

Synthesis of the Science: Zoom Guidance

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Introduction

We recommend that all those who are able join the Synthesis of Science should do so via the Zoom Desktop Application. However, we understand that may not be an option for some folks due to connection or technology restrictions. Therefore, we have included instructions below for how to best join and participate whether you are joining via the Zoom Desktop Application, your web browser, or simply dialing in on the phone.

Troubleshooting Contact

For any issues joining the meeting or concerns about your ability to connect or participate, please email Maggie Osthues from CBI at mosthues@cbi.org. You may also reach her via phone call or text at 330-612-7932. **If you are disconnected for any reason, at any time, you can always rejoin the meeting, and our event staff will help you get re-oriented online.**

For Those Joining via Zoom Desktop Application

We will be using the Zoom video conferencing app for the Synthesis of the Science meetings. The Zoom invitation will be provided via email from info@rodafisheries.org and posted on the event's webpage, here: <https://rodafisheries.org/synthesis-of-the-science/>

How to Join – Zoom Desktop Application

If this is your first time using Zoom, it will prompt you to download a small application file. The following links are a short and sweet introduction to how it works, if helpful:

- How to join a meeting (with a video tutorial): <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>
- Your attendee controls: <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting>

We encourage you to explore Zoom functions (e.g., hand raise, chat box, mute/unmute, etc.) prior to the meeting - you can even join a test meeting here: <https://zoom.us/test>. You are also invited to log on 15 minutes prior to the start of each meeting to test your connection.

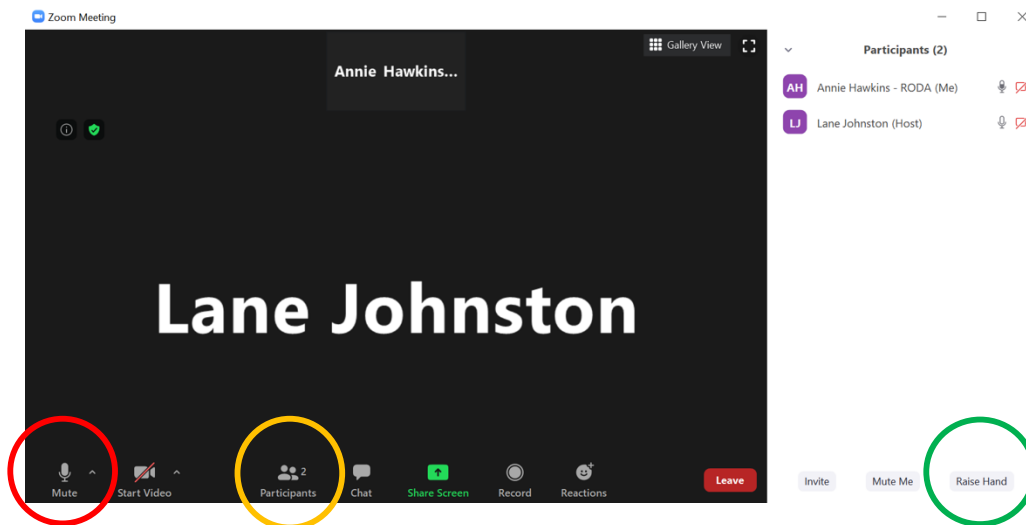
Virtual Participation Checklist – Zoom Desktop Application

We are looking forward to connecting with you all. Please keep the below points in mind to ensure a smooth online meeting:

- **If you know you have less than optimal internet connection, we urge you to join through and your computer for visual participation and then opting to dial in via phone audio.** This is especially relevant for those joining via web browser (more details below.) You may do so by joining the online meeting via the Zoom link and opting to join via phone audio. When you are dialing in, please be sure to enter your participant ID. Here is a step-by-step guide to help: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>
- **Update your Zoom application in order to self-select your breakout rooms.** Please ensure that your Zoom application is the most updated version: <https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version>. We will be asking participants to self-select their breakout rooms, and an updated application is required.
 - Event staff will remain the main Zoom room in order to admit and sort any participants who are disconnected. While it is inconvenient, a disconnection does not mean that you won't be able to participate in your breakout session.
- **Mute yourself when you are not speaking.** This helps cut down on background noise like sirens, landlines, etc. To mute/unmute yourself on the phone, you press *6.
 - At times during the meeting, the host will mute all participants to allow for a presentation without interruptions.
- **Leave your video camera off until you are moved to your breakout session.** This is a very large event, and there will not be space on the screen to see everyone. In the plenary sessions, we will ask that only presenters turn their cameras on. While in breakouts, we will ask that folks turn their cameras on, as seeing each other's faces makes for a more engaging experience.

