

Samantha Magill

Hello, and welcome to AIAA's training for session chairs and technical presenters on how to use Q&A within the Virtual AVIATION Forum.

My name is Samantha Magill, and I am an Event Program Executive at AIAA and I, along with my colleague Tobey Jackson, will be narrating today's session.

I'm also joined by Chris Brown, AIAA Project Manager. Together with some of our wonderful volunteers, we'll be walking you through the use of Zoom meetings for Q&A during the virtual AVIATION Forum.

Before you view this video, we encourage you to read the how-to guide provided by Lisa Le titled "Zoom meeting guide for session chairs". This is also available on the AIAA AVIATION website, [aiaa dot org slash aviation, presentations & papers tab](http://aiaa.org/aviation/presentations&papers), under organizer resources.

Also, please note: if you use Zoom through the app, please begin updating to Zoom 5.0 now. After May 30, 2020, all Zoom clients on older versions will receive a forced upgrade when trying to join meetings as GCM Encryption will be fully enabled across the Zoom platform.

We will be providing training and help on the live virtual AVIATION conference platform the week of June 8. At that time you will be able to view the technical presentations, try out the system including chat and Q&A, and talk real-time with AIAA team members who can assist you with any questions you may have. Specific dates and details will be coming soon from Lisa Le.

As always, if you have any questions, we encourage you to email us at conferences@aiaa.org.

Now, let's get started.

(Chris Brown shares screen; shows how to join Zoom via browser)

Within the AVIATION virtual forum platform, there will be a link for each technical Q&A session. This link will go to a separate Zoom meeting room for each session. If you have restricted access to Zoom and cannot join through the app, you have two options:

- 1) Connect through a web browser. Once you click on the Zoom link it will show a browser window that prompts you to open or download the Zoom app. Below that you'll see a link to "start from your browser". Click on that and Zoom will open through your web browser.
- 2) The second option is to join by phone. Within the virtual AVIATION platform, next to the Zoom meeting link you'll see a website for call-in numbers. Zoom has provided toll-free call-in numbers for most countries. While we encourage attendees to use this option if they need to, we request that session chairs connect using a web browser or the app so that they have the full functionality of the system.

Now that the meeting has been started, the session co-chairs may join. For each Q&A session, there will be an AIAA staff member available in each meeting room. They will be assigned as the Zoom host for each session. For today's session, Chris Brown is the host. AIAA staff members will start the meeting room 15 minutes prior to each Q&A session. We ask that session chairs join at least 10 minutes in advance of each Q&A session. Presenters are asked to join at least 5 minutes in advance.

When session co-chairs join, they are asked to introduce themselves to the AIAA staff member – the host – and then the host will assign them roles as co-hosts. Note: all meeting participants will join the meeting with their microphones muted. Each individual will need to unmute themselves to speak. Today Brent Pomeroy and Geoffrey Jeram will be participating as session co-chairs.

As co-hosts within Zoom, each session chair will have the full capabilities of a host within Zoom. We'll explain that functionality in a few minutes.

Co-chairs are welcome to use video and show themselves but it is not required. If you do choose to share video, we encourage you to use a virtual background. At the end of today's session we'll tell you more about virtual backgrounds.

One of the session co-chairs should share their screen and show the welcome slides.

To share their screen, the co-chair will click on green arrow next to "Share Screen" Session co-chairs will have prepared the welcome slides in advance of the meeting. The slide template is available on the AIAA AVIATION website: <https://www.aiaa.org/aviation/presentations-papers/organizer-resources>

Presenters are asked to join the meeting 5 minutes prior to the designated Q&A time. As they join, they are asked to identify themselves to the session co-chairs. For today's session, Trevor Moeller, Tucker Hamilton and Edmond Wong will be participating as presenters.

Attendees will begin joining the meeting; you may want to wait 1-2 minutes after the start time to give individuals time to join. The meeting will not be locked so individuals can join the session in progress at any time.

As our attendees join the meeting, please note that we do not plan to record all of the Q&A sessions; we may choose to record parts of several sessions though for marketing purposes. When this occurs, the host – AIAA staff member – will make an announcement at the beginning of the session.

OK, now we're ready to begin the meeting. At the beginning, the host – the AIAA staff member – will introduce themselves.

(Chris Brown Introduces himself)

Samantha Magill

The session co-chairs will introduce themselves, and talk through the welcome slides.

(Session Chairs Introduce Themselves)

(Geoffrey Jeram reviews the introductory slides)

For an optimal experience we ask you to please mute your microphone.

To submit questions:

- Use chat to submit questions OR

- Raise your hand in the system and a host will call on you

Today's session co-chairs are Brent Pomeroy and Geoffrey Jeram. Presenters are Trevor Moeller, Tucker Hamilton, and Edmond Wong.

