

Propulsion & Energy Forum/Electric Aircraft Technologies Symposium 2020

Technical Lectures, Panels and Workshops Using Zoom Meetings

For both the Propulsion and Energy Forum and EATS, technical lectures, panels and workshops will be conducted through Zoom meetings. The Zoom links for these sessions will not be available through ScholarOne but will be published in the virtual platform in three places: 1) In the virtual event schedule listed with the sessions; 2) in the technical presentations section within the session information; and 3) in the technical presentations section in each presentation description. For security reasons, the links won't be published until the night before each session.

Roles & Responsibilities

1) Prior to the live session

- Panelists/Presenters:
 - Provide your slides/presentation to the session chair(s)/moderator
- Session Chairs/Moderators:
 - Create welcome sides (slide template available in [Organizer Resources](#))
 - Gather slides/presentations from presenters
 - Prepare 1-2 questions to kick off Q&A

2) Joining the Meeting: Please Plan to Join 30 minutes prior to the start time

- Host: Vendor staff will act as the host
- Co-Hosts: Session Co-Chairs/Moderators
 - Co-chairs/moderators 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 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 host and then the host will assign co-host roles to the session co-chairs
- Presenters/Speakers
 - Presenters/Speakers 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 virtual meeting is accessible through a web browser
 - Presenters/Speakers should introduce themselves to the host and co-hosts when signing in

3) Once the meeting begins

- Host (Vendor staff)
 - Introduce themselves
 - Announce that the session is being recorded and, barring any technical difficulties, the link to the recording will be available within the virtual platform within 48 hours of this session

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- Co-Hosts (Session Co-Chairs/Moderators)
 - Screenshare welcome slides and explain them
 - 1) welcome/mute themselves/how to ask a question
 - 2) list of presenters/speakers
 - Review information on the slides
 - Give a quick introduction of the session
 - Best practice from AVIATION: Paste presenters' name, presentation within chat so it can be easily found by attendees

3) At the end of the meeting

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

Important Notes/Settings:

- It is helpful if presenters/speakers share their slides with session chairs in advance; that way the only individuals that need to screen share are the session chairs
- We will be recording sessions. Barring any technical difficulties, the Q&A session recording link will be available in the virtual platform within 48 hours of the session.
- 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: General Info

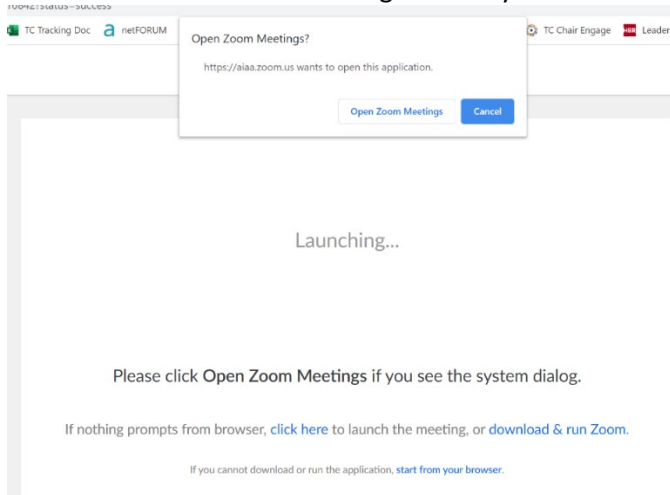
AIAA is using Zoom to host the Technical Presenter Q&A Sessions during the 2020 Virtual Propulsion & Energy Forum. If you have not used Zoom, you can find tutorials and tips at the [Zoom Help Center](#).

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:



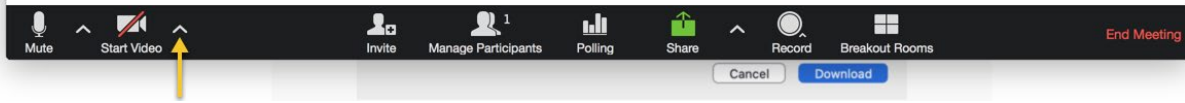
At the very bottom of this page is a small link that will allow you to join the meeting from your browser. You'll hit the cancel button at the top and click this very last link. No sign-in is required.

