

# AVIATION 2020

## Technical Session Q&A Using Zoom Meetings

### Roles & Responsibilities

#### 1) Joining the Meeting

- Host: An AIAA staff member will act as the host
  - The host will sign in 15 minutes prior to the designated Q&A time
- Co-Hosts: Session Co-Chairs
  - The co-chairs will join the meeting 10 minutes prior to the designated Q&A time
  - Co-chairs can join the meeting simply by clicking on the Q&A link for their session; this does not require an individual to download the Zoom app; the virtual meeting is accessible through a web browser
  - Co-Chairs are asked to participate through the Zoom app or web browser rather than by phone
  - Session co-chairs should introduce themselves to the AIAA staff member (host) and then the host will assign co-host roles to the session co-chairs
  - Presenters will be signing in 5 minutes prior to the designated Q&A time

#### 2) Once the meeting begins

- Host (AIAA Staff)
  - Introduce themselves
- Co-Hosts (Session Co-Chairs)
  - Screenshare slides (see examples below)
    - 1) welcome/mute themselves/how to ask a question
    - 2) list of presenters
  - Introduce themselves
  - Review information on the slides
  - Give a quick introduction of the session
  - Encourage dialogue among the session presenters/audience



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

- To submit questions:
  - Use chat to submit questions to a presenter OR
  - Raise your hand in the system and a host will call on you

Thank you!

Session Co-Chairs:

Presenters & Presentations:

- 1)
- 2)
- 3)
- 4)
- 5)

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### 3) Introduce each presenter

- Co-Hosts (Session Co-Chairs)
  - Begin by calling on the first presenter
    - They are allowed to share their screen if needed; they can click on the green “Screen share” button in the Zoom controls
    - Individuals can ask them questions
      - Using the chat window is the preferred method of asking questions
      - Individuals can speak their question if they raise their hand and are called on by the co-hosts or presenter
  - *Note: it is recommended that session chair prepare questions in advance to ask the presenters to get the Q&A started*
  - Give a “2 minutes to go” warning after 8 minutes
  - After 10 minutes, transition to the next presenter

### 4) At the end of the meeting

- Host (AIAA Staff)
  - Will promptly end the meeting at the end of the hour-long session, or before if the session ends early
- Co-Hosts (Session Co-Chairs)
  - Thank the presenters and attendees
  - If there are additional questions or follow-up needed, encourage presenters and attendees to use the chat feature available within each session on the virtual AVIATION conference platform

### Important Notes/Settings:

- It is helpful if presenters share their slides with session chairs in advance; that way the only individuals that need to screen share are the session chairs
- These Q&A sessions are not being recorded
- The meetings contain the following settings:
  - Individuals are automatically muted when they join
    - They will need to unmute themselves to speak
    - They can ask presenters questions
      - Using the chat window is the preferred method of asking questions
      - Individuals can speak their question if they raise their hand and are called on by the co-hosts or presenter
  - Individuals’ video is turned off when they join
    - They may manually turn on their video
  - All individuals may share their screens but host and co-hosts have the ability to disable this for a participant (see guide below)
- If it’s difficult to see the Zoom menu when another individual is sharing, exit “full screen” mode and resize your window to see the menu
- The meeting will not be locked so individuals can join the session in progress at any time

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### Zoom Meetings: Managing Participants

<https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting>

#### Order of participants

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)

#### Controls for host (AIAA staff) and co-hosts (session co-chairs)

With meetings, hosts and co-hosts can control the following features:

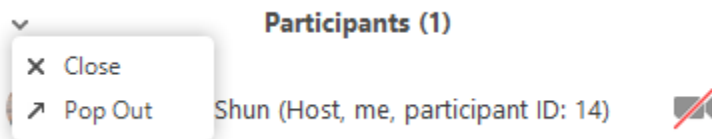
- Mute participants
- Request that a participant unmutes
- Stop a participant's video
- Request that a participant starts their video
- Prevent participants from screen sharing
- Rename a participant

#### Controls for managing participants

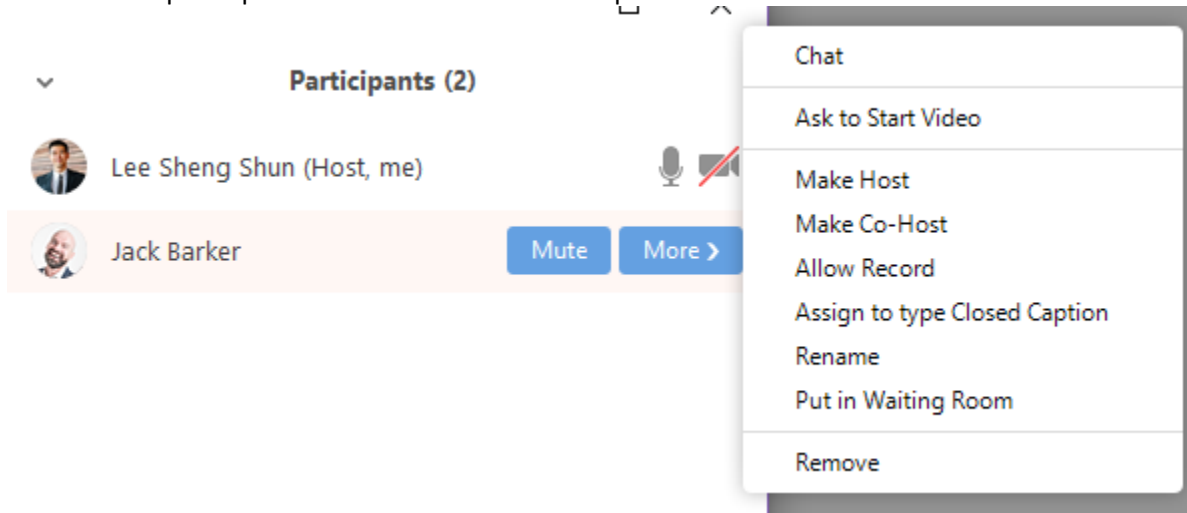
1. Click **Manage Participants** in the host controls to display the participants list:



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:



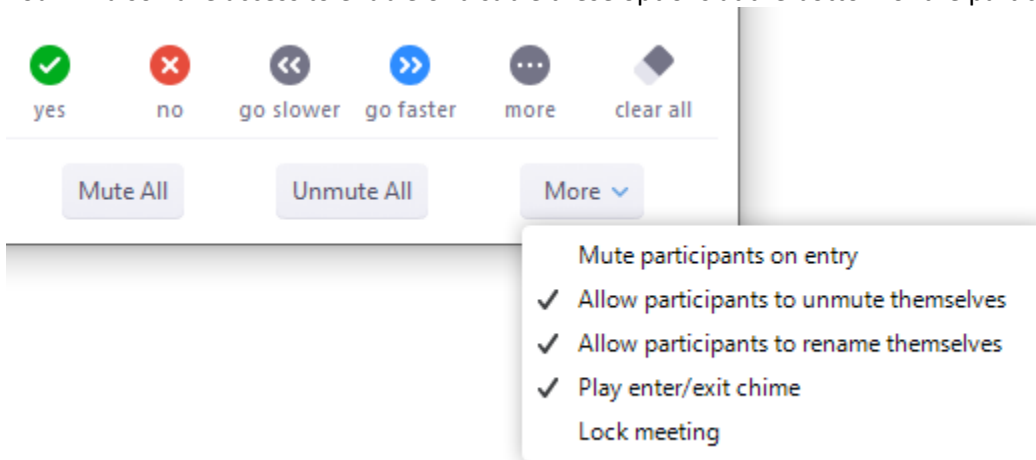
3. Hover over a participant and click **More** for these options:



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- **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:




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- **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.

### Zoom Meetings: General Info

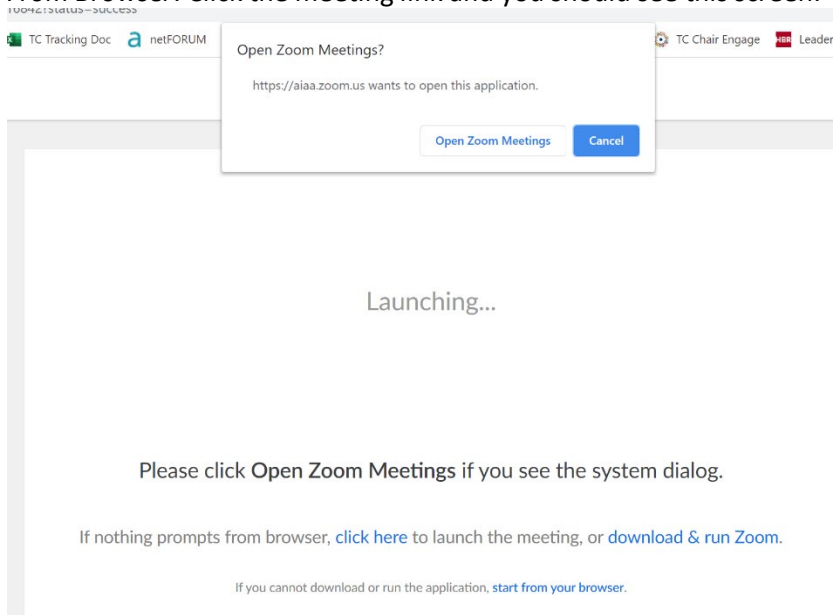
AIAA is using Zoom to host the Technical Presenter Q&A Sessions during the Virtual AVIATION 2020 Forum. If you have not used Zoom, you can find tutorials and tips at the [Zoom Help Center](#).

