

## BCCHR Summer Student Research Program: Zoom Guide



**Thank you for being part of 2020 Summer Student Research Program!**  
We appreciate you taking the time to share your research and experiences with the BC Children's Hospital Research Institute community.

The guide below reviews the structure and format for our first virtual program. *Thanks for your patience as we all learn to navigate new technologies together!* If you have any questions or concerns, please contact the Research Education Team at [reseduc@bcchr.ca](mailto:reseduc@bcchr.ca).

### Navigating Zoom Technology

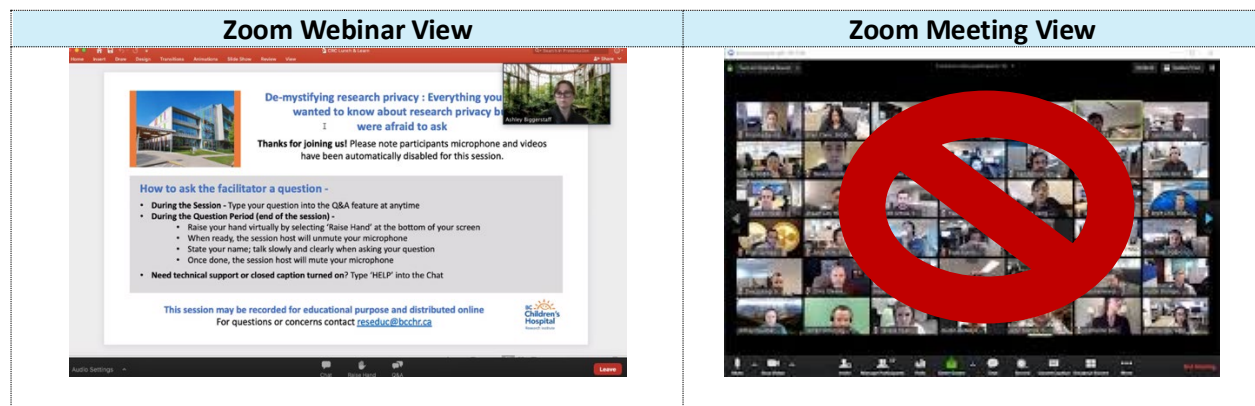
#### Zoom Checklist

To get started you will need the following:

- A computer or laptop with internet connection
- The most recent version of the Zoom app installed: <https://zoom.us/download>
- A webcam
- A computer-enabled microphone or headset/earbuds

#### Zoom Meeting vs. Webinar

Summer Student Research Program activities will be hosted via **Zoom Webinar**. Zoom Meetings are collaborative and attendees have the option to use video/audio features, see who is in attendance and share a screen. **Zoom Webinars** are designed for a larger audience and allow for view-only attendance, where viewers will not be shown on the screen.



#### On-Demand Recording

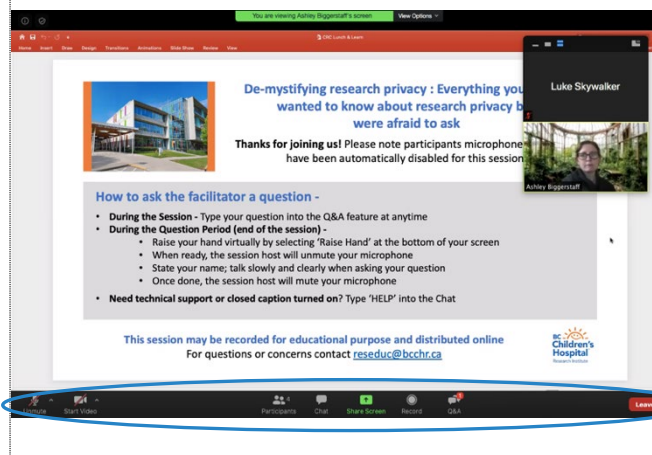
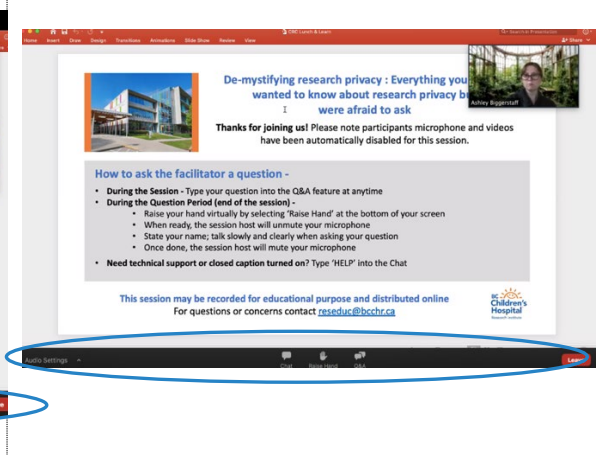
Unless otherwise requested, **all Summer Student Research Program activities will be recorded and posted to the [BCCHR Summer Program Website](https://www.bcchr.ca/summer)**. Why do we do this? Our dynamic group of students have busy schedules and we don't want them to miss out!

## Host vs. Panelist

The Research Education Team will be the webinar **Host**. What does that mean? We will help navigate technical challenges, begin the live session, moderate questions and provide any additional assistance. *If needed, the Host will have the ability to remove disruptive participants.*

Presenters, Facilitators and Moderators will be **Panelists**. This role allows you to fully participate in the webinar without worrying about the extra organizational logistics.

## What You See vs. What Attendees See

Panelist	Attendees (Participants)
Panelists can access the following buttons: Participants, Q&A, Chat, Share Screen, and Stop the Recording	Attendees can access Q&A, Raise a Hand or send a Chat. <i>Attendees DO NOT see who else is in attendance</i>
	

**Want to see what the attendees see?** You can follow along with your own presentation if you have a second computer or tablet. Visit [bcchr.ca/virtual](https://bcchr.ca/virtual) to launch the presentation as an attendee. Use a different username so you can establish an alias.

## Getting Started

### Knowing your Audience

The BC Children's Hospital Summer Student Research Program consists of 60+ undergraduate and medical students from universities nationally and internationally. Students are working on a variety of research projects on the BC Children's Hospital campus or from home.

*When formatting your presentations please keep in-mind that this is an interdisciplinary audience.*

**Looking for a template?** BCCHR and UBC-branded PowerPoint templates and logos are available on the [ResearchHub](https://researchhub.ca), but are not required.

## Link for Connecting

You will be emailed a link for joining closer to the date. *We strongly encourage you to connect at least 5-10 minutes before the session begins to navigate technology.*

### Zoom Best Practices

- **Get up-to-date** - Download the newest version of the Zoom app and sign-in. Please note that features are limited when you join a meeting using your web browser
- **Make sure it works** - If you haven't used Zoom previously, [join a test meeting](#) to check that your audio and video actually work
- **Be prepared** - Have your files opened and ready for screen sharing
- **Spare us from background noise** - Mute yourself when not speaking. Silence your desktop notifications (yep, attendees can hear those) and turn off your cellphone
- **Don't wait until the last minute** - IT concerns? Email us at [reseduc@bcchr.ca](mailto:reseduc@bcchr.ca) and we will help with troubleshooting prior to the presentation date

## Joining the Webinar

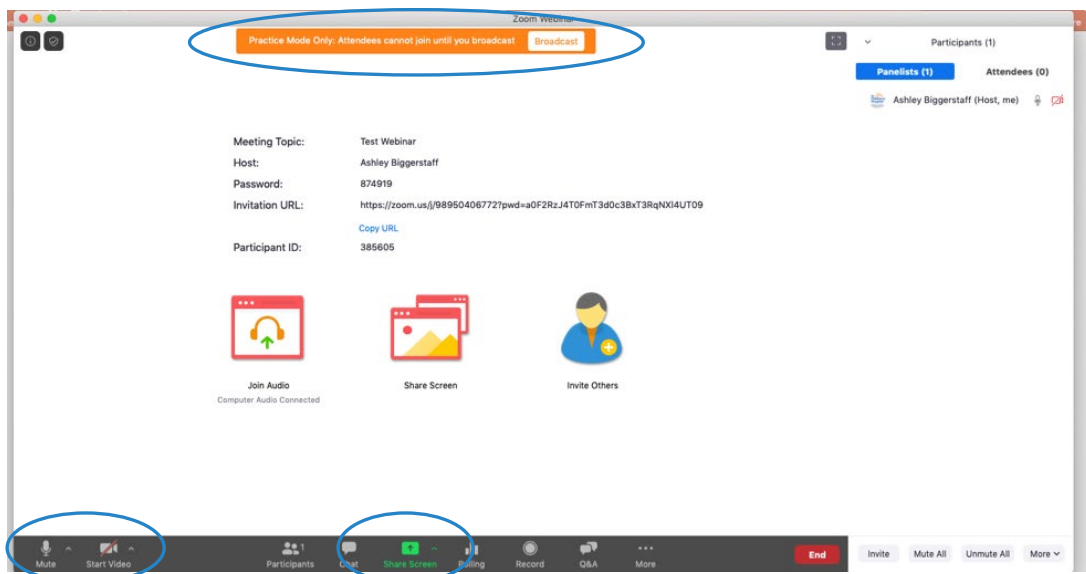
- 1) Click the link provided to join the session as a Panelist

**Practice Mode:** Unless the session has been started by the Host, you will enter in practice mode.

**Attendees will NOT be able to see or hear you, but any other Panelists and the Host will**

- 2) **Start Video** by clicking the button and make sure you aren't **Muted**
- 3) **Share Screen** to open your presentation

Once ready, the session Host will make the session live for attendees. At this point the session recording will begin.



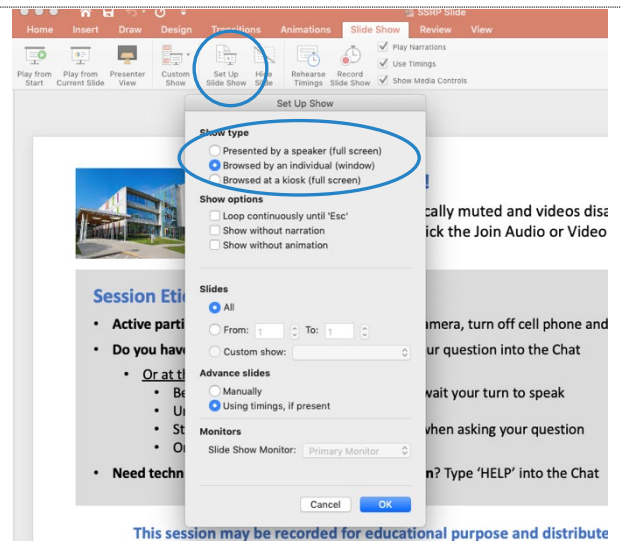
## Screen Sharing & PowerPoint

### Displaying in Slide Show Mode

For most computers, PowerPoint automatically displays a slide show in full screen mode, making it impossible to share with Zoom.

To change your settings:

- Open PowerPoint
- Select 'Slide Show' from the menu bar
- Select 'Set Up Slide Show'
- Under 'Show Type' click 'Browse by an individual (window)'
- Click 'OK' to save the changes