Samantha Magill

One of the session co-chairs will begin the Q&A session by calling on the first presenter.

Presenters may share their screen if needed; to do so they can click on the green "Screen share" button in the Zoom controls

(Brent Pomeroy calls on Trevor Moeller to unmute his microphone and begin sharing his presentation)

Trevor Moeller

Hopefully you all have had a chance to view my paper and presentation on why you should attend the virtual AVIATION Forum.

As you'll see from my slide, these are the main points. I'm happy to take any questions.

Tobey Jackson

Please note that it is recommended that session chair prepare questions in advance to ask the presenters to get the Q&A started.

Brent Pomeroy

As we're waiting on the audience to pose their questions, I'll begin by asking one myself. Trevor, can you tell us what you think are the most important reasons why someone should attend the virtual AVIATION Forum?

Trevor Moeller

The 3 main points from my paper highlight Integration, Flexibility, and Expertise

Geoffrey Jeram

I see we have a question in chat. Dan Jensen asks: Can you give an overview of the speakers and panel sessions at AVIATION?

Trevor Moeller

Sure, our forum speakers are industry experts, thought-leaders, and influencers whether it's the NASA Administrator, a leading university researcher, or corporate technical fellow they will provoke discussion and excitement for all facets of aviation. The panels will deepen that discussion by educating us on research and technology that enable the world to get "here, there, and now everywhere".

Brent Pomeroy

We have a raised hand from Allen Arrington. Allen: Please unmute yourself and ask your question.

Allen Arrington

What are some of the topics we'll hear about at this year's AVIATION?

Trevor Moeller

To name just a few of the 20+ technical and topic areas are: Product lifecycle, Aeroacoustics, Supersonics

Brent Pomeroy

Are there any more questions?

Tobey Jackson

In the actual Q&A sessions, session co-chairs are asked to allot up to 10 minutes of Q&A per presenter. It is recommended that one co-chair gives a “2 minutes to go” warning after 8 minutes. After 10 minutes, it is time to transition to the next presenter.

Brent Pomeroy

OK, thank you Trevor. Now we’ll move on to our next presenter, Tucker.

Tucker Hamilton

Today I’ll be answering questions about my paper and presentation: How Technical Presentations Will Work at the Virtual AVIATION Forum. Let me share my overview slide. I’m happy to take any questions.

Tobey Jackson

Again, attendees can ask questions two ways: they can use the chat window – this is the preferred method of asking questions. Or they can raise their hand and be called on by a co-host or the presenter.

Geoffrey Jeram

It looks like we have a question from chat. Craig Day asked “will technical presentations be live?”

Tucker Hamilton

No, the technical presentations will be available on demand beginning June 8. The presentations will not be live, but the Q&A with the presenters will be. Those are scheduled in one-hour blocks throughout the week.

Brent Pomeroy

We have a question from a participant who raised their hand. Julian Walcott: please unmute yourself and ask your question.

Julian Walcott

How will we view the technical presentations?

Tucker Hamilton

Great question, thanks.

The technical presentations will be available as MP4 files. They will be viewed within the virtual AVIATION platform within a media player. The files will not be downloadable.

Brent Pomeroy

Are there any more questions?

Brent Pomeroy

OK, thank you Tucker. Now we’ll move on to our next presenter, Edmond.

Edmond Wong

Today I'll be answering questions about my paper and presentation: Networking opportunities at AVIATION. I don't have slides to share but I'm happy to take your questions.

Tobey Jackson

If a presenter does not have slides to share, the co-chairs can share their screen and put up the first or second slides.

(Geoffrey Jeram shares slide showing list of presenters)

It looks like we have a question from chat.

Edmond Wong

It looks like the question is "Will chat be available during the conference?"

Yes, chat will be available during the live Plenary and Forum 360 sessions and in the technical presentations site.

Brent Pomeroy

We have a question from Julian Walcott; Julian: please unmute yourself and ask your question.

Julian Walcott

Are there any fun activities at AVIATION?

Edmond Wong

Yes! I'm glad you asked. There will be fun activities at AVIATION. There will be numerous networking activities, including Meet the employers session, speed mentoring, and other fun opportunities to chat with fellow attendees. You'll find all of these details in "The HUB" section of the virtual AVIATION platform.

Brent Pomeroy

Are there any more questions?

Tobey Jackson

Before we end the session, we'll discuss how to deal with a disruptive attendee. For our session today, Vickie Singer is going to play this role.

Vickie Singer

Did you know that there's a company that will make slippers that look like your pets? How cute are these?

Geoffrey Jeram

Ms. Singer, please hold this comment for now as this is not the appropriate time to share your thoughts

Vickie Singer

No, I'd like to tell you more about this.

