

# 2021 AIAA AVIATION Forum and PROPULSION AND ENERGY Forum

## Zoom Meeting Recommendations

The AIAA 2021 AVIATION Forum and PROPULSION AND ENERGY Forum technical lectures and panels will be conducted through Zoom meetings. The Zoom links for these sessions will not be available through ScholarOne but will be hosted on the conference website. The meeting recording will start automatically as soon as the first participant (regardless of role) joins the meeting.

### Roles & Responsibilities

**IMPORTANT NOTE:** Unlike a regular Zoom meeting, there will be no hosts or co-hosts for these meetings. This means that all participants can share screens, chat and mute/unmute themselves as they see fit. No one will have the ability to mute or remove a participant. **The meeting recording will start automatically as soon as the first participant (regardless of role) joins the meeting.**

#### 1. Prior to the live session

- **Panelists/Presenters:** Provide your slides/presentation to the session chairs/moderators
- **Chairs/Moderators:**
  - Create welcome slides ([slide template](#))
  - Gather slides/presentations from presenters
  - Prepare 1-2 questions to kick off Q&A.

#### 2. Joining the meeting:

- Moderators and panelists should plan to join 15 minutes prior to the start time; the link will be available up to 30 minutes prior to the session
- Anyone can join the meeting simply by clicking on the Zoom link for the session; this does not require an individual to download the Zoom app; the meeting is also accessible through a web browser on your computer or the Zoom app on your phone. Moderators and panelists can also call in for voice-only but, this is not recommended.

#### 3. At the start of the meeting:

- Moderators/Session Chairs
  - Introduce themselves
  - Announce that the session is being recorded and, generally, the link to the recording will be available on the conference website within 48 hours of this session.
  - Screenshare welcome slides and explain them including the following:
    - Welcome/ask participants to mute themselves/explain how to ask a question
    - List of panelists/presenters
    - Review information on the slides
    - Give a quick introduction of the session.

**Best practice tip:** Paste presenters' name and presentation titles in the chat so it can be easily found by attendees. Remember to check the chat regularly for questions from participants.

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#### 4. At the end of the meeting:

- Moderators/Session Chairs
  - Thank the presenters and attendees
  - Encourage presenters and attendees to use the chat feature available on the conference website if there are additional questions or follow-up needed
  - The meeting will end automatically when all participants leave.

#### Important Notes about Zoom Settings:

- It is helpful if panelists/presenters share their slides with session chairs in advance; that way the only individuals that need to screenshare are the session chairs.
- We will be recording all technical panel sessions. Generally, the full session recording link will be available on the conference website within 48 hours of the session.

The meetings are set up with the following settings for all participants, including all moderators and panelists/presenters:

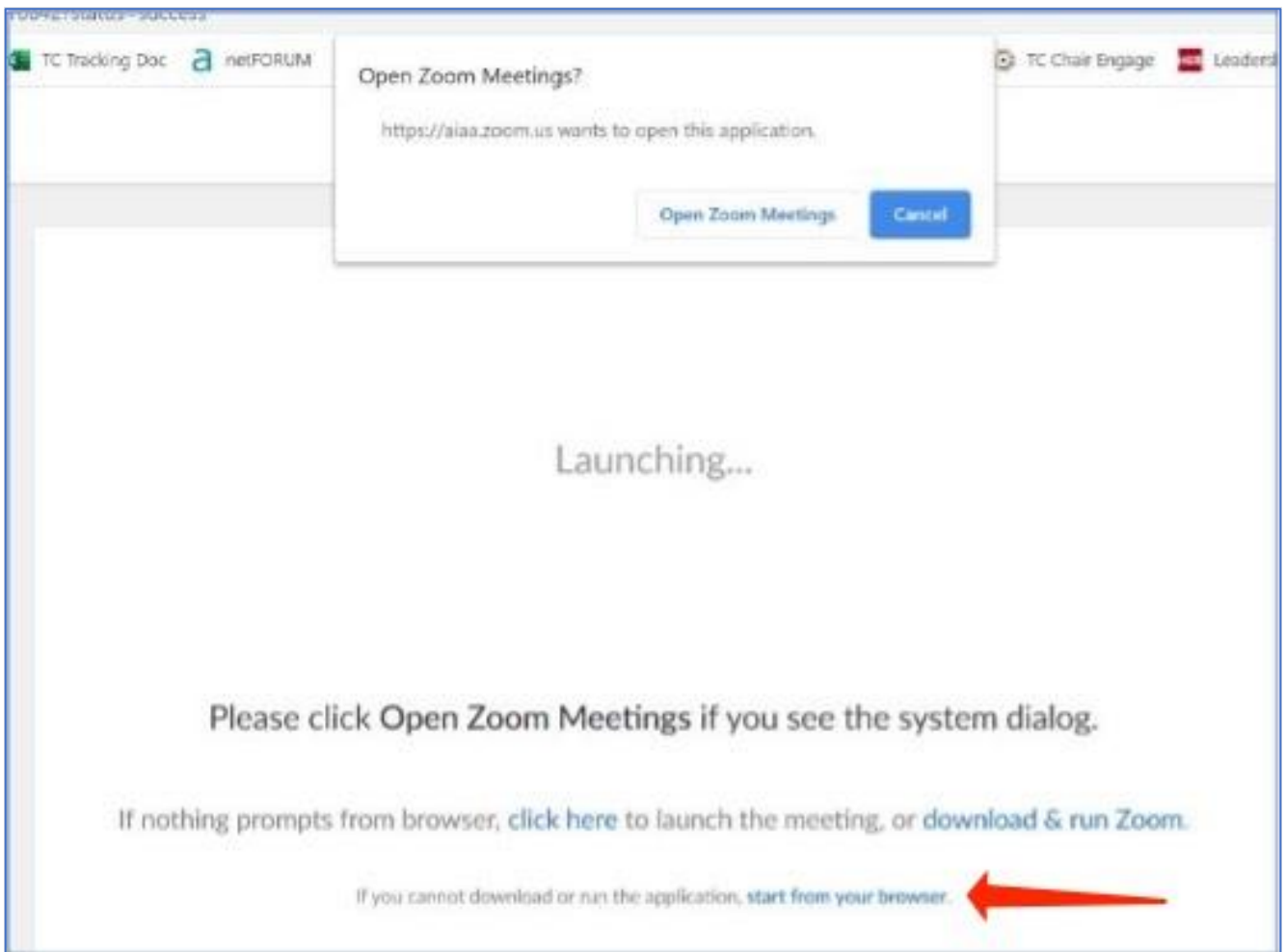
- Participants are automatically muted when they join
- They will need to unmute themselves to speak
- They can ask presenters questions
- Using the chat window is the preferred method of asking questions
- Participants' video is turned off when they join
- Participants may manually turn on their video
- All participants may share their screens
- If it's difficult to see the Zoom menu when another participant is sharing, exit "full screen" mode and resize your window to see the menu
- The meeting will not be locked so participants can join the session in progress at any time.

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### Zoom Meetings

#### 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 says, "start from your browser". Click the cancel button at the top and click this link. No sign-in is required.

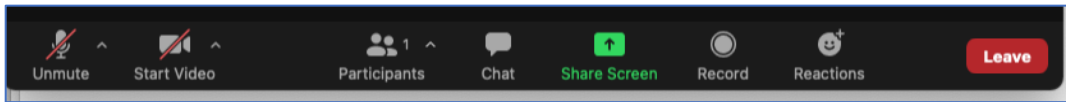
The second method is to use your phone. Follow the instructions for joining by the Zoom app on your phone or call in with voice only. The telephone number to call in will be available on the same screen with the Zoom video link.

#### Creating a Virtual Background

In the Zoom app, 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.

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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 click on the “+” sign to add your own.

