MIAFS Virtual Meeting
Guidelines for Oral Presentations

1. We will be using Zoom Webinar client as the platform for presentations. Please ensure you are familiar with the platform and comfortable sharing your screen. If you require assistance prior to the meeting, please contact Doug Larson at larso147@msu.edu.

2. Presentations are scheduled in 20-minute blocks. The time will be split up by:
   - Presentation (15 minutes)
   - Question and answer period (3-4 minutes)
   - Questions will be submitted through the Zoom Q&A and read by the moderator
   - The moderator will notify you when your presentation reaches 15 minutes and 18 minutes.
   - **Your line will be muted at 20 minutes**. Please note that timing is otherwise on your own.

3. You must arrive prior to the session you are presenting in. You will be receiving a unique invitation to participate in the meeting as a presenter. You will need to be registered as a presenter in order to share your screen. In addition, you will need to be in attendance for your full session in case we need to change the presentation order or timing (due to technical issues or other factors) and for the break after your session ends for additional questions.

4. You will share your screen when it is your turn to present. If there are technical issues, the host will share the copy of your presentation that you submitted the day before (see below). We are encouraging all presenters to use Power Point for their presentations. However, as you will be sharing your screen, you may use other programs suitable for giving presentations.

5. If there are technical difficulties, we may move to the following presentation. Please note, if you had technical difficulties, we will do our best to ensure we come back to you before the end of that session for a second attempt. Again, please test your internet connect by practicing your talk prior to your scheduled time. It is not required that you present with your video on, which can reduce your bandwidth requirement.

6. **Please participate from a computer.** There can be issues sharing from phones or tablets. A strong internet connection is crucial. Please choose a location with a reliable connection. If you are in doubt, please arrange to test your connection ahead of time. We recommend that you refrain from video clips as they may not appear as you intended.

Submitting Presentations

As redundancy, we are asking that everyone submit a Power Point copy of their presentation the day before you are scheduled to present. Failure to submit your presentation could result in your time slot being missed if there are technical issues with your screen share or internet connection. The submitted file will be used as a backup in the event there are issues with your internet. In this case, the host will advance your slides.

File Labelling: Presentations must be labeled with the following format to indicate the presenters name and the date and time of the talk.
- Day_Time_Presenter Last Name. Time is as listed on the agenda.
- For example: Tuesday_10:00_Doug_Larson.pptx

File Format: Power Point is the preferred medium. Please try to keep the size of your presentation file to a minimum. For example, reduce the image size of digital images and avoid video clips. We recommend the 16:9 aspect ratio as that's best for zoom.

Maximum File Size – We are not requiring presentations to meet size requirements, though we recommend that presentations be smaller than 50mb. If emailing, presentations should be smaller than 30mb.

Submissions – We strongly encourage early submissions. Presentations submissions are required by the day prior to your scheduled presentation time. Presentations can be submitted via email to Doug Larson at larso147@msu.edu, or here (We will delete any presentations after your scheduled time): https://drive.google.com/drive/folders/1rluqhWGPs9FqzE58bVTwlyP3M45pqUiQ?usp=sharing

Additional presentation guidelines can be found here: https://michigan.fisheries.org/annual-meetings/presentation-guidelines/

Zoom Cheat Sheet
Computer (Window or Mac)

When you join a Zoom meeting hosted by another user (host), you are considered an attendee. Following are the major attendee controls if you are on a computer.

The attendee controls appear at the bottom of your screen.
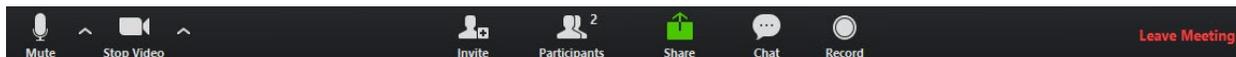
Mute / **Unmute:** Mute and unmute your microphone.
Audio Controls (click the ^ arrow next to **Mute** / **Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

Tip: Use the following keyboard shortcuts to mute or unmute yourself. You can also use push to talk if you want to unmute yourself by holding the spacebar.

- Windows: **Alt** + **A**
- Mac: **Shift** + **Command** + **A**

Start Video / **Stop Video**: Turns your camera on or off.
Video Controls (click the ^ arrow next to **Start Video** / **Stop Video**): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings. *(Note in a webinar only panelists can share their video.)*

Participants: See who's currently in the meeting. The Participants list also gives you access to these options:
- **Rename**: Hover over your name and click **Rename** to change your screen name displayed to other participants.

- Non-verbal feedback icons (if enabled by the host): Places an icon beside your name to quickly notify the host. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.

- **Leave Meeting**: Leave the meeting while it continues for the other participants. Only the host can end the meeting.

Additional resources:
- Zoom video tutorials
https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials