Shale Network Workshop: How to Zoom for Panelists or Speakers

Thank you for agreeing to take part in the 2021 Shale Network Workshop as a presenter and/or panelist. **Please aim your remarks for a wide audience, and do not assume everyone is a scientist.** The Shale Network team is providing you with this brief quick start guide to let you know what to expect during the workshop (but it is easier than it may seems when you read below). **We ask that you log into the webinar at least ten minutes before your scheduled session. The link should take you right in after zoom loads.**

Zoom Webinar

The workshop proper will be held as what Zoom calls a "webinar." If you look at the agenda, you'll see that the workshop is broken into moderated sessions. For the session for your talk or panel, the PSU meeting hosts will elevate you from a "Zoom-participant" to a "Zoom-panelist" five minutes prior to your presentation session. This is a little confusing because now we are using Zoom terminology – every panelist in our workshop AND every speaker will be what Zoom calls a "panelist."

As a Zoom-panelist, you will be able to do the following (if you are a Zoom-novice, you might practice in the ten minutes before your session):

- Turn on your video and unmute yourself.
- Share your screen.
- Chat with the host, other Zoom-panelists, and participants by typing into the chat box.

Speakers: Be ready to share your slides from your home computer during your talk. To do this, click Share Screen and pick the appropriate screen (it is good to have the first slide already open in presenter mode when you pick the screen to share). **Please aim your talk for a wide audience, and do not assume everyone is a scientist. Please talk for 15 minutes, leaving 5 min for questions. When you are not presenting, please mute yourself and turn off your video feed. The session moderators will keep presenters apprised of the time via chat. Leave your slides open throughout your talk and questions, and then click Stop Share when you are ready for the next speaker.**

After blocks of talks, we have scheduled some 20-minute discussion periods, and you might get more questions at that time, so stay with us until that point in the workshop (and hopefully longer). At the end of that session, the hosts will again set your status to Zoom-participant (if you are no longer scheduled to present) and you will lose the chat function and other Zoom-superpowers.

Workshop panelists: When you are not speaking, please mute yourself but DO NOT turn off your video feed… in this way you will appear on the screen so that everyone sees the workshop panel.

Zoom Meeting

The virtual field trips and Q&A session with the pre-recorded video authors will take place as what Zoom calls a "meeting." **Prior to the start of the session, the PSU hosts of these meetings will do the following:**

- Make sure chat and the raise hand function are enabled for participants.
- Elevate presenters to co-host and encourage them to turn on video.
- Remind participants to remain muted except when talking (so there will not be background noise)
- Remind participants to turn off their cameras unless asking a question (to help keep the presenters at the forefront of the meeting).

IMPORTANT: Security Measures for Moderators and Penn State Facilitators

We have done our best to ensure the webinar and meetings are as secure as possible, including requiring a meeting password and sharing links only with registered participants. However, if something goes wrong or a Zoom-bombing begins to occur, Zoom essentially has a panic button.

Please watch this brief (~4-minute) video on what to do during a Zoom-bombing: https://psu.mediaspace.kaltura.com/media/Zoom-bombingA+Take+Action+to+Secure+Your+Meetings/1_oz3jlwsf

Penn State's Earth and Environmental Systems Institute will provide technical assistance during the workshop. If you need technical assistance, please contact Francisco Tutella (francisco@psu.edu; 814-865-4504) or Patryk Soika (patryk@psu.edu; 814-867-2504).