AAC&U Transforming STEM Higher Education Conference

Zoom Instructions
for Conference Presenters

Welcome to the virtual AAC&U STEM Conference. This step-by-step guide

provides details for navigating the Zoom platform as a presenter.

Important Links to Information

Conference Website https://www.aacu.org/events/2020-virtual-conference-transforming-stem-higher-education

Conference Event Login *(available beginning Thursday, November 5th, 8:30 am ET)* https://event.vconferenceonline.com/microsite/html/event.aspx?id=1933.

For Help conferences@aacu.org

ACCESSING ZOOM DURING THE CONFERENCE

The vConference platform utilizes Zoom to create a seamless attendee experience. The instructions below provide step-by-step instructions for utilizing most commonly used Zoom features.

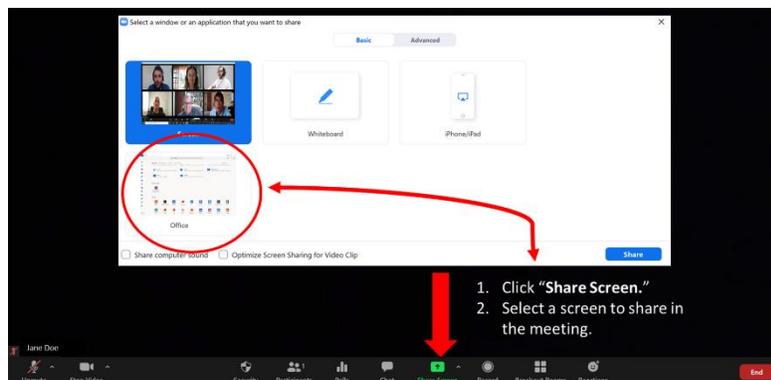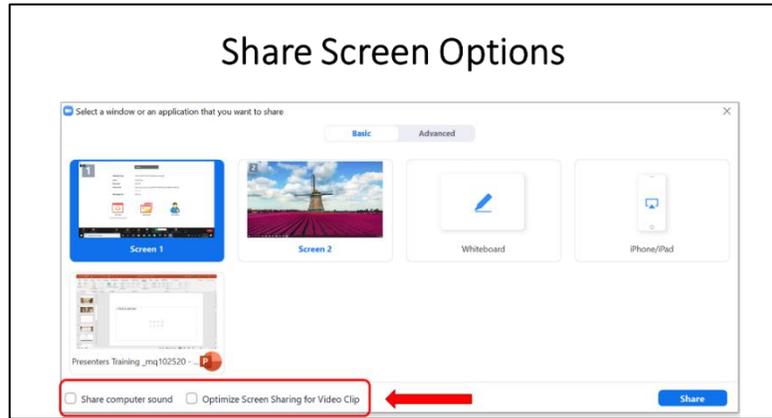|	
Access Zoom using the unique login credentials, provided in your presenter email.	
Welcome to Zoom. The features that you are likely to need for your presentation are located at the bottom of the screen.	
Share Your Screen with Session Attendees Click the Share Screen icon to access share screen options.	

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Select the window or application that you want to share. Be sure to share computer sound and optimize screen sharing for a video clip, if you plan to share a video clip with sound.	
Accessing the Zoom Chat Room Click the Chat Icon at the bottom of your screen to access the session chat room.	
Either you or your assigned technical producer can control how you want session participants to chat.	
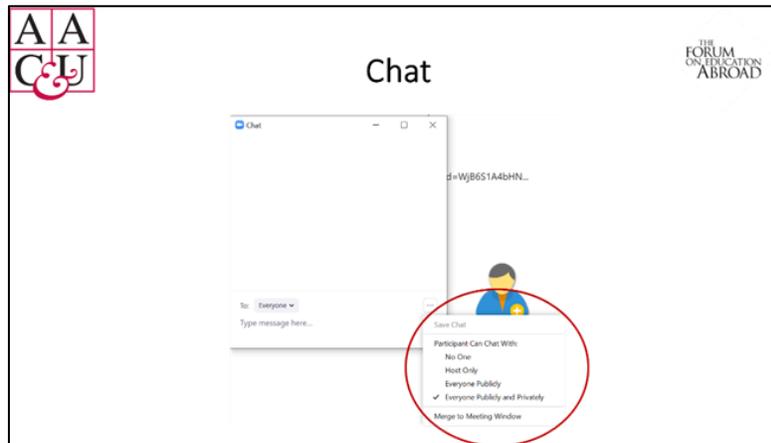
Managing Session Participants

By clicking the Participants icon at the bottom of your screen, you and/or your technical producer can manage how session participants access and engage during the zoom session.

We recommend that you mute all participants upon entry, allow all participants to unmute/rename themselves, as needed.
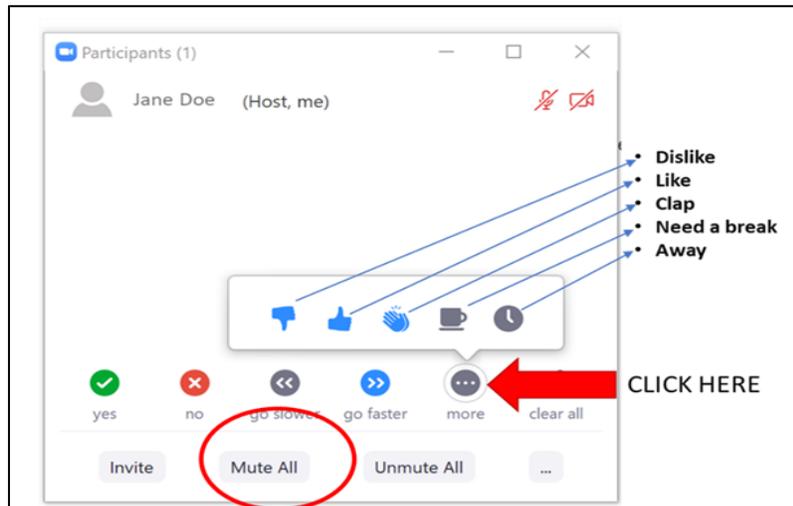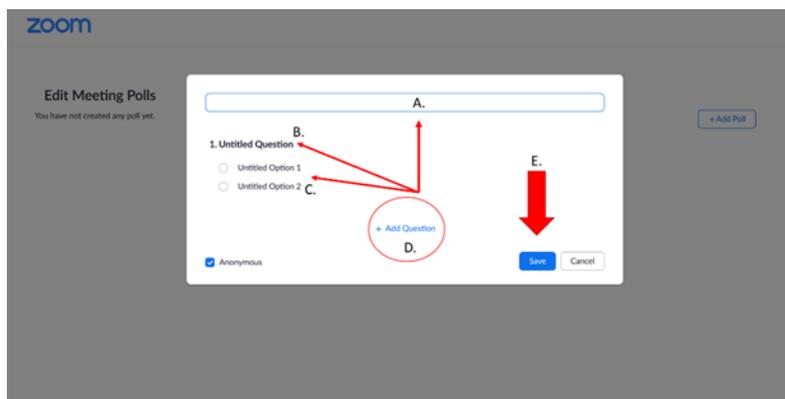
CREATING A ZOOM POLL

To create a poll, click the Poll icon at the bottom of your screen. This will open up the Zoom web portal for you to enter your poll question.
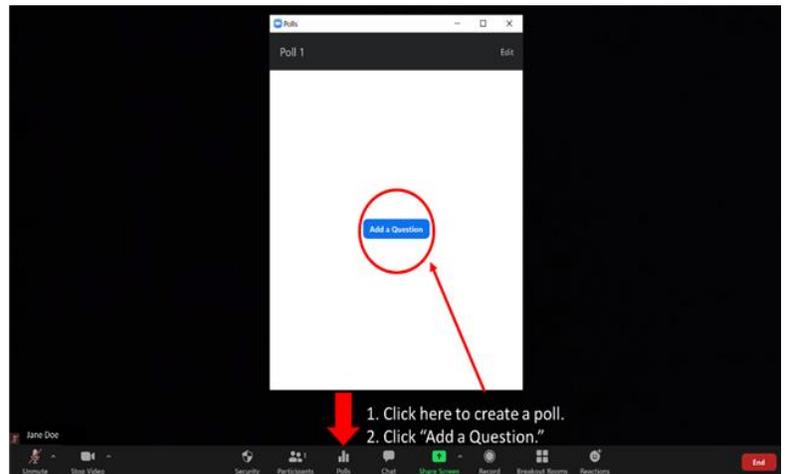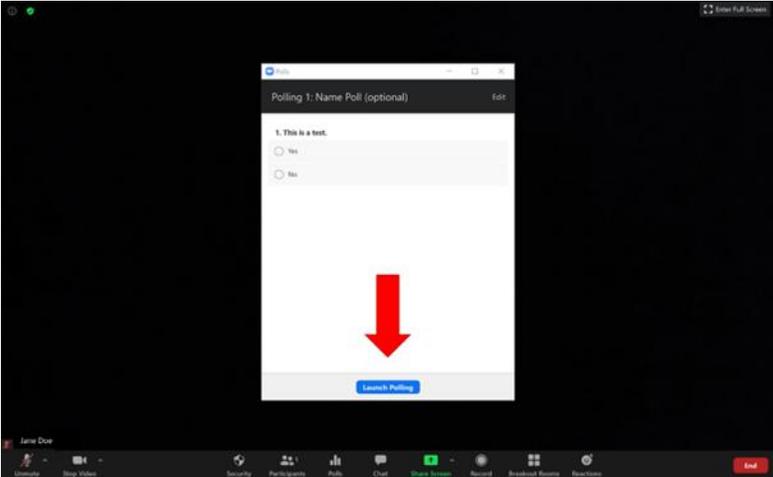

Compose your poll questions using the following steps:

A. Name the poll (optional).
B. Type a question.
C. Type and title response options.
D. Click "Add Question" to add additional questions to the poll.
E. Click "Save."

To launch the Poll, return to Zoom and Click "Launch Polling."	

CREATING ZOOM BREAKOUT ROOMS

Creating and Accessing Breakout Rooms Click the Breakout Rooms icon at the bottom of your screen to create breakout rooms.	
Establish the number of breakout rooms and designate whether participants will be assigned automatically via zoom, or manually if you wish to assign participants yourself. Once you've made your selections, Click "Create Rooms" to create your breakout rooms.	
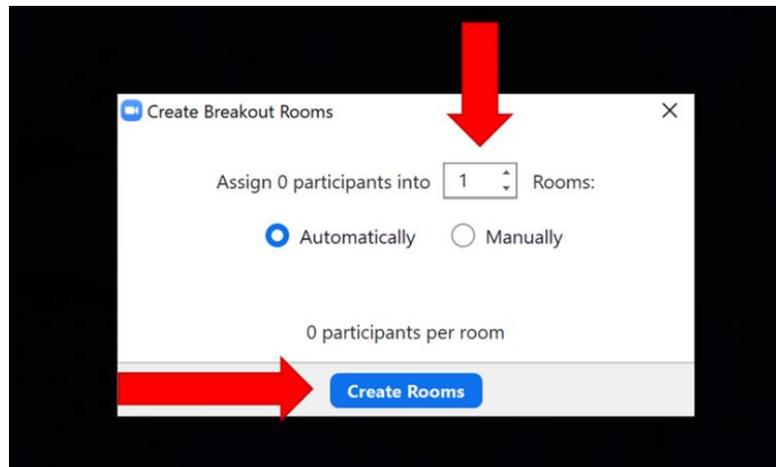
To assign participants to breakout rooms manually, click the Assign button next to each breakout room to select breakout room members from the list of session participants.

Please note that additional breakout rooms can be added later if needed, by selecting the "Add A Room" button on the breakout room menu.

Click "Options" to manage participants, set the duration of the breakout rooms and the length of countdown to rejoin the main session after breakout rooms have ended.