

Global Non-Communicable Diseases and Disorders Research and Research Training Programs Network Virtual Meeting: Zoom Guidance

The Global NCD Meeting is being held in a virtual format with participants and presenters joining via ZoomGov. This document includes guidance for all participants joining and those presenting their work during the meeting. If you are a presenter, please join one of the technical rehearsals to ensure you don't have any audio/video difficulties, issues logging in, or trouble sharing your screen.

Zoom Technical Rehearsals for Presenters:

- **9/19/23 from 9am to 10am ET**
 - ZoomGov Link to Rehearsal: <https://nih.zoomgov.com/j/1606308363>
- **9/21/23 from 9am to 10am ET**
 - ZoomGov Link to Rehearsal: <https://nih.zoomgov.com/j/1603211188>

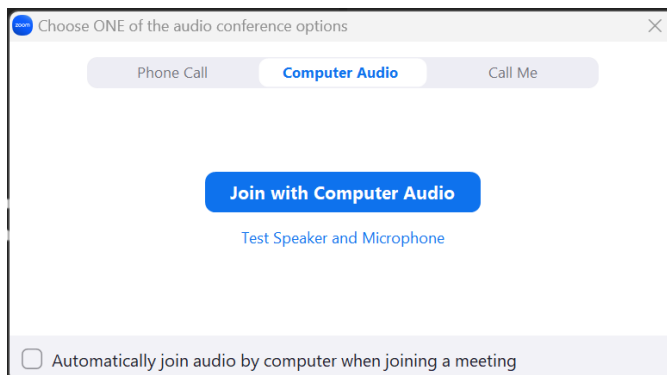
Joining the Meeting

To join the meeting, you will use the link emailed to you after you registered via the ZoomGov registration link. Every time you join the meeting, you will use the same link. The virtual meeting space will open 15 minutes before the start time of the meeting.

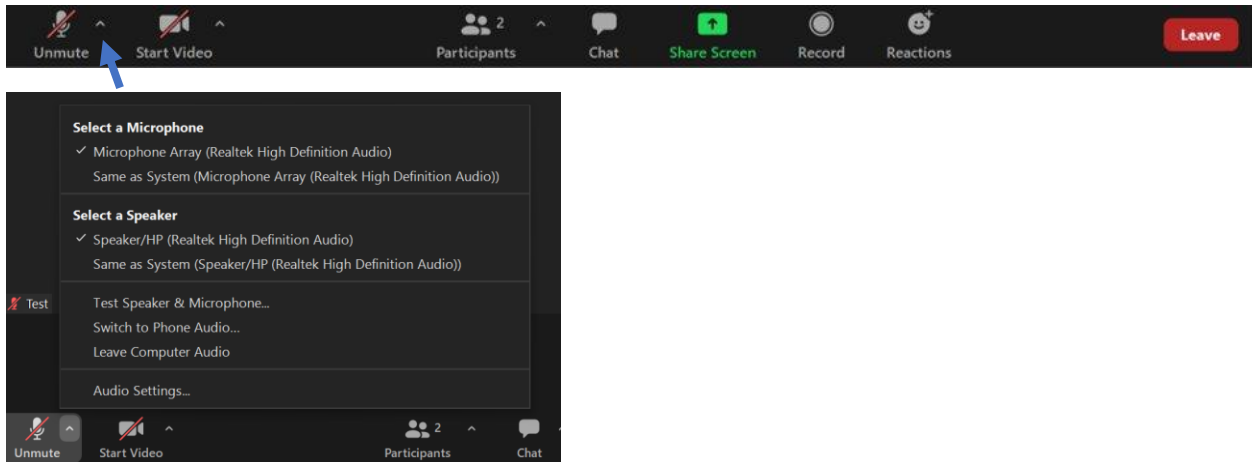
If you need to register for the meeting, please use this link to do so:

<https://nih.zoomgov.com/meeting/register/vJlscOCopzIpHufgyYhdx9AeX6hyNOGmp6Q>

Once in the virtual meeting space, join with computer audio.



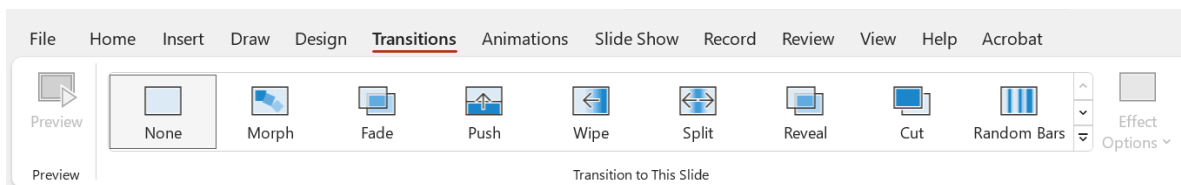
You can use the caret symbol (^) next to the mute button to choose your microphone and speakers if you are using a microphone/speaker different than your computer's default.



Please keep yourself muted at all times unless presenting or called upon after raising your hand. Keep your video off while others are presenting.