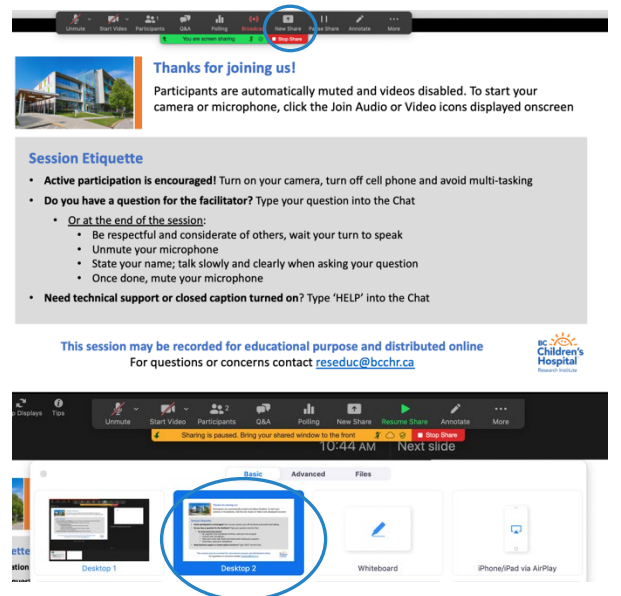


### Displaying in Presenter View (Dual Monitor Required)

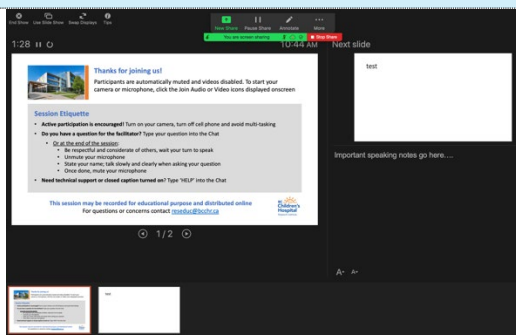
- Open PowerPoint and Share your Screen
- In PowerPoint, select Presenter View
- On the Zoom menu bar, select New Share
- Select the desktop with the slide show view

Using a built-in monitor camera? Make sure the Presenter View is on the correct screen for an optimal image of you! You can Swap Displays in Zoom if needed (top right corner).

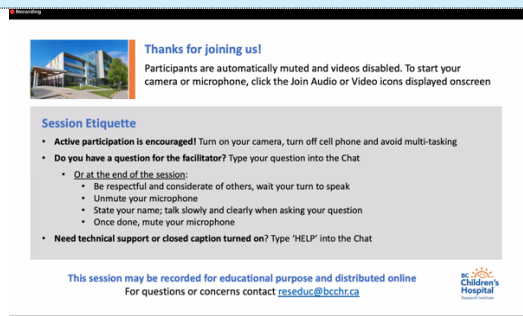
*Can you use Presenter View/Zoom with a single monitor? Maybe but we couldn't figure out how! Please let us know if you find a way to make it work.*



### What You See



### What Attendees See



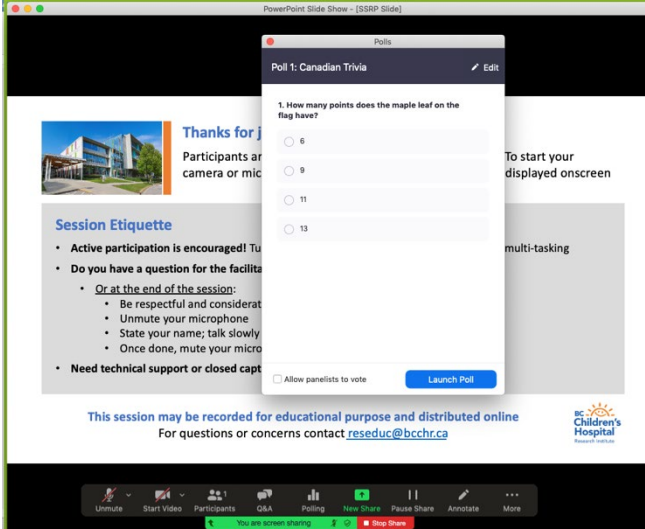
## Polls

Polls are a great way to keep your audience engaged during a presentation. To get started with a poll:

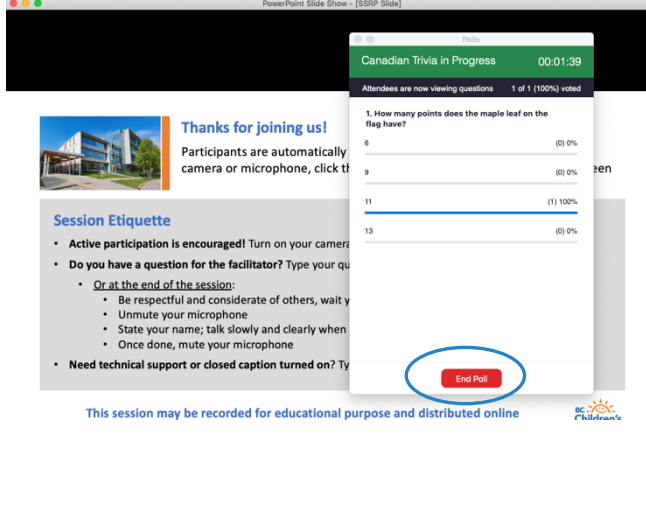
- Determine a title for your poll
- Draft your single choice or multiple-choice poll
- Send the poll title and draft to [reseduc@bcchr.ca](mailto:reseduc@bcchr.ca) to add it into the webinar

**Please note, polls DO NOT appear in On-Demand recordings. You or the Host will be asked to read out the poll questions and results for future viewers.**

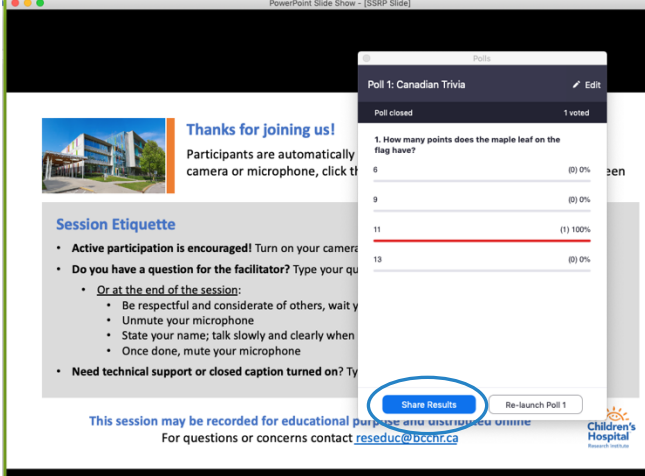
### Step 1: Launch the Poll



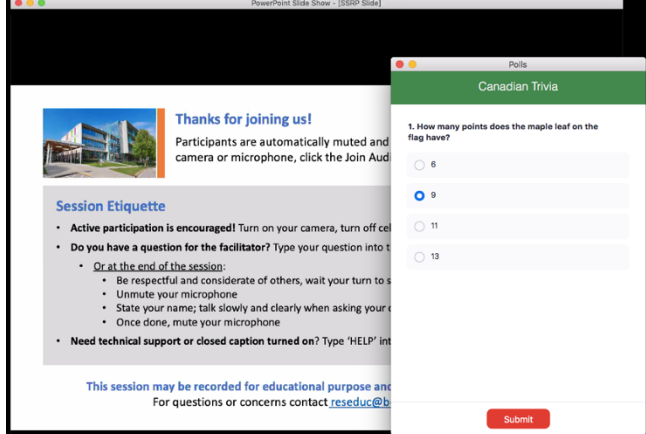
### Step 2: End Poll



### Step 3: Share the Results



### Attendee View



## Question & Answer Period

Attendees will be asked to hold all questions until the end of the session.

**Q&A** – Attendees can type a question into the Q&A feature at any time. Panelists can:

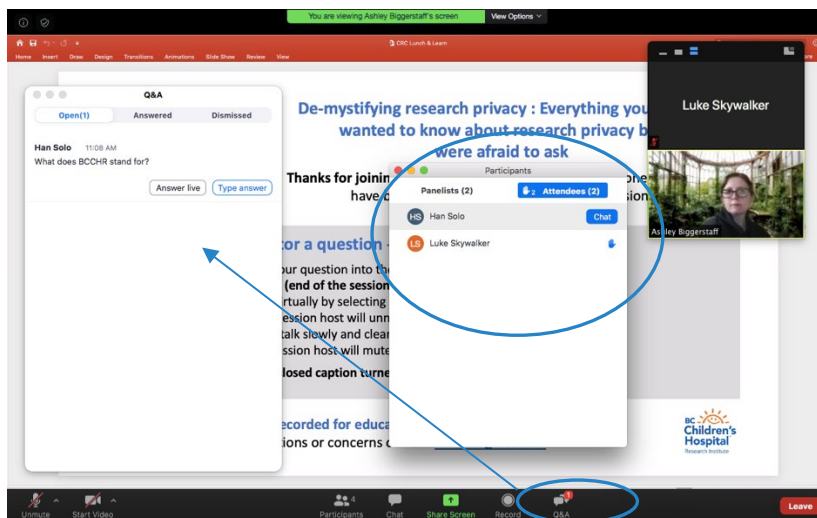
- See the questions by selecting the Q&A button (a red notification will appear on the button if a question has been received)
- Answer the questions by addressing it live or typing out the answer in the Q&A feature