Tobey Jackson

While we don't expect our attendees to be disruptive, there is a chance that this could occur. The host and co-host all have the ability to manage participants and, if necessary, remove them from the meeting. For this exercise, we'll have the host – the AIAA staff member, Chris Brown, handle this.

(Chris Brown removes Vickie Singer from the meeting)

Tobey Jackson

1. Click **Manage Participants** in the host controls to display the participants list:



2. Click the drop-down menu located at the top-left corner to close the participants list or click **Pop Out** to separate the participants list from the meeting window:

3. Hover over a participant and click **More** for these options:

- Immediately stop participant's video by clicking Stop Video
- Mute a participant
- Permanently remove a participant from the meeting by clicking Remove; this participant will not be able to rejoin
- Temporarily remove a participant from the meeting by clicking Put on hold. You can return them to the meeting by clicking Take off hold

In this case Chris is going to remove the participant.

Geoffrey Jeram

I'm sorry for that interruption, but thank you to our 3 presenters. At this time we will end the Q&A session. But please note that you can continue to ask questions of presenters using the chat feature within the virtual AVIATION conference platform.

Tobey Jackson

Q&A sessions will end promptly at the end of the hour-long session. At the end, the AIAA staff member will end the meeting.

Before we end our training, we do want to tell you more about managing participants in the meeting. Chris will show us these functions.

In Zoom, the host and co-hosts can see a list of participants and manage the activities of those participants.

To see the participant list, click on the "participants" button

Names in the participants list appear in the following order:

1. You
2. The host (If you're not the host)
3. Phone numbers with no names
4. Unmuted participants (sorted alphabetically)
5. Muted participants (sorted alphabetically)

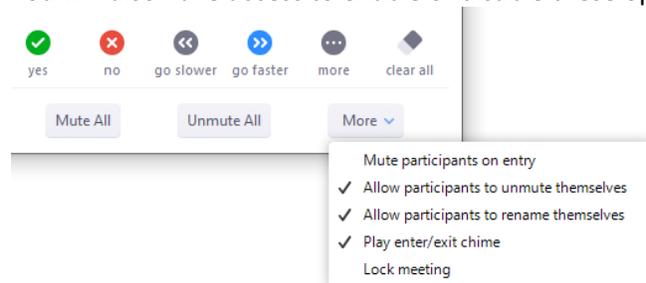
As mentioned earlier, the AIAA staff member is the host and the session co-chairs are co-hosts. The host and co-hosts have the ability to manage participants, which includes:

- Mute participants
- Request that a participant unmutes
- Stop a participant's video
- Request that a participant starts their video
- Prevent participants from screen sharing
- Rename a participant

To manage participants,

- Click “Manage Participants” in the host controls to display the participants list 
 - Click the drop-down menu in the top left corner to close the participants list or click “Pop Out” to separate the participants list from the meeting window
 - Hover a participant and “More” to see these options:
 - **Chat:** Individual chat is disabled in the settings. Individuals can only chat with the group.
 - **Stop Video:** Stop the participant's video stream so they are unable to start their video. If the participant hasn't started their video, you will see the **Ask to Start Video** option.
 - **Make Host** (only available to the host): Assign the attendee to be the host. There can only be one host.
 - **Make Co-Host** (only available to the host): Assign the attendee to be a co-host. You can have an unlimited number of co-hosts.
 - **Rename:** Change the attendee name that is displayed to other participants. This change only applies to the current meeting.
- Note:** To change your own name that is displayed, hover over your name in the participants list and click **Rename**. You can permanently change your name in your profile.
- **Remove:** Dismiss a participant from the meeting. They won't be able to rejoin.

You will also have access to enable or disable these options at the bottom of the participants list:



- **Mute All / Unmute All:** Mute or unmute all participants currently in the meeting.
- **Allow participants to rename themselves:** Participants can change their screen name displayed to other participants.

To prevent participants from screen sharing:

1. In the host controls, click the arrow next to **Share Screen** and click **Advanced Sharing Options**.



2. Under **Who can share?** choose **Only Host**.

3. Close the window.

Lastly, as we mentioned earlier, when using the video function, you can create a virtual background for yourself.

When you are in the meeting, move the mouse so that the black bar at the bottom appears. Click on the arrow to the right of "Start Video" and a pop-up menu will show a choice to choose a virtual background.

In the virtual background screen, you can choose one of the ones provided, or click on the "+" sign to add your own. The virtual AVIATION Background is available to be downloaded on the AIAA AVIATION website, [aiaa dot org slash aviation, presentations & papers tab](http://aiaa.org/aviation/presentations&papers), under organizer resources.

That ends our training for today. Thank you for watching and thank you to the volunteers and AIAA staff who participated in today's training. We're all looking forward to the virtual AVIATION conference! Again, if you have any questions, please email us at conferences@aiaa.org.