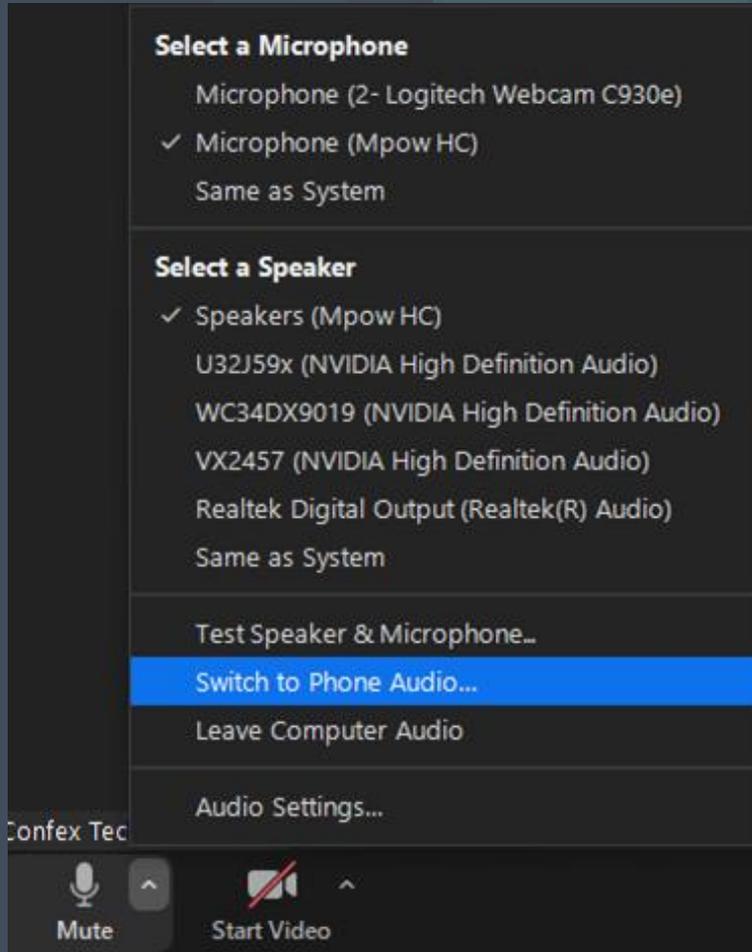
Useful Tools

Switch to Phone Audio

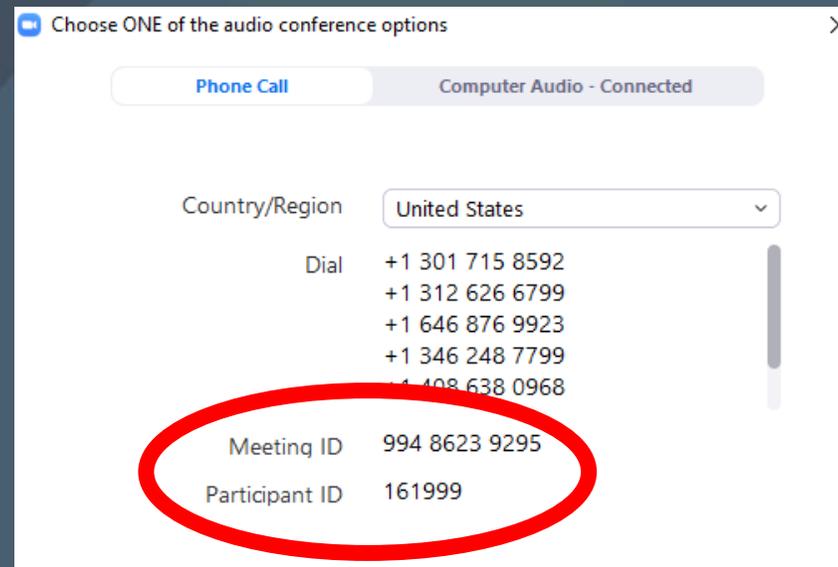


How to call in with your phone

Skip the passwords – use



A screenshot of a software interface's audio settings menu. The menu is dark-themed and contains several sections. The first section is 'Select a Microphone' with options: 'Microphone (2- Logitech Webcam C930e)', 'Microphone (Mpow HC)' (checked), and 'Same as System'. The second section is 'Select a Speaker' with options: 'Speakers (Mpow HC)' (checked), 'U32J59x (NVIDIA High Definition Audio)', 'WC34DX9019 (NVIDIA High Definition Audio)', 'VX2457 (NVIDIA High Definition Audio)', 'Realtek Digital Output (Realtek(R) Audio)', and 'Same as System'. Below these are 'Test Speaker & Microphone...', 'Switch to Phone Audio...' (highlighted in blue), 'Leave Computer Audio', and 'Audio Settings...'. At the bottom of the screen, there are controls for 'Mute' and 'Start Video'.



A screenshot of a dialog box titled 'Choose ONE of the audio conference options'. It has two tabs: 'Phone Call' (selected) and 'Computer Audio - Connected'. Below the tabs is a 'Country/Region' dropdown menu set to 'United States'. Underneath is a list of dial numbers: '+1 301 715 8592', '+1 312 626 6799', '+1 646 876 9923', '+1 346 248 7799', and '+1 408 638 0968'. At the bottom, 'Meeting ID 994 8623 9295' and 'Participant ID 161999' are listed, with a red circle around these two items.

Useful Tools

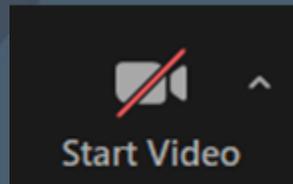
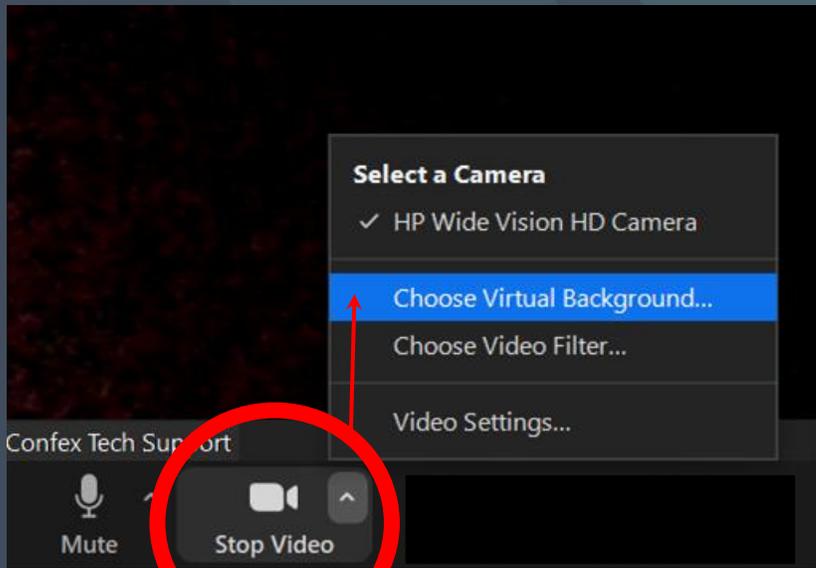
Stop or Start Video