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

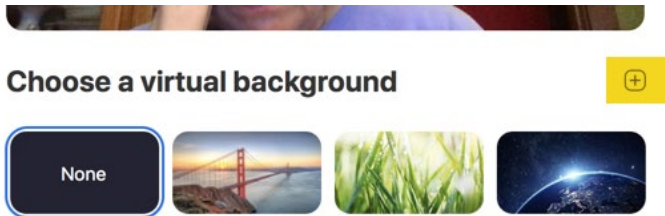
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Creating a Virtual Background

In the 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. 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. There will be a virtual P&E background available for use; it will be available in late July.



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The following information is applicable to hosts and co-hosts (Session co-chairs/moderators) only:

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 and co-hosts (session co-chairs)

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

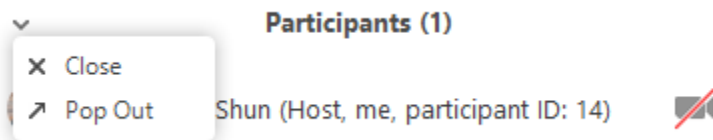
- Mute participants
- Request that a participant unmutes
- Stop a participant's video
- Request that a participant starts their video
- Prevent participants from screen sharing
- Rename a participant

Controls for managing participants

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

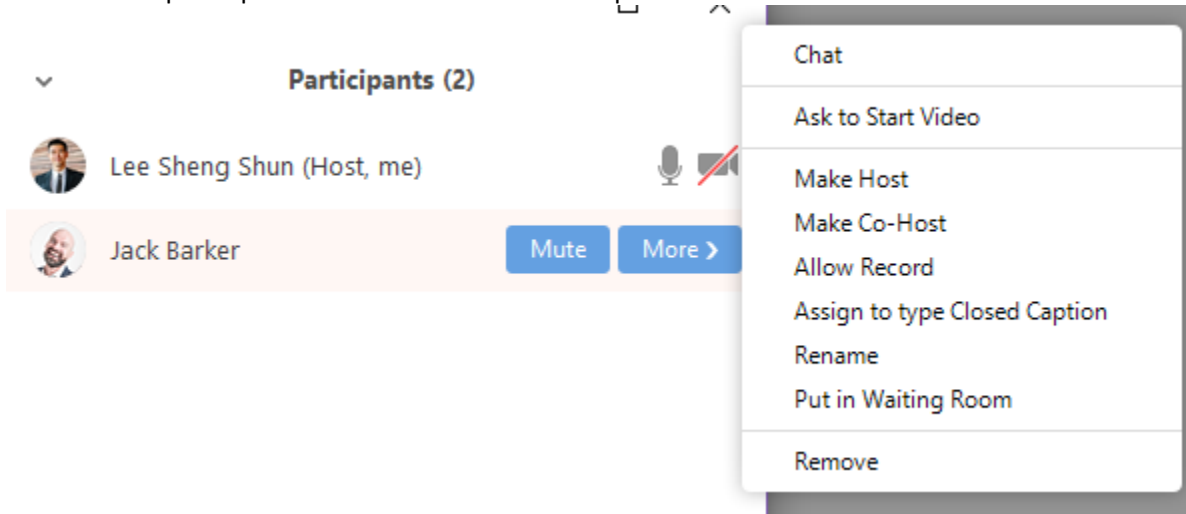


2. Click the drop-down menu located at the top-left corner to close the participants list or click **Pop Out** to separate the participants list from the meeting window:



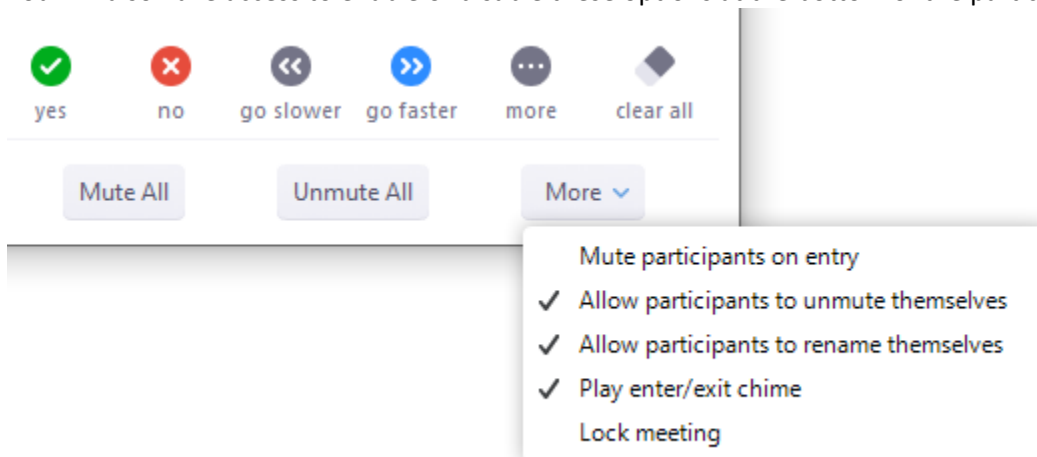
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3. Hover over a participant and click **More** for these options:



- **Chat:** Chat is enabled.
- **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.

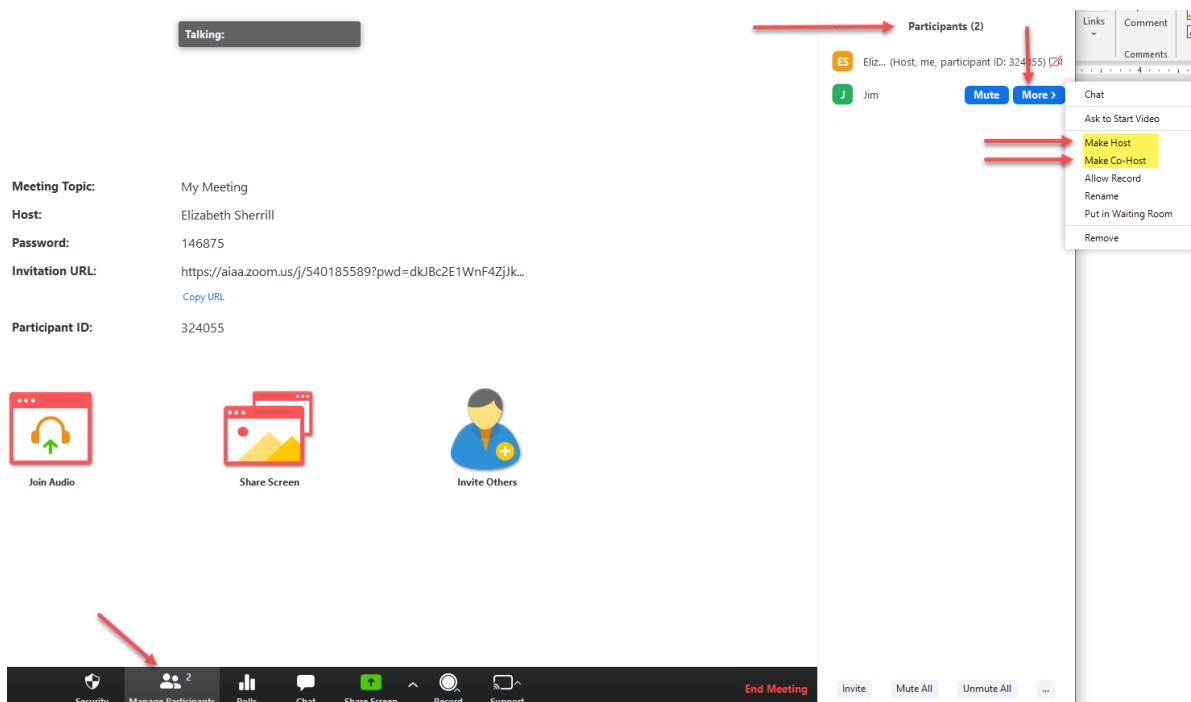
Assign a Co-Host or change Host

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



Need help? Contact us at conferences@aiaa.org.

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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