**Raise Hand** – Attendees can virtually raise a hand to ask a question directly. Panelist can:

- See who has raised a hand by selecting the Participants button and navigating to the Attendees tab (the hand symbol will appear beside the name)
- Ask for the question by private chat
- Allow the attendee to ask the question directly. **Please announce the attendee's name so the Host can unmute the attendee's microphone**

**Chat** – While we will be encouraging attendees to use the Q&A feature, they will also have access to ask questions via Chat. The Hosts will be monitoring the chat function and vocalize any questions to the Panelists







## Tips & Tricks for Keeping your Audience Captivated!

- **Know your Audience** - The Summer Student Research Program is an **interdisciplinary audience**. Format your presentation content accordingly
- **Lights, Camera, Action!** - Be sure to look directly into the camera while speaking (and not at the image of yourself). Direct eye contact is important
- **Eliminate Distractions** - Focus on your agenda. Turn off your cellphone. Notifications from messaging applications, ringtones, and applications running on your desktop can be distracting
- **Get Visual** - Try using a variety of images in your presentation. Find a short video clip that reinforces your story or explains a concept. Videos can also be used and embedded directly into a PowerPoint
- **Get Personal** - Connect with the audience. Consider starting things off with an introduction and a fun fact about yourself to create a friendly atmosphere
- **Be Interactive** - Create a simple poll to engage the audience
- **Start a Chat** - For more open-ended questions (e.g., "Can you guess why this might be important?"), ask participants to raise their hand so the host can turn on the microphone or ask students to type their answers in the chat window
- **Remember your Etiquette** - Don't forget your presentation basics! Speak clearly. Keep body movements slow and minimal. Dress appropriately. Be courteous to participants. Use humour and language appropriate for the audience

## Presentation Formats

The Summer Student Research Program has been broken down into the following activities and formats:

<p><b>Faculty Presenters</b></p> 	<p>Presentations have been scheduled for <b>60 minutes</b>, which includes 45 minutes for the presentation and 15 minutes for questions.</p> <p>The content of the actual presentation is up to you, we just ask that you ensure you and your slides can be easily understood by our diverse audience of undergraduate and medical students.</p> <p><i>We've found students related best to presentations that focused on an individual's career path as well as current research aims.</i></p>
<p><b>Postdoc Moderators</b></p> 	<p>Closer to the date, you will be sent the list of 5 student presenters for the session. Students will each have 10 minutes: 8 minutes for the presentation and 2 minutes for questions.</p> <p>As the Moderator, you will be responsible for:</p> <ol style="list-style-type: none"> <li>1) Providing a brief introduction of yourself and your research (2-3 minutes)</li> <li>2) Introducing each student presenter before every presentation</li> <li>3) Encouraging group discussion, if needed, by asking questions regarding each student's presentation</li> <li>4) Completing an evaluation form for each student presenter</li> </ol>
<p><b>Student Presentations</b></p> 	<p>Presentations have been scheduled for 10 minutes, which includes 8 minutes for the presentation and 2 minutes for questions.</p> <p>The content of the actual presentation is up to you, we just ask that you ensure you and your slides can be easily understood by our diverse audience of undergraduate and medical students.</p>
<p><b>Workshop Facilitators</b></p> 	<p>Workshops are typically scheduled for <b>60 minutes</b>. Please consider the diverse skills and experiences of our audience of undergraduate and medical students while drafting your slides.</p>