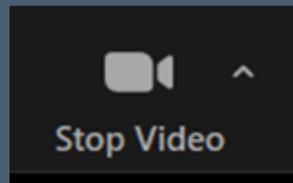
Preview your appearance



Check your video settings



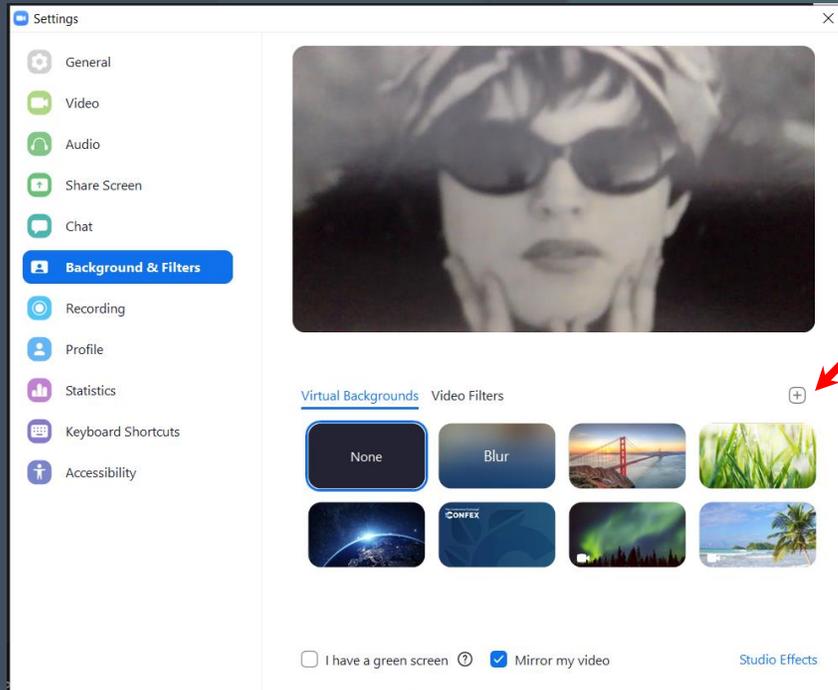
- Camera is OFF



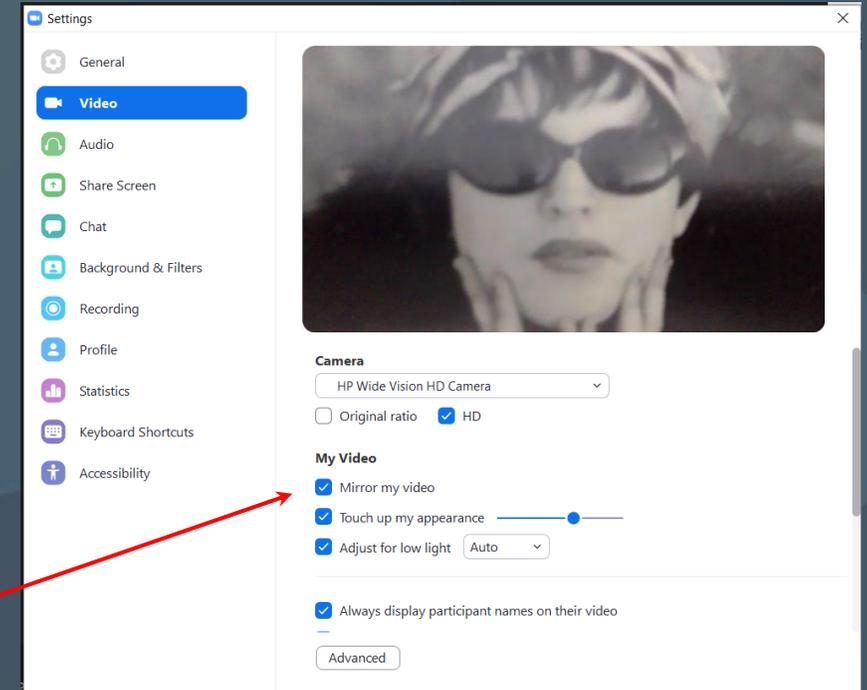
- Camera is ON

Useful Tools

Adjust Virtual Background and Video Settings



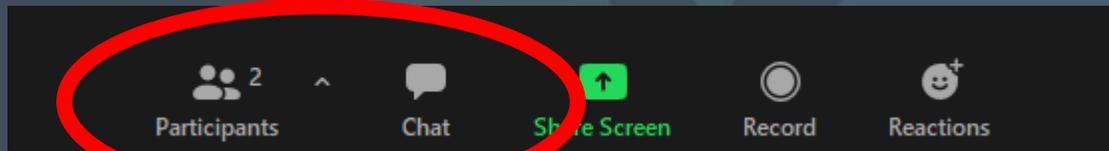
Use the “+” to add virtual background images.



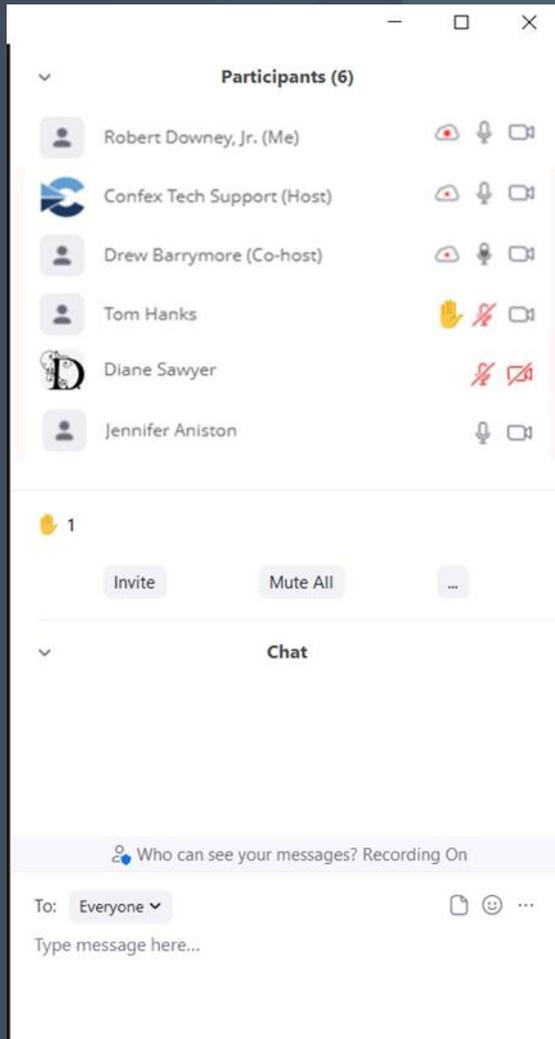
Adjust other video settings.

Useful Tools

Open Participants Panel
and Chat Panel from the
Zoom Toolbar.



Useful Tools



Participants Panel

Order: Me > Host > Co-host(s) > Raised Hand > Alphabetical by first letter

All Guests can share screens, unmute and turn on their camera.

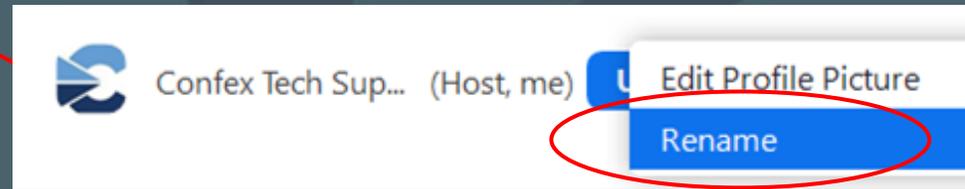
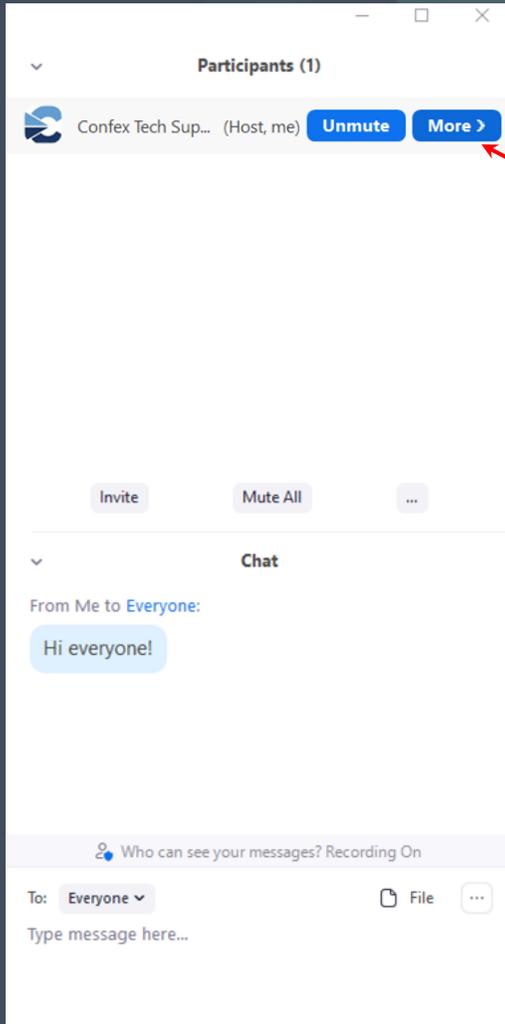
Co-hosts can mute participants, spotlight others, run breakout rooms and polls, as well as share screens, unmute and turn on their cameras.

Co-hosts are usually:

- Chairs and Moderators
- Speakers and Presenters
- Staff Members

Useful Tools

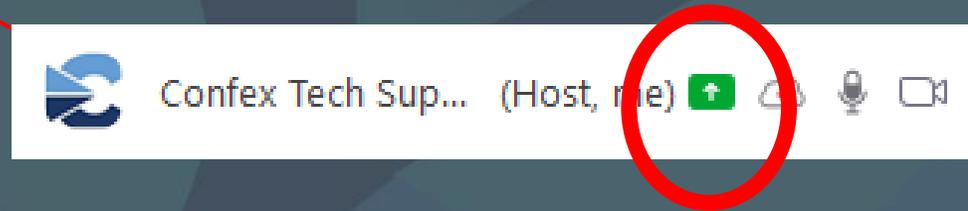
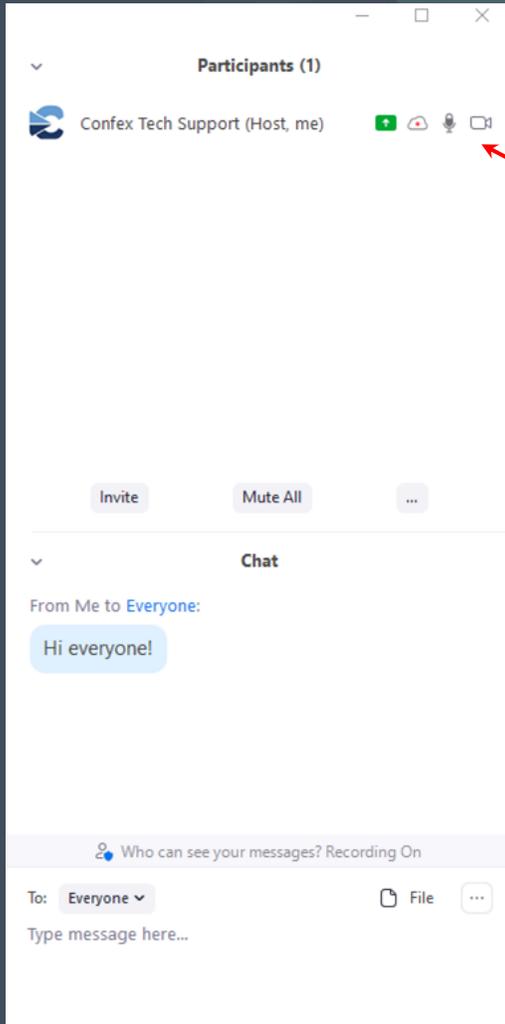
Participants Panel