### Important! Zoom 5.0 Security Update

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. Click [here](#) for more information.

### Join from Browser or Dial-in

If you have restricted access to Zoom, there are two methods you can use to join a Zoom meeting. One of them is *Join From Browser*. Click the meeting link and you should see this screen:



At the very bottom of this page is a small link that will allow you to join the meeting from your browser. You'll hit the cancel button at the top and click this very last link. No sign-in is required.

The second method is to follow the instructions for joining by phone. These are available within the virtual AVIATION platform (details are next to the link for Q&A)

**Assign a Co-Host or change Host**

**Need help? Contact us at [conferences@aiaa.org](mailto:conferences@aiaa.org).**

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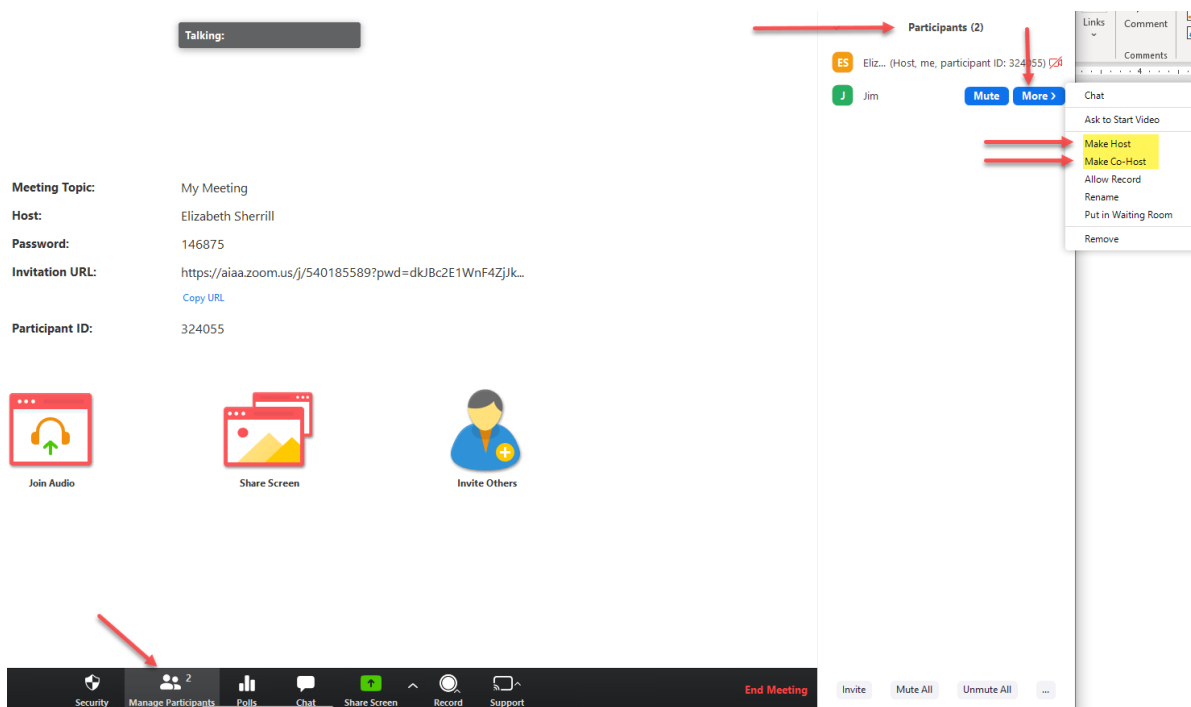
## Technical Session Q&A Using Zoom Meetings

The person who creates the Zoom meeting is the Host. After the Host starts the meeting, the Host can make a participant a Co-Host. A Co-Host has the same privileges as the host, and can lock the meeting, remove a participant, etc. The Host and the Co-Host can work in the meeting at the same time.