Presenting

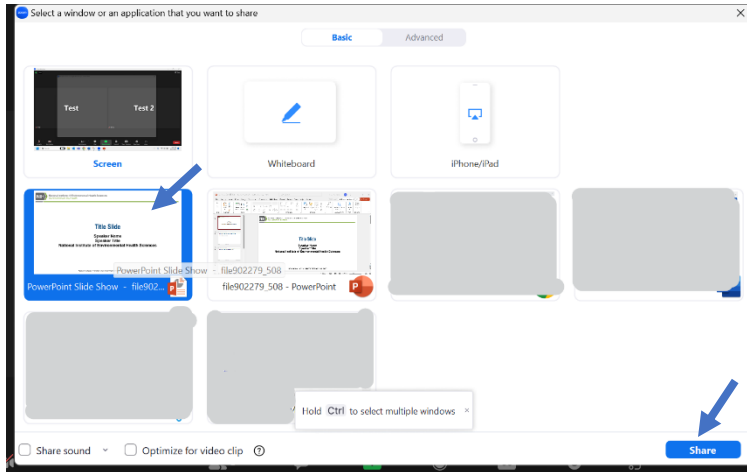
Before the meeting, remove all transitions from your presentation. Transitions will appear choppy and cause bandwidth issues. The screenshot below is from Microsoft PowerPoint showing "None" selected to ensure there are no transitions on the slide.



To give your presentation, have your presentation open in the background and click the "Share Screen" button on the Zoom menu. Select your presentation from the pop-up window, then click "Share."

Tip: For a smooth transition to your presentation, put your presentation in slide show mode before sharing your screen and use [Alt + Tab] to navigate back to Zoom.



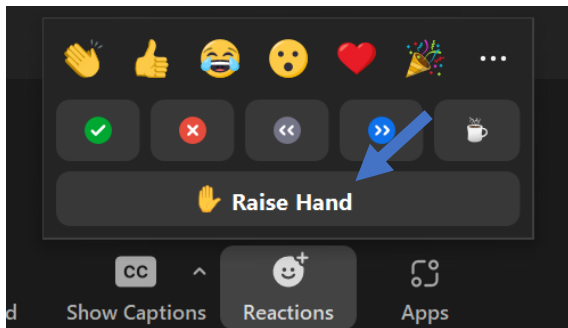


*Tip: Keeping your video **off** can prevent connection issues during your presentation.*

Interacting

Raising Your Hand

We encourage your participation during the meeting. Use the “Raise Hand” feature, which is found under “Reactions” and wait for the moderator to ask you to speak.



Using the Chat

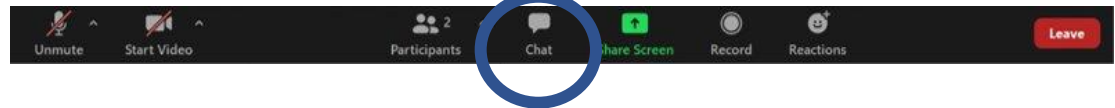
By clicking the “Chat” icon, you can send a message to the group.

Technical Assistance

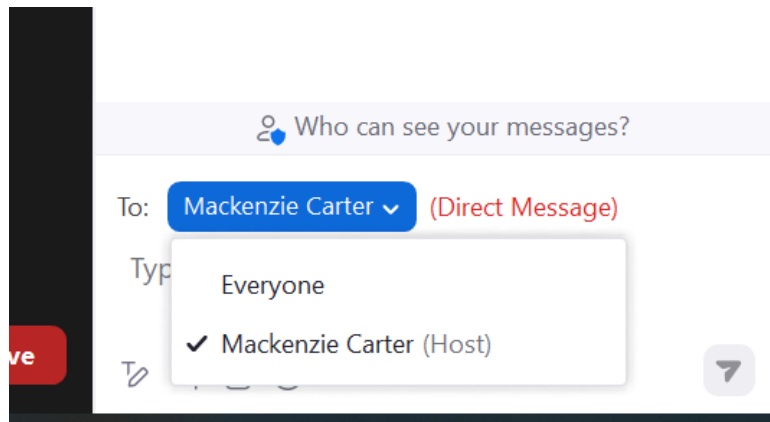
For technical assistance during the meeting, please contact Mackenzie Carter via email at mackenzie.carter@nih.gov or via direct chat on Zoom.

- To chat directly through Zoom, please follow these instructions:

- Click on the “chat” feature on the tool bar at the bottom of the Zoom screen



- Then, select the caret symbol next to “everyone” in the chat box and select “Mackenzie Carter (Tech Support)” to send a direct message to Mackenzie Carter (Tech Support). Any questions for the presenters or meeting hosts should be addressed to “Everyone”.



General Virtual Event Tips and Recommendations

- All non-NIH/NIEHS participants are encouraged to update to the latest Zoom client if they have admin rights - <https://zoom.us/download>
- Using a computer instead of a mobile device is always preferred when joining virtual Zoom events.
- Stable Internet Connection (Wired preferred over Wireless).
- No VPN if possible.
- Avoid other activities that will steal bandwidth during a meeting (e.g., streaming services)
- Use a high-quality wired or Bluetooth headset for best computer audio. You can also join Zoom using the phone if needed.
- Ensure a quiet environment for the best audio when speaking. Reduce background noise (mute cell phone, audible email alerts from computer, turn off fans, close doors, etc.)
- No backlight for better panelist video (i.e., don't sit in front of a bright window, etc.). Lighting should be bright and even and preferably come from in front of you and never behind you to avoid casting shadows on your face.
- Your background environment should be interesting but not distracting if you are not using a virtual background.
- Close unneeded applications on your computer during a virtual Zoom event
- Stop your video camera if you are having bandwidth issues.
- Remove all slide transitions if you are a presenter for smoother playback
- Test your Zoom connection prior to the event - <https://zoom.us/test>