- Rename yourself

Useful Tools

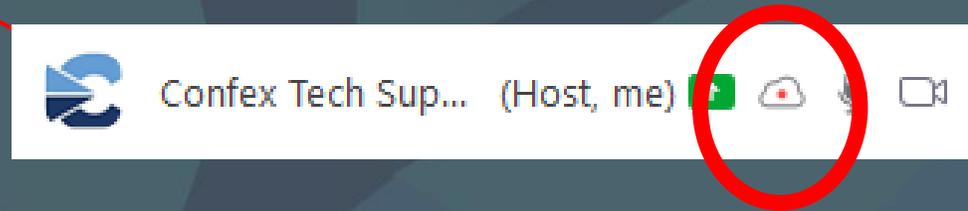
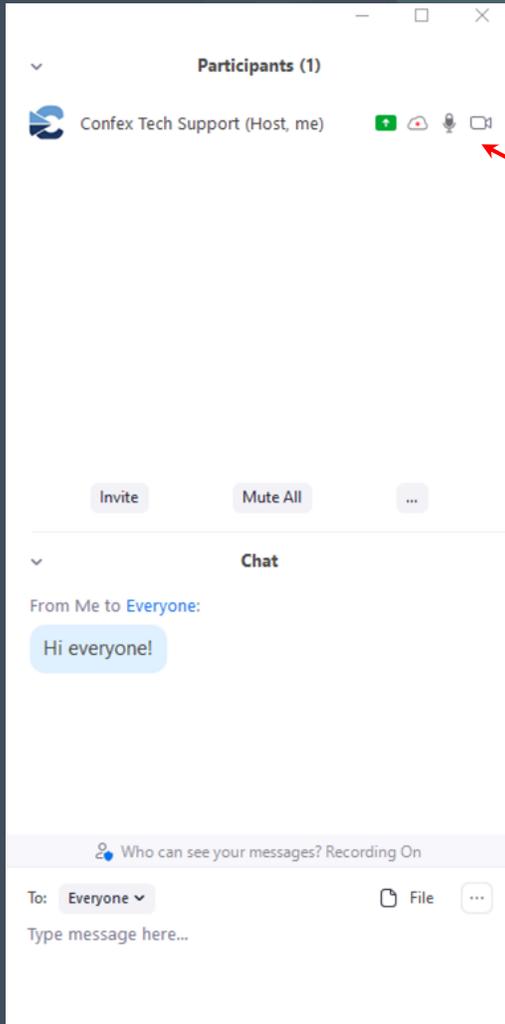
Participants Panel



- Sharing their screen

Useful Tools

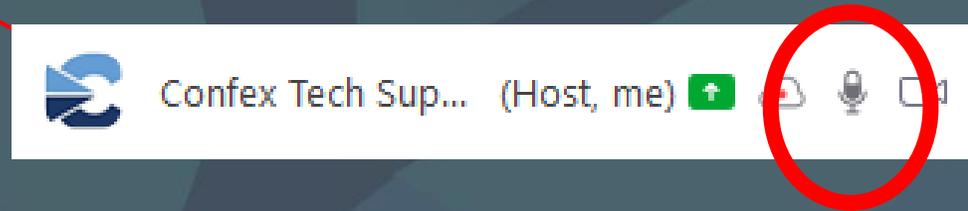
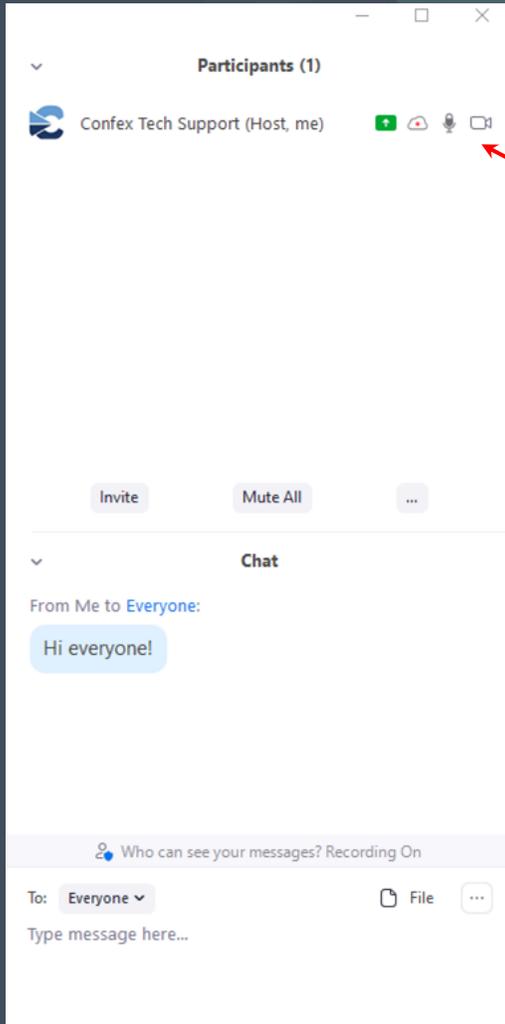
Participants Panel



- If the meeting is recording

Useful Tools

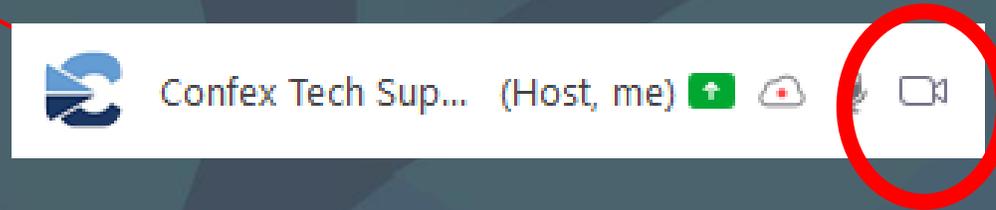
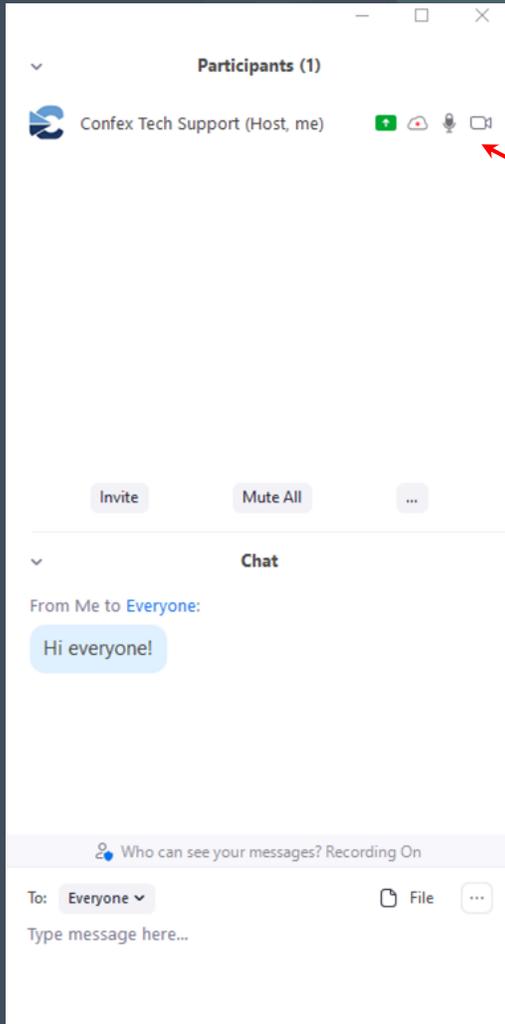
Participants Panel