If your meeting is large enough that the Host cannot facilitate the meeting content and keep an eye on potential unwanted behavior, assign a co-host. The co-host can be a point of contact to admit latecomers after the meeting is locked and keep an eye on participant behavior and in the case of watch of disruptive participants shut them down while the Host continues the meeting.

The Host can transfer Host permissions to another participant if the Host needs to leave the meeting early or step away during the meeting. When the original Host transfers Host permissions to a participant, the original Host no longer controls Locking the meeting, screen share, etc.

Click on the Participants icon; In the Participants panel hover over the name to be assigned host or co-host; click More; click Make Host or Make Co-Host

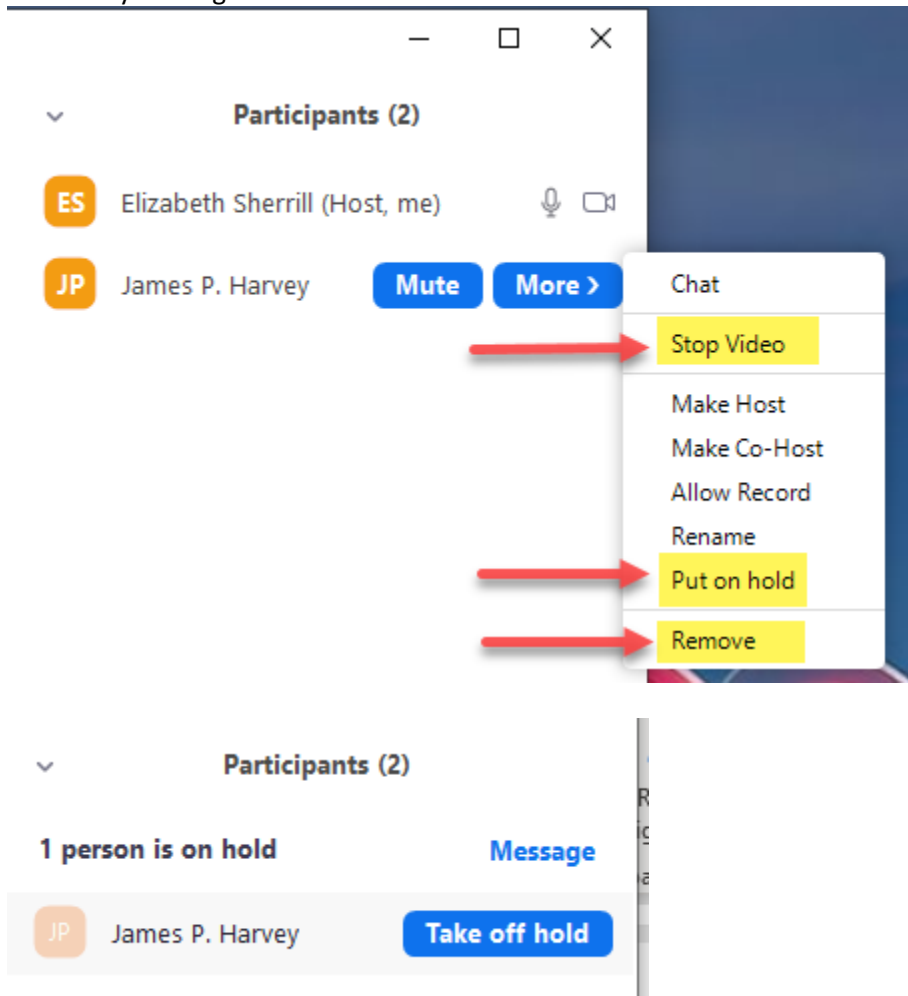


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### Remove Participant, Stop Participant Video, Put Participant on Hold

To control participants: hover over a name in a participant pane; click More

- Immediately stop participant's video by clicking Stop Video
- Permanently remove a participant from the meeting by clicking Remove
- Temporarily remove a participant from the meeting by clicking Put on hold. You can return them to the meeting by clicking Take off hold



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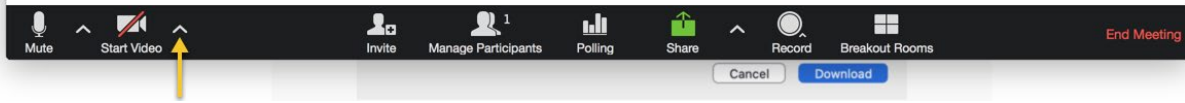
## Technical Session Q&A Using Zoom Meetings

### Creating a Virtual Background

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:

