

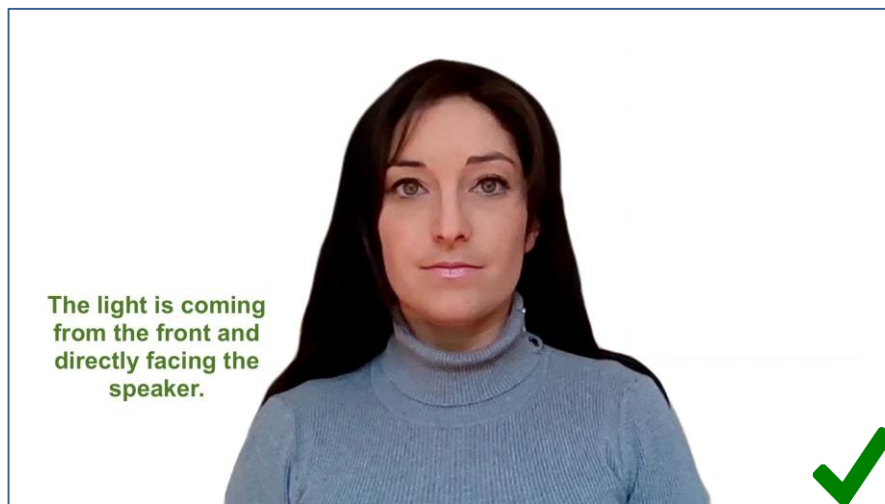


HOW TO PREPARE FOR YOUR ARO 2021 MIDWINTER MEETING POSTER PRESENTATION VIA VIDEOCONFERENCING

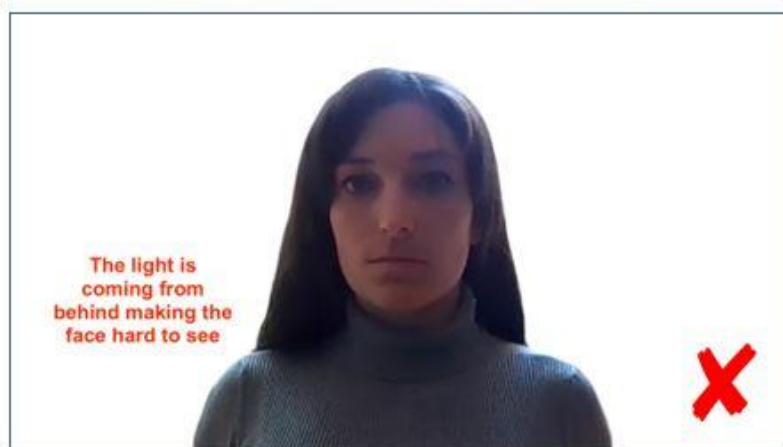
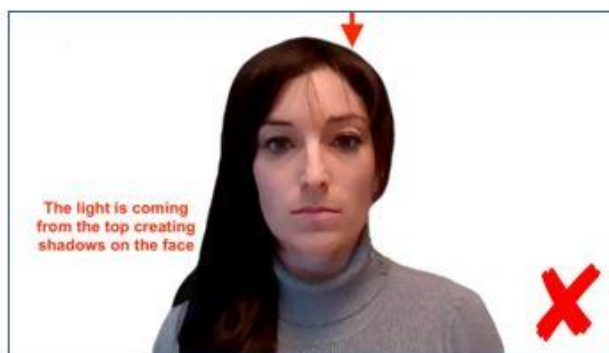
1. How to Prepare

- **Restart your computer:** Videoconferencing platforms are less likely to encounter difficulty (e.g., lag times, audio issues) if the computer has been recently restarted.
- **Hardware:** Stable internet connection and a computer/laptop is recommended. Hardwire internet is recommended over WiFi. If you must use WiFi, the minimum bandwidth is 600kbps (up/down) and recommended is 1.5 Mbps (up/down). A website such as <https://www.speedtest.net/> can be used to check your internet speed.
- **Microphone:** If you have access to an external microphone and headset this is recommended to optimize sound quality.
- **Test audio.** This will ensure your speakers and mic are working properly.
- **Close out of all other programs on your computer :** To make sure that software programs do not unexpectedly turn on, we recommend that you close all other windows/apps, especially e-mail programs and alert features you do not want to interrupt your recording.
- **Open your Powerpoint presentation**
- **Minimize background noise:** Try to host your video (e.g. Zoom, Google Meets) recording in a quiet place. If you must be in a loud environment, using a headset with a mic often reduces background noise compared with your computer's built-in microphone. In fact, a headset is a general best practice for higher-quality audio than other built-in options. Mute your cell phone.
- **Limit movement:** If your chair swivels, perhaps lock in place to avoid unintentional swaying. While your notes are important, try not to shuffle them or play with paper or pens while recording.
- **Dress to impress:** You'll be on video, so be sure to wear business attire. We recommend solid colors as opposed to garments with patterns. Be mindful of any accessories or jewelry if you are expressive with your hands as the noise and movement can be quite distracting.
- **Lighting:** Lighting should be bright and even and preferably come from in front of you and never behind you to avoid casting shadows on your face. Otherwise, this hampers the ability to see facial expressions and use visual/lip-reading cues needed to understand speech. Avoid windows as there may be a glare.

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Examples of common lighting mistakes



Natural light is usually better
You can create proper lighting using natural light coming from windows and lamps placed behind your computer/camera.

- **Choose an appropriate background:** A neutral backdrop is ideal. Your background can be interesting but not distracting – consider using the Virtual Background feature if needed. If you decide that you want to use a virtual background, make sure that you test it prior to recording by moving your head around and seeing if it looks strange on screen or cuts out

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any part of your body. Virtual Backgrounds are unable to be used on older PCs and some Macs. This is a limitation of the Zoom software.

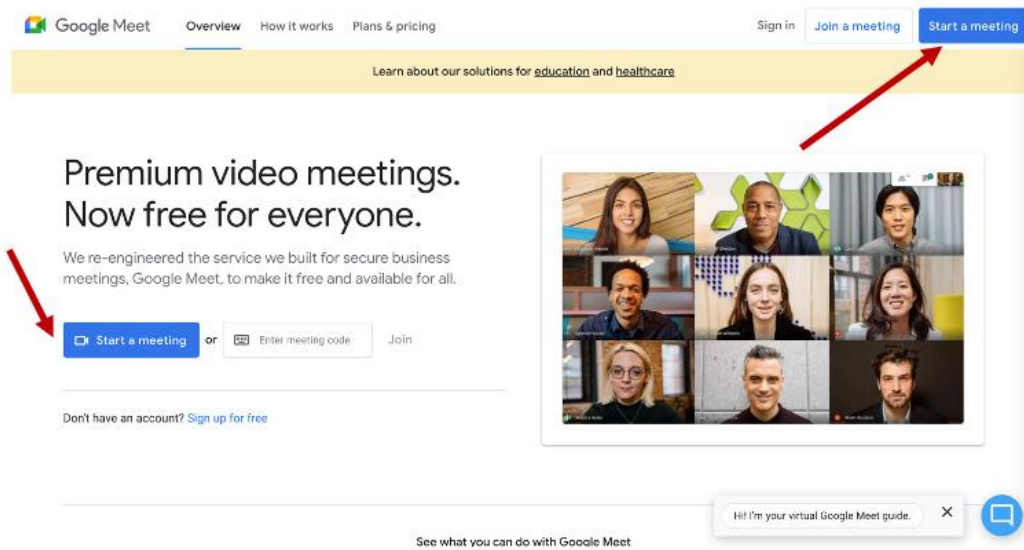
- **Make eye contact:** Want to really pull your attendees in? Look at your webcam instead of your screen. This will give the effect of eye contact and visual engagement. Ideally, the camera should be at eye level. The camera should not be below your face. First, the view will likely be unflattering, or you will have to look down which will decrease visual engagement with the viewers. If using a laptop, we suggest that the laptop be placed on a raised surface (e.g. on books) so that the webcam is closer to eye level.



2. Creating a Google Meet

- Use one of the following web browsers that supports Google Meet: Chrome Browser, Mozilla Firefox, Microsoft Edge, or Apple Safari. Make sure that you have a current version.
- Go to <https://meet.google.com/>
- Click on “Start a meeting.” See image below.

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- Sign in to your institutional or personal Google account. If you do not have an account, click “Create account”. To create an account, fill in your first and last name, your email address (or select to create a Gmail address), and then type your (new) password twice.

- After you sign in, click on “Join or start a meeting”.

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- Leave the nickname blank then click continue. Alternatively, you can schedule the meeting using Google calendar or Outlook. Click on “Learn how to schedule a meeting” to do so.

Join or start a meeting

Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank.

[Learn how to schedule a meeting](#) Continue

- Click “Join now”.
- Copy the meeting information by clicking on “Copy joining info”

Add others

Share this info with people you want in the meeting

<https://meet.google.com/ooh-rpih-qki>

Dial-in: (US) +1 413-497-2310 PIN: 611 217 457#

Copy joining info

Add people

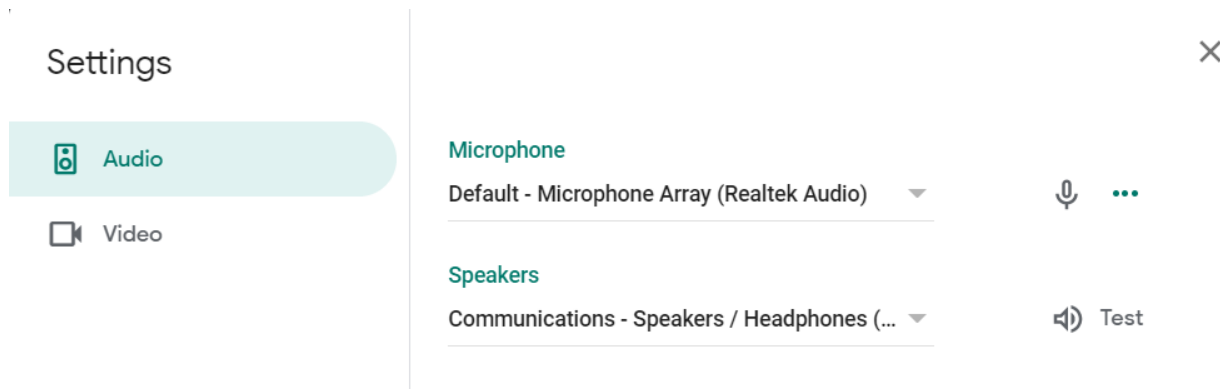
- Paste this link into the appropriate field in the poster presenter access portal.
- When it is time for you to present your poster, use the code for your meeting to join the meeting.
- When you join, if your camera is working, you will see a video of yourself.
- Along the bottom of the screen, there will be a menu that includes options to view Meeting Details (another place where you can copy and share joining information) at

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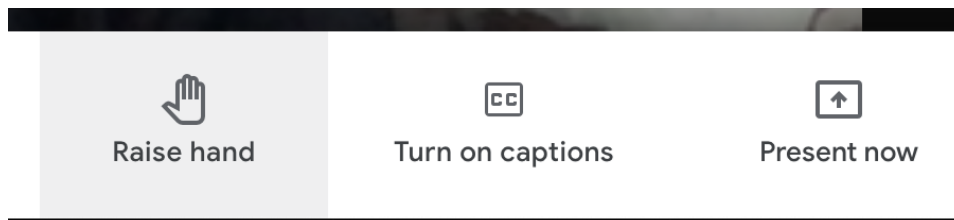


the bottom left, and raise your hand, turn on captions, or present now at the bottom right.

- Next, test your microphone and audio. At the far bottom right of the screen, there are three dots that you can click to see other options. Click on the Settings option. You will see a screen that allows you to view your microphone output and test the speaker/headphone audio. To test the microphone, speak and see the dots increase in size. To test the speakers/headphone, click the test button and you should hear a ringing sound.



- Next, test your captions. Click turn on captions and speak. Captions should appear at the bottom of the screen.
- To present, click “Present now”.
- You can choose whether to share your whole screen or just the window with your poster in it.



Troubleshooting:

- I’m able to see myself on Google Meet, but can’t see others.
 - Make sure that you are not behind an institutional firewall. If you are at an institution with strict firewalls, like a hospital, disconnect from the institution’s network and switch to a public or guest network. If you are home, disconnect from VPN which also acts as a firewall.
 - A similar fix applies for others joining your meeting, if they can’t see or hear others.

Video Resources:

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- How to Look Good on Video Calls for Zoom FaceTime Skype – Includes tips on how to find the perfect light - <https://youtu.be/ACNGhPKnmok>
- Lighting Overview - https://support.Zoom.us/hc/en-us/articles/360028862512Lighting-Concepts#h_c2117769-7194-4a2c-a4a6-19dbdee78bf8
- Google has helpful articles about using Google Meet, including a description of how to present--
<https://support.google.com/meet/answer/9308856?co=GENIE.Platform%3DDesktop&hl=en>
- The link below is a great video to watch to learn about how to record yourself from start to finish and how to share slides. You can also share documents, white boards, and more!
<https://youtu.be/EJUXIL3rHzA>
- Zoom support – Sharing your screen - <https://support.Zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->
- Good videos with tips and include information on screen sharing -
<https://youtu.be/UNxhkq9ijVo>