- Which mics are picking up noise

Useful Tools

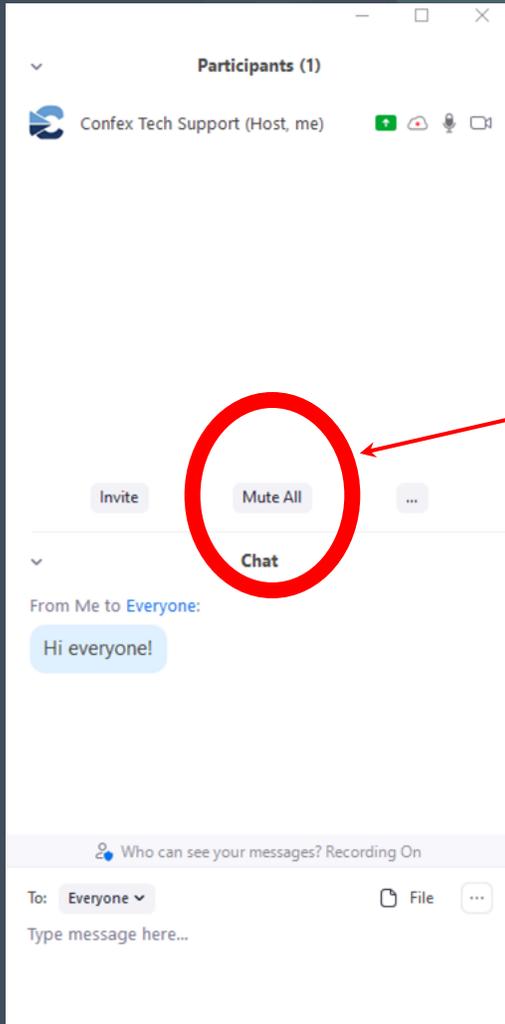
Participants Panel



- Which camera is on

Useful Tools

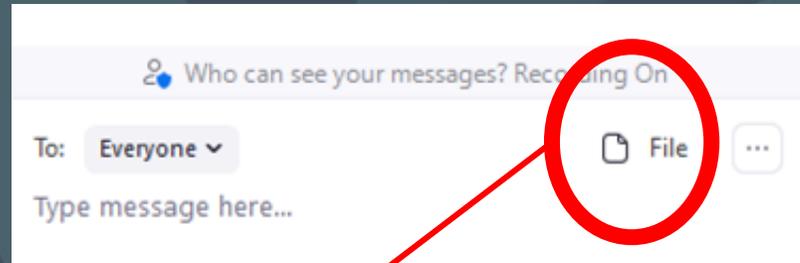
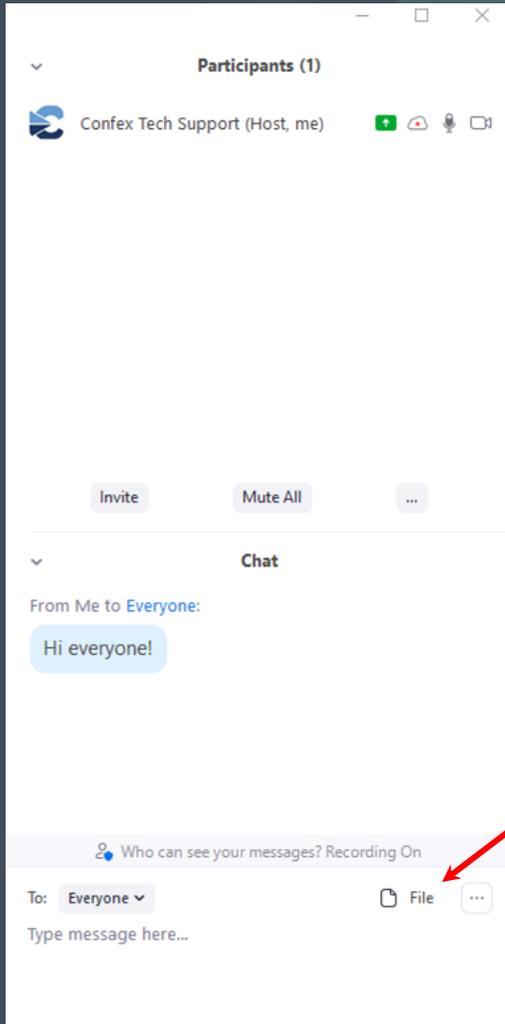
Participants Panel



- Avoid using the *Mute all* button

Useful Tools

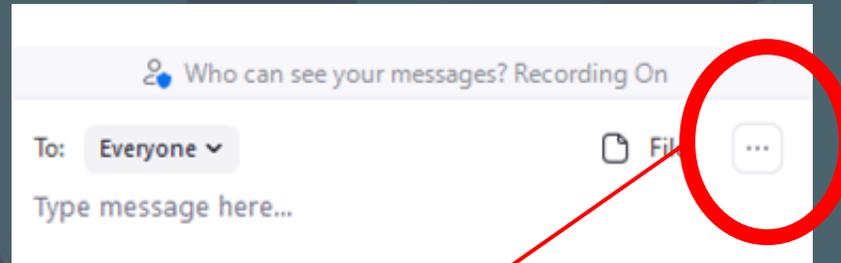
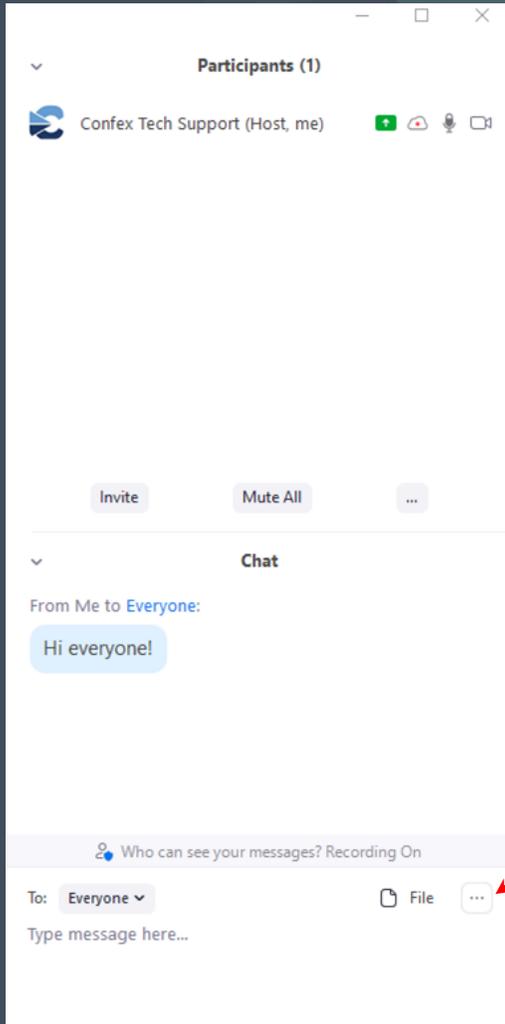
Chat Panel



- Share files in the chat

Useful Tools

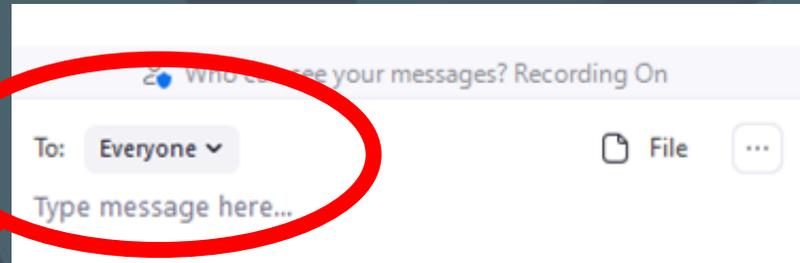
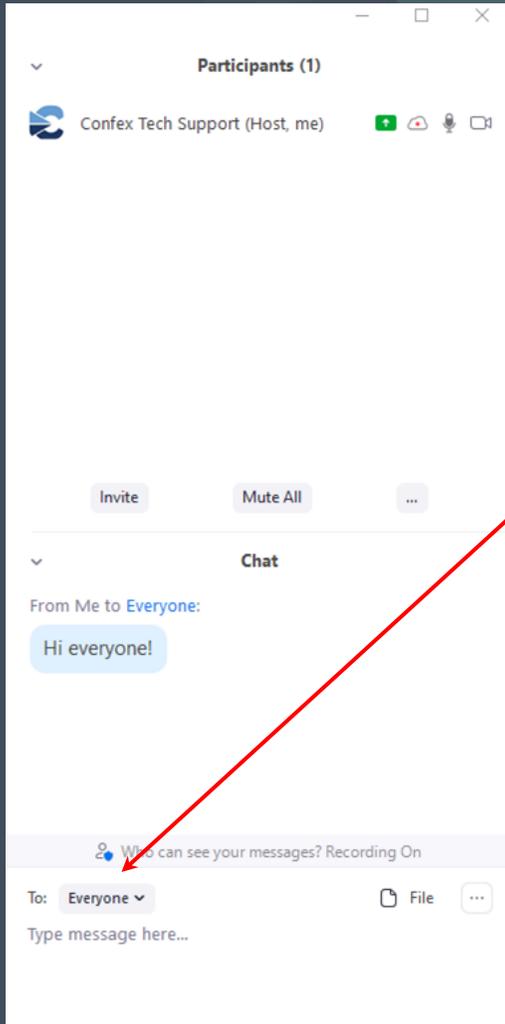
Chat Panel



- Save the chat

Useful Tools

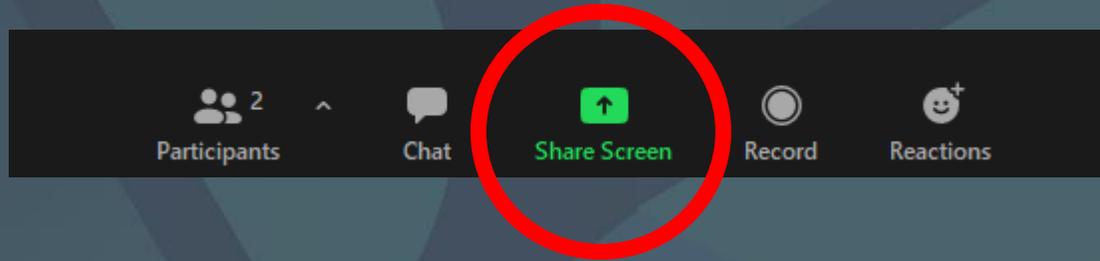
Chat Panel



- Be mindful of who you are chatting
- Chat defaults to the last person in contact

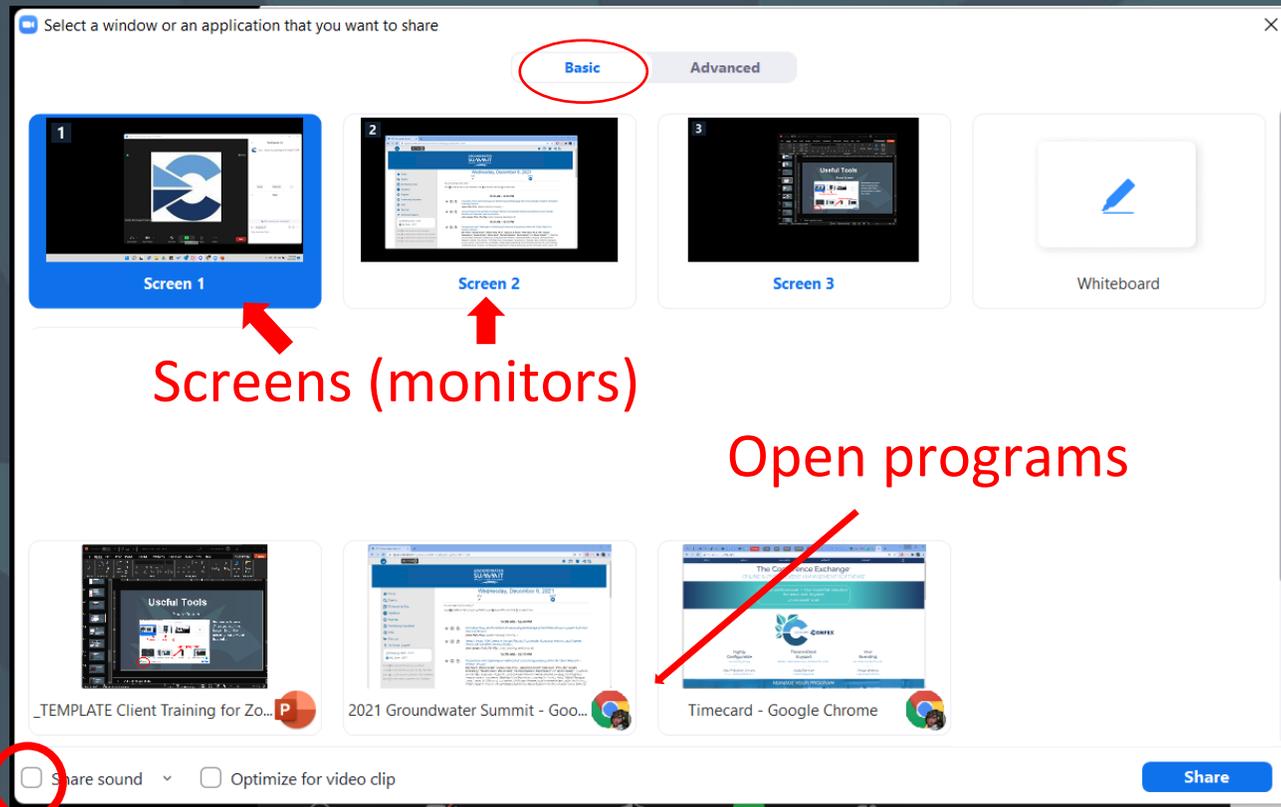
Useful Tools

Share Screen



Useful Tools

Share Screen – Basic Tab

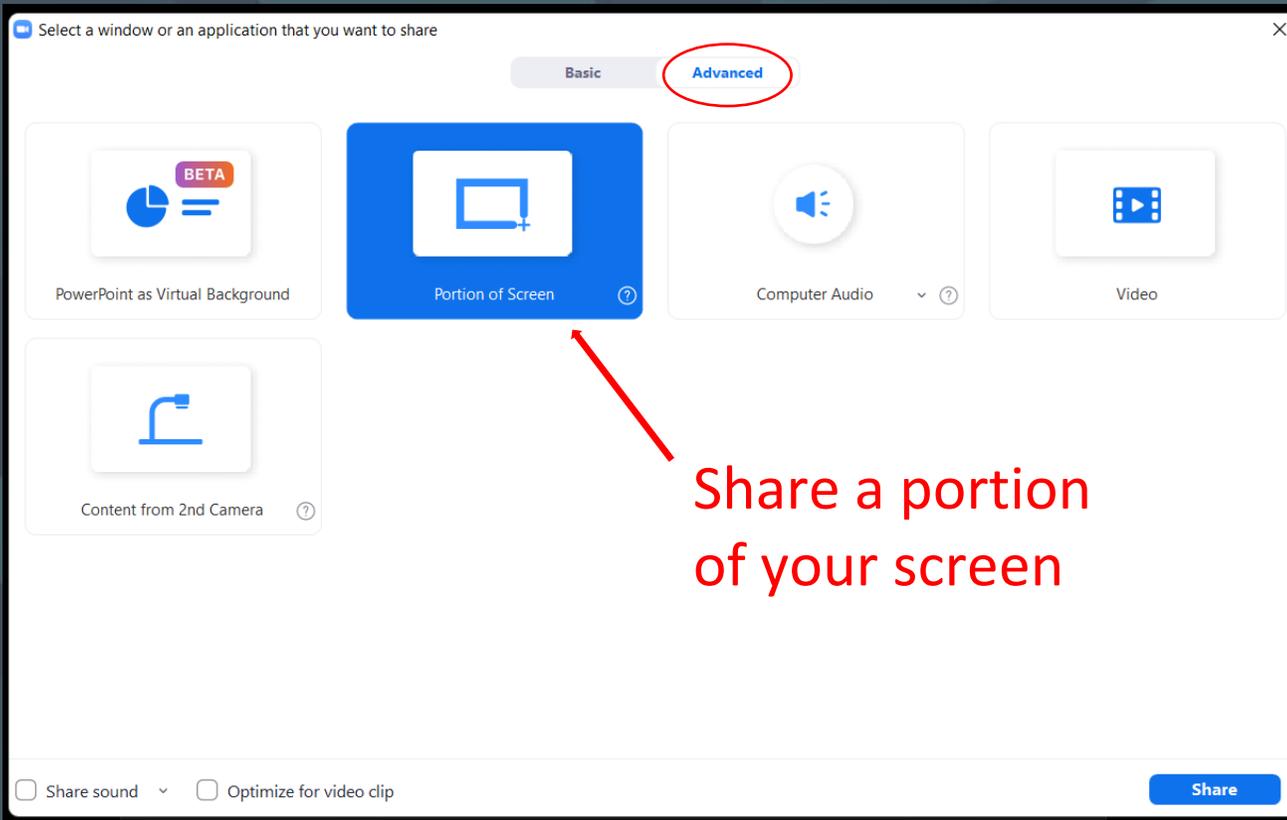


Remember to select *Share sound* at the bottom left if the presentation or video has audio.

Note: this example shows a setup with three monitors. Screen = Monitors

Useful Tools

Share Screen – Advanced Tab



Share a portion
of your screen

Selecting *Portion of Screen* allows you to “draw a box” and select an area you want to share.

Useful Tools

Share Screen – Advanced Tab

Select a window or an application that you want to share

Basic **Advanced**

PowerPoint as Virtual Background

Portion of Screen

Computer Audio

Video

Content from 2nd Camera

Share a portion of your screen

Selecting *Portion of Screen* allows you to “draw a box” and select an area you want to share.

Note: There will be a green border that you can resize to fit the area.

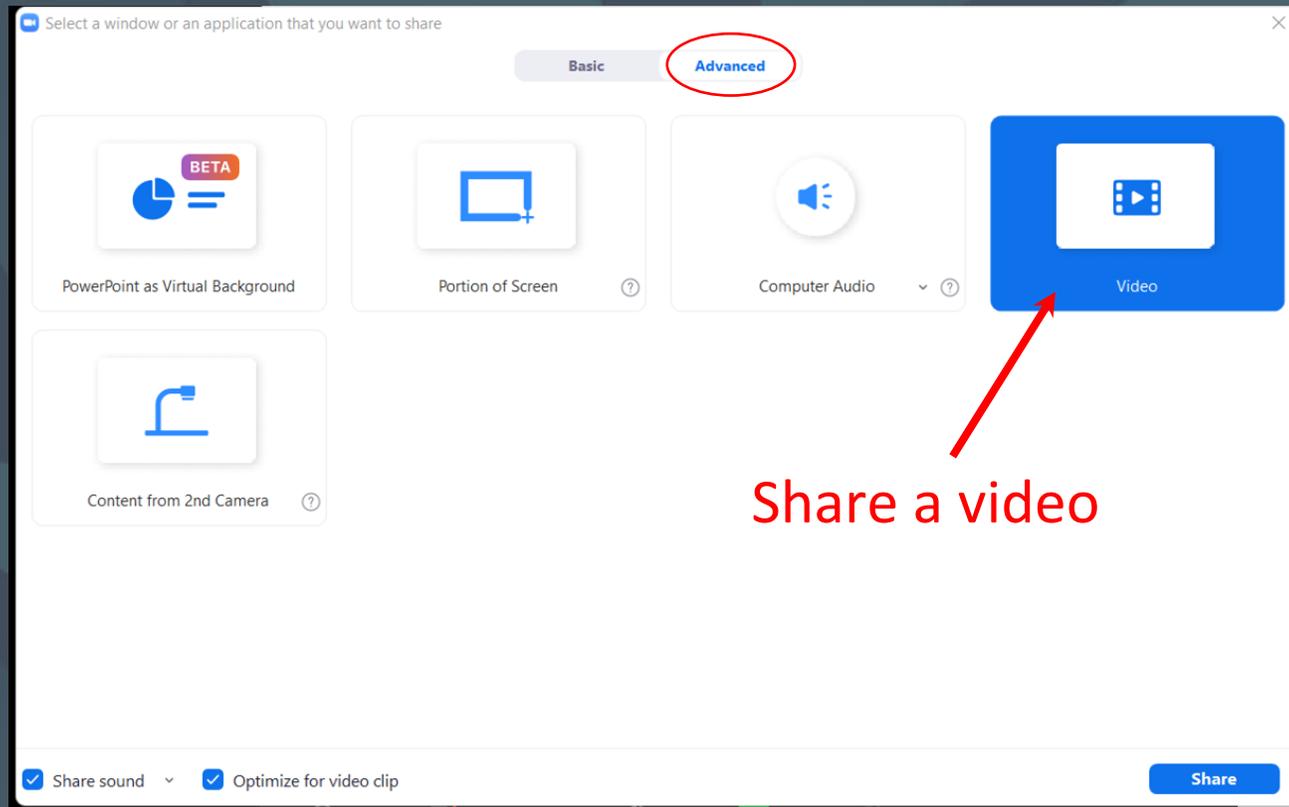
Advanced tab:
1. Sharing a portion of screen
1. Green box will highlight what you are sharing.
2. Can be enlarged by clicking and dragging the corners

A green border/box will appear. This can be moved and resized by selecting a corner to highlight just a portion of your screen.

Note: this step is done live – the audience will see you adjusting the size.

Useful Tools

Share Screen – Advanced Tab



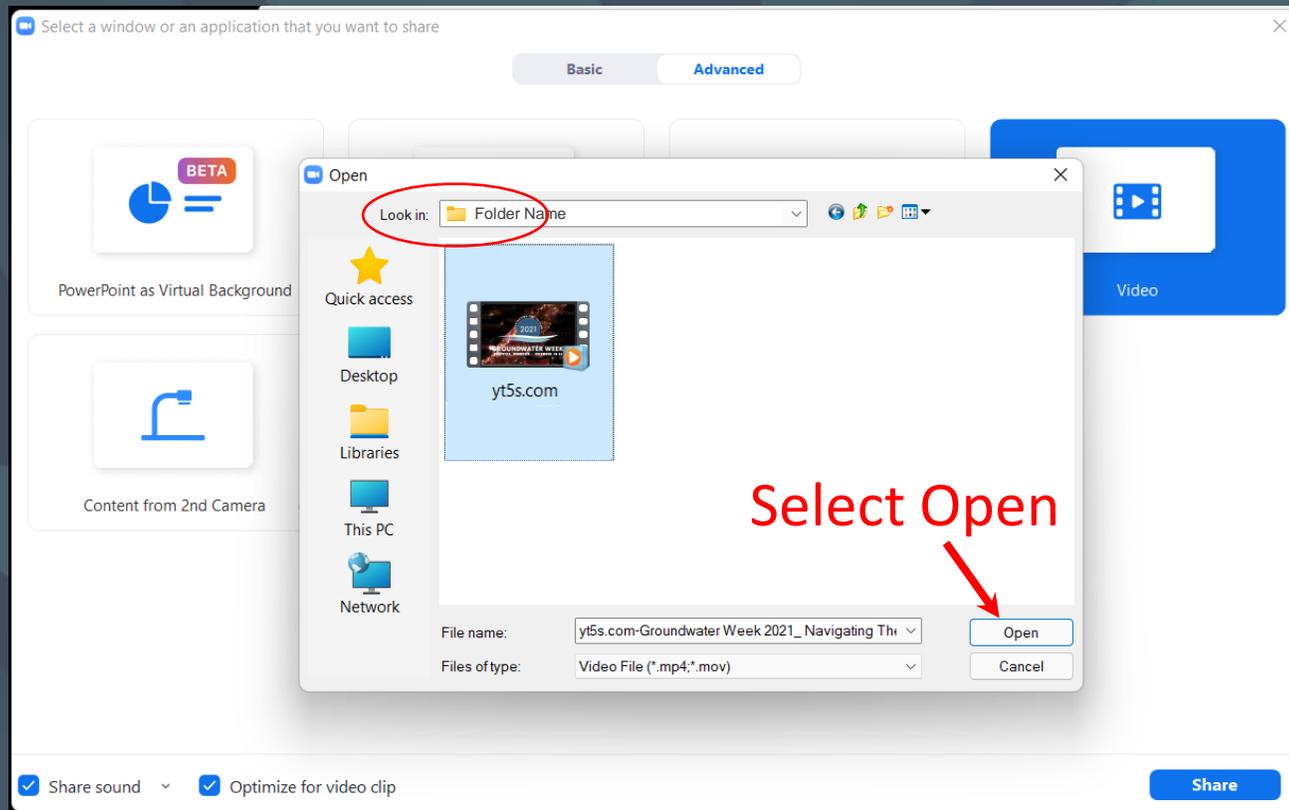
Share a video

Selecting *Video* automatically selects *Share sound* and *Optimize for video clip*.

Note: You may want to test the quality of the video via Zoom beforehand when using *Optimize for video* as sometimes it can degrade the quality.

Useful Tools

Share Screen – Share Video



Locate the video you want to share and select *Open*.

Useful Tools

Share Screen – Play Video

Play
and
pause
here

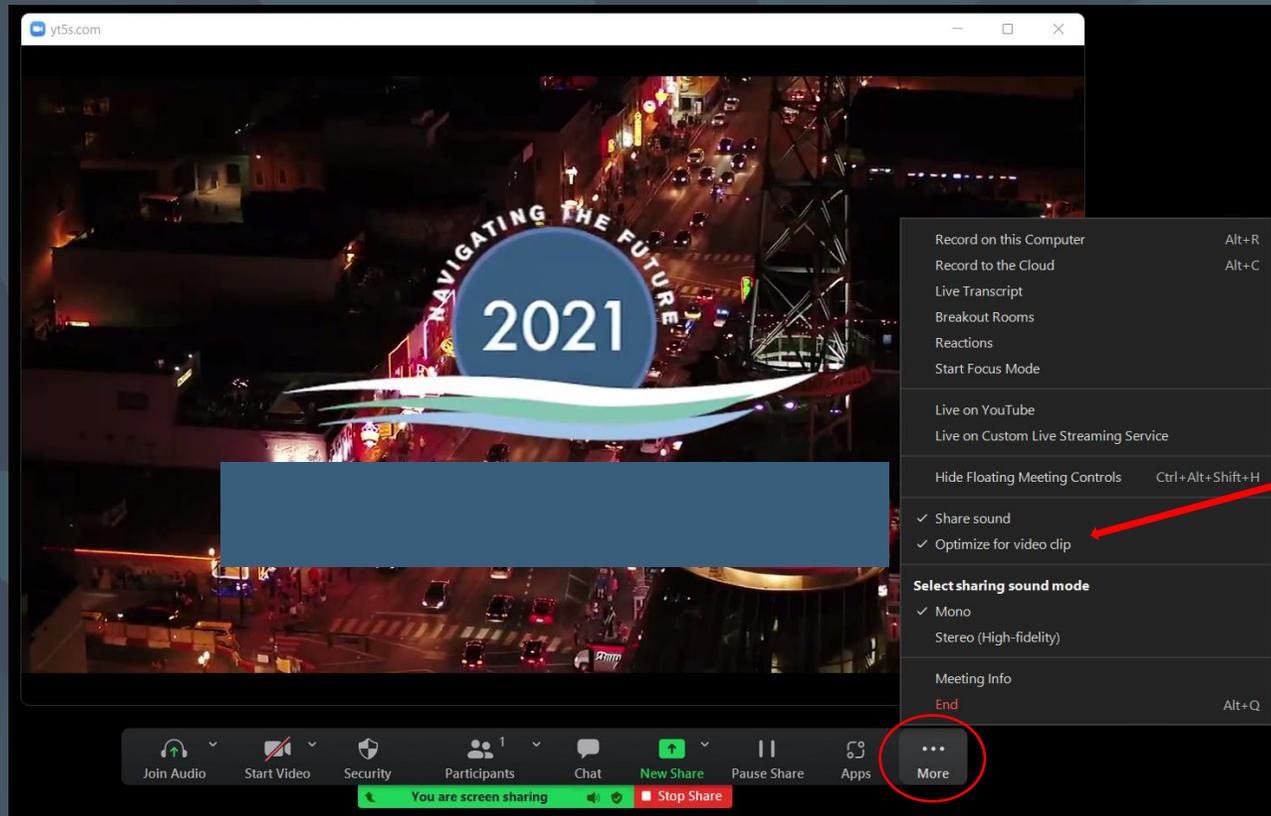


Your Zoom screen will be replaced with the video.

Only you see these controls. You can hover your mouse over the video at any time to bring up the controls (for example, to play/pause, or see the time remaining) and no other Zoom attendee will see your mouse.

Useful Tools

Share Screen – Optimize for video clip



If attendees tell you that your video looks choppy or grainy, select the *More...* to see the *Optimize for video clip* options. You can toggle this on or off to adjust the quality.

PowerPoint Display Options

Dual monitors with slideshow and presenter's views

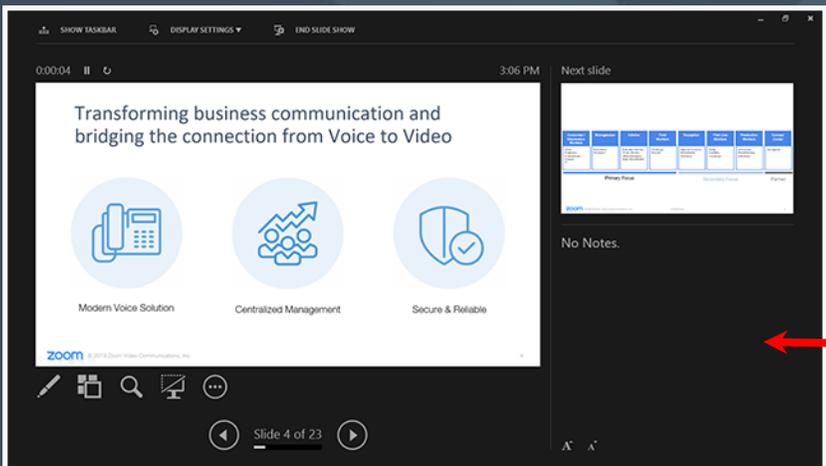
Select your primary monitor then click *Share*. If you are not sure which monitor is your primary, select the one that PowerPoint opens in.

If you correctly shared your primary monitor, participants will see the PowerPoint in slideshow view.

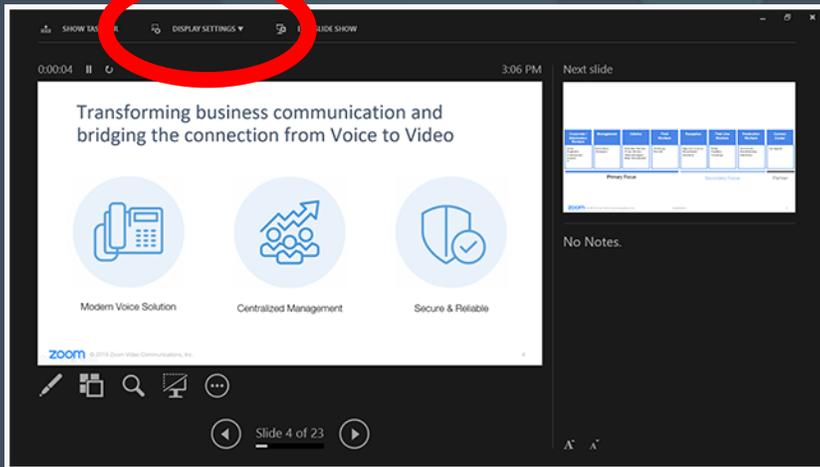
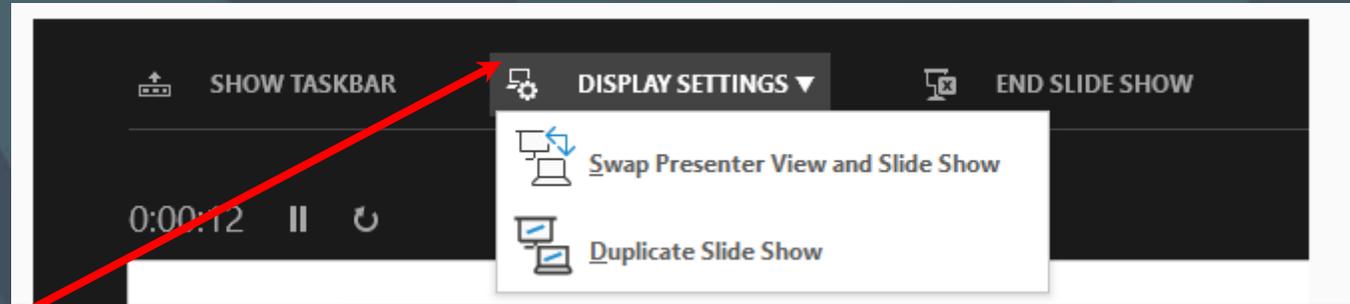
The green border indicates the monitor you are currently sharing.

The presenter's view will appear on your secondary monitor.

Use this to view your slide notes and control the presentation.



PowerPoint Display Options

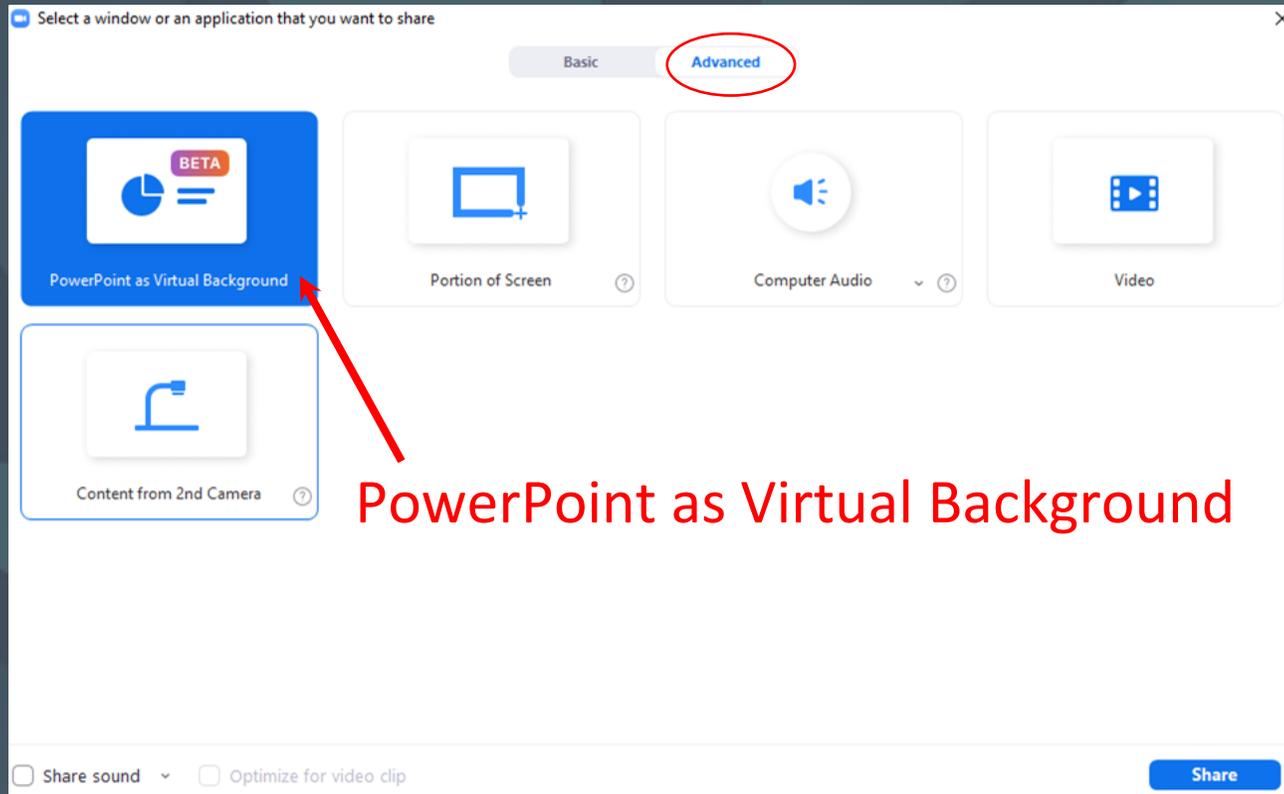


If you are not sharing the correct monitor, click *Display Settings* then *Swap Presenter View and Slide Show*.

PowerPoint will switch the monitor that is used for slide show view.

Useful Tools

Share Screen – PowerPoint Background

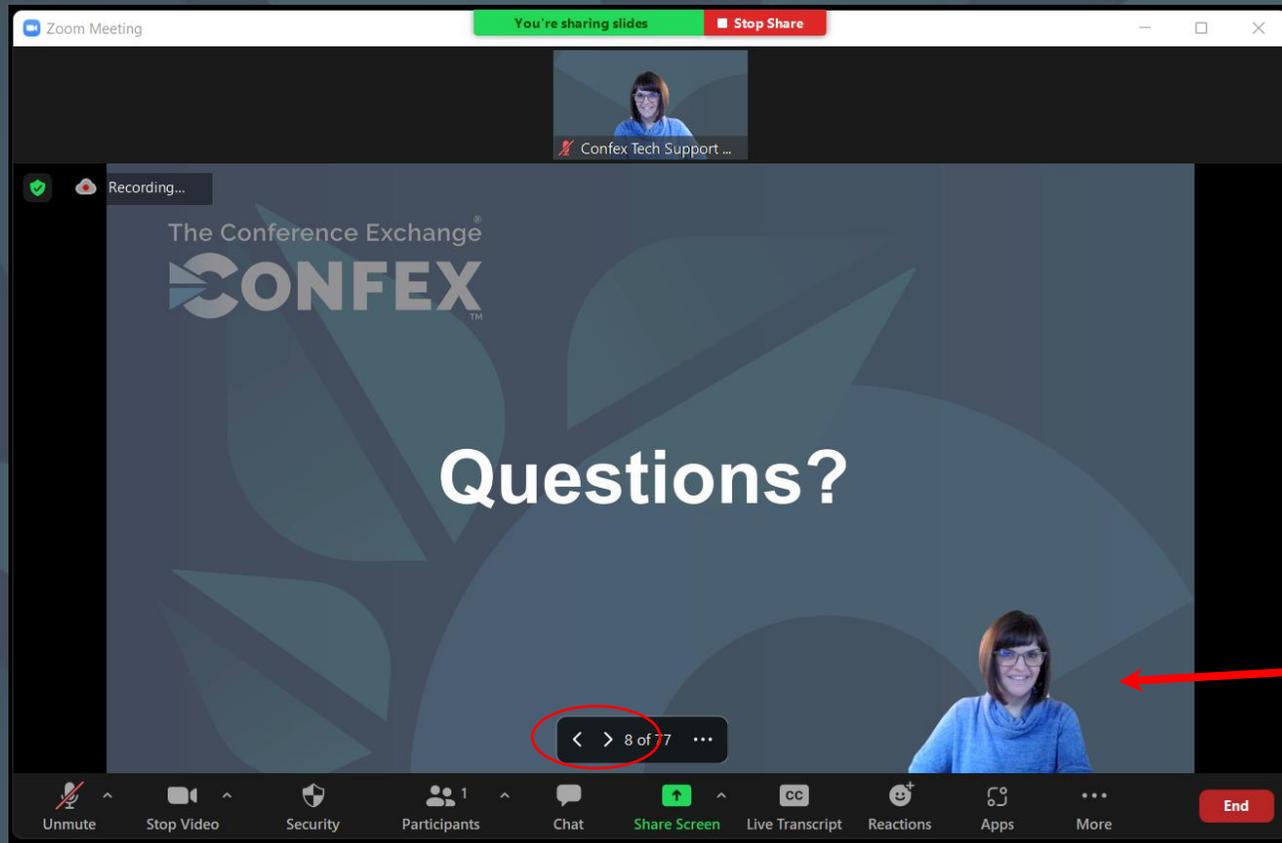


Use a PowerPoint as your background.

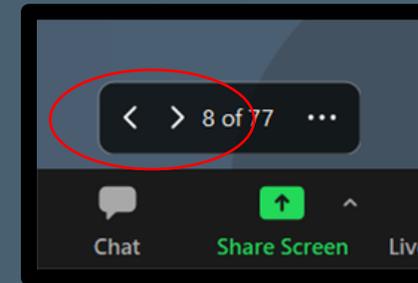
PowerPoint as Virtual Background

Useful Tools

Share Screen – PowerPoint Background



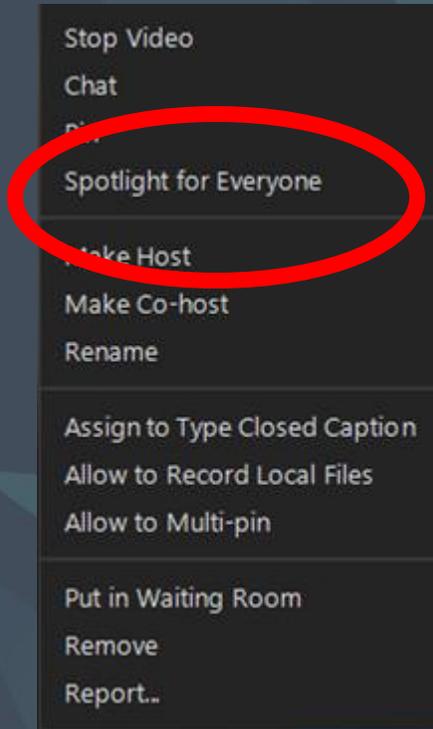
Use the Zoom arrows to advance the slides, or your keyboard arrows.



Resize or move your image to not block slide information.

Useful Tools

Spotlight

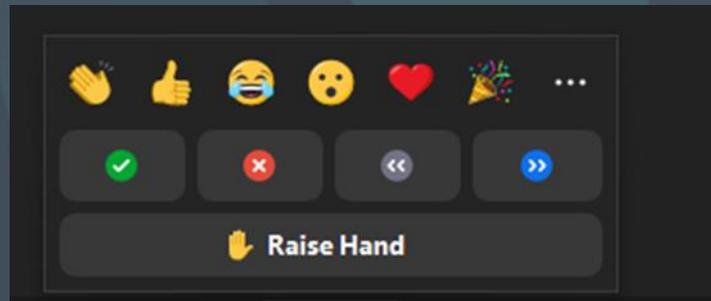


- Zoom Co-hosts can spotlight participants who have on their video.
- Spotlight forces the view on all attendees. You can curate which speakers the attendees see at once.
- Ideal for a Panelist discussion with multiple presenters.

“Pin” is just for *your* screen.

Reactions & Raise Hand

Raise hand is now under the "Reactions" button



Participants 2

Chat

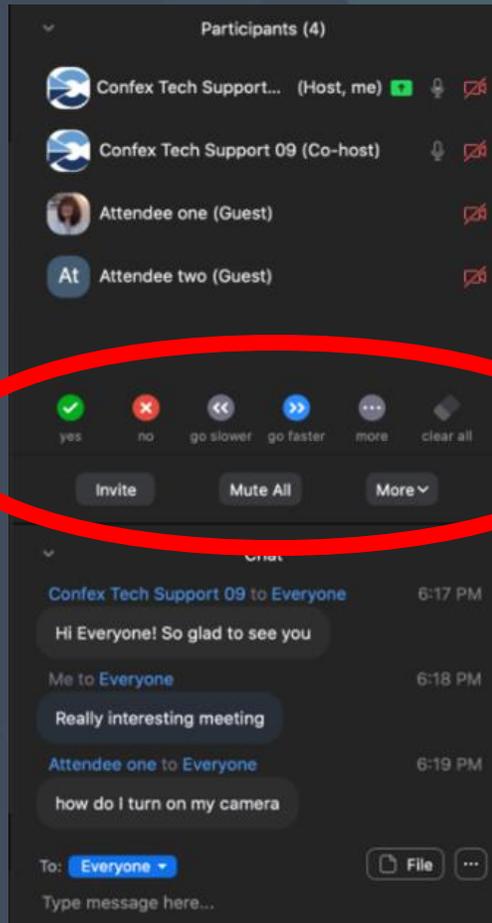
Share Screen

Record

Reactions

Update Zoom

If *Raise hand* or other reactions are in the Participants Panel, update Zoom.





Questions?

Pro-tips

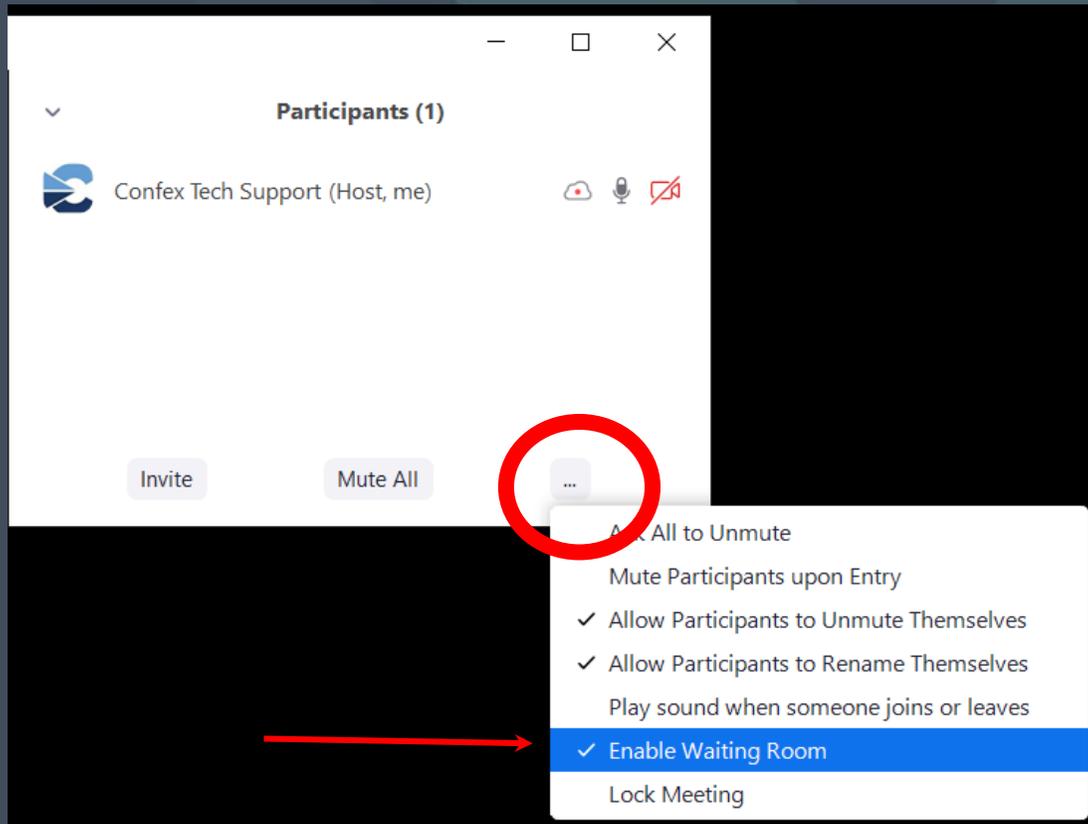
- Eye contact
- Lighting
- Background



Questions?

Special Zoom Options

Waiting Room



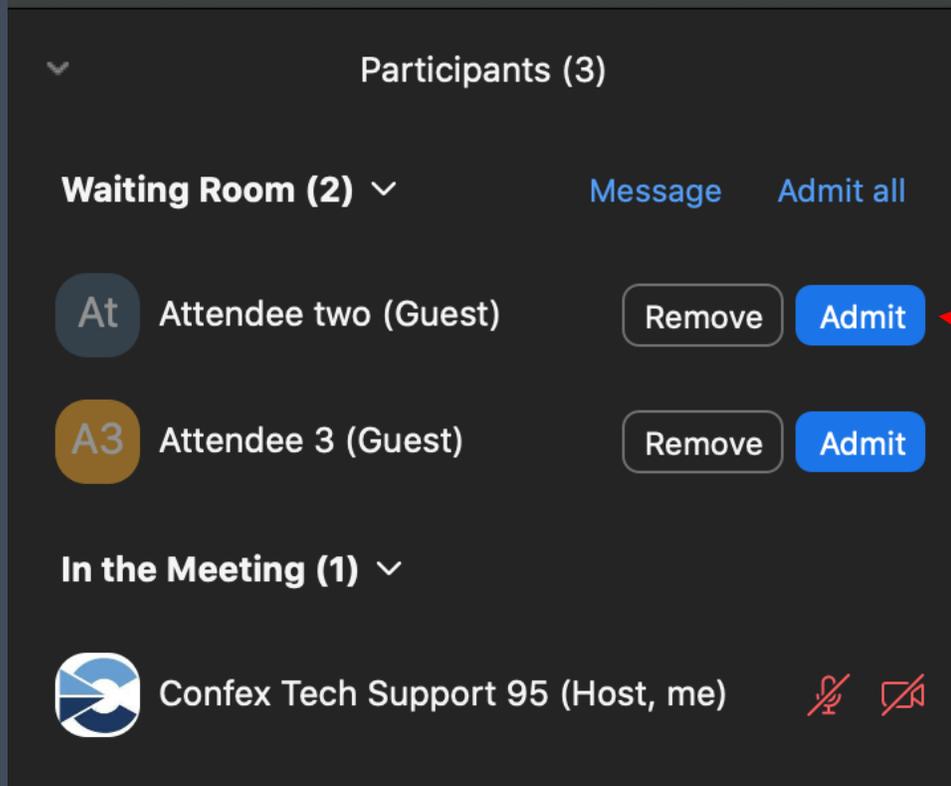
The Waiting Room options are found in the Participants Panel.

The checkmark indicates that it has been enabled.

Waiting Room

The Waiting Room will only appear if there is someone in it. It will appear at the top of the Participants Panel.

To admit a specific person, click the *Admit* button in line with their name.



The screenshot shows the Zoom Participants panel. At the top, it says "Participants (3)". Below that, there is a section for "Waiting Room (2)" with a dropdown arrow. To the right of this section are two links: "Message" and "Admit all". Under the "Waiting Room (2)" section, there are two entries. The first entry is "Attendee two (Guest)" with a blue "At" icon. To its right are two buttons: "Remove" and "Admit". A red arrow points to the "Admit" button. The second entry is "Attendee 3 (Guest)" with a yellow "A3" icon. To its right are also "Remove" and "Admit" buttons. Below the "Waiting Room" section is a section for "In the Meeting (1)" with a dropdown arrow. At the bottom of the panel, there is a host entry: "Confex Tech Support 95 (Host, me)" with a blue and white icon. To the right of the host entry are two red icons: a microphone with a slash and a video camera with a slash.

Click *Admit all* to admit everyone at once.



Questions?