- **Rename yourself after logging into Zoom.** Given the event’s size, we will not go around the virtual room introducing everyone. Instead, we ask you that you please rename yourself by hovering over your name in the “Participants” tab. Please change your name to be First name Last Name, Affiliation so that we can identify and engage each other better. Ex: “Patrick Field, CBI Facilitator”
- **Use the Mentimeter link on your desktop to pose questions during presentations.** The meeting chat will solely be used to resolve technical issues. We encourage participants to use the Mentimeter link (which will be shared during the event) to pose questions regarding presentations).
- **The “Raise Hand” function can also be used to pose questions verbally.** The moderator will keep track of raised hands during the question and answer period of the sessions. You may need to select the “Participants List” first to see the “Raise Hand” function. Remember to Unmute yourself before speaking.

Example Screen:



RED = Mute/Unmute; **YELLOW** = Participants List (1st step); **GREEN** = Raise Hand

- **Bring a tech adaptive mindset** as we work to maximize engagement in this virtual setting! If you are disconnected for any reason, at any time, you can always rejoin the meeting, and our event staff will help you get re-oriented online.

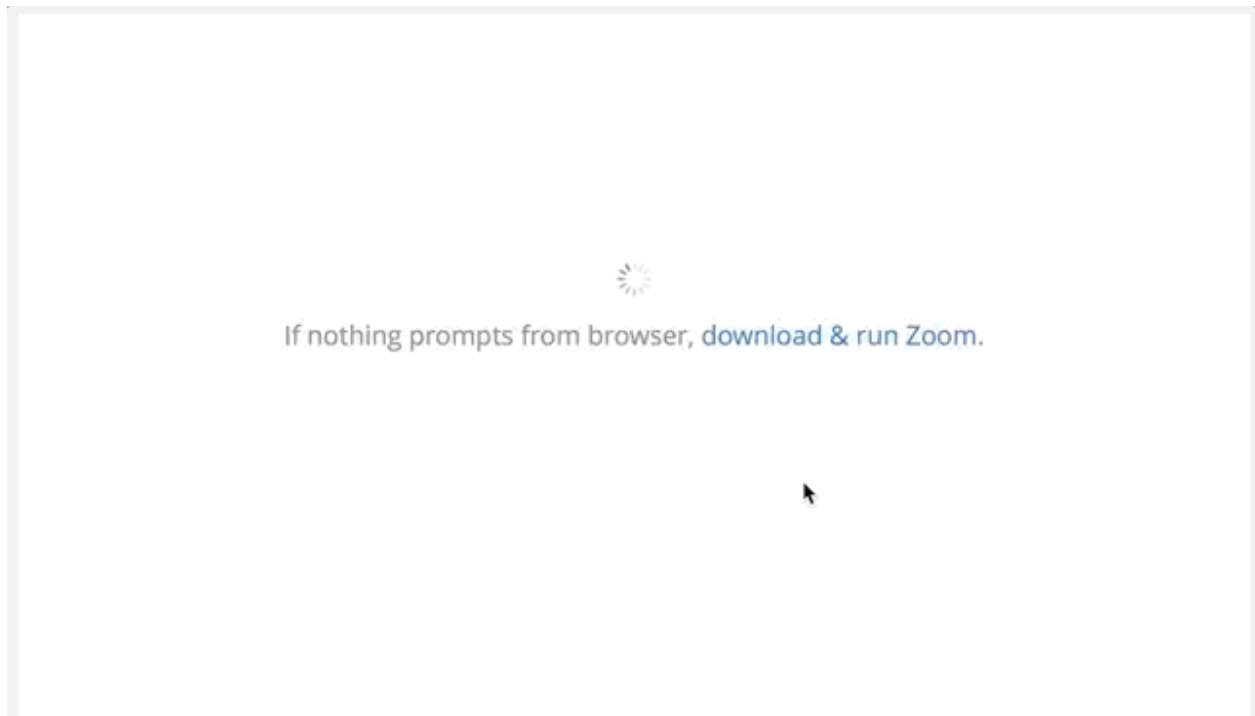
For Those Joining Via Web Browser

We will be using the Zoom video conferencing app for the Synthesis of the Science meetings. The Zoom invitation will be provided via email from info@rodafisheries.org and posted on the event's webpage, here: <https://rodafisheries.org/synthesis-of-the-science/>

If at all possible, we recommend joining the event via the Zoom Desktop Application. It has more functionality and more stability to enable better participation. However, we recognize the circumstances may force some participants to join using the web browser. Instructions for how to do so and a checklist for how to best engage follow.

How to Join – Web Browser

1. Click the link to join the meeting.
2. An option “Join from your Browser” may appear automatically. **If it does not**, select “download & run Zoom.” The option “Join from your Browser” will then appear.



3. If prompted, sign in to your Zoom account. If you do not have a Zoom account, click Sign Up Free and create a new account.
4. You will be prompted to enter your name and the meeting password if it was not included in the join link.
5. Click Join to be taken into the meeting.

Your attendee controls: <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting>

We encourage you to explore Zoom functions (e.g., hand raise, chat box, mute/unmute, etc.) prior to the meeting - you can even join a test meeting here: <https://zoom.us/test>. You are also invited to log on 15 minutes prior to the start of each meeting to test your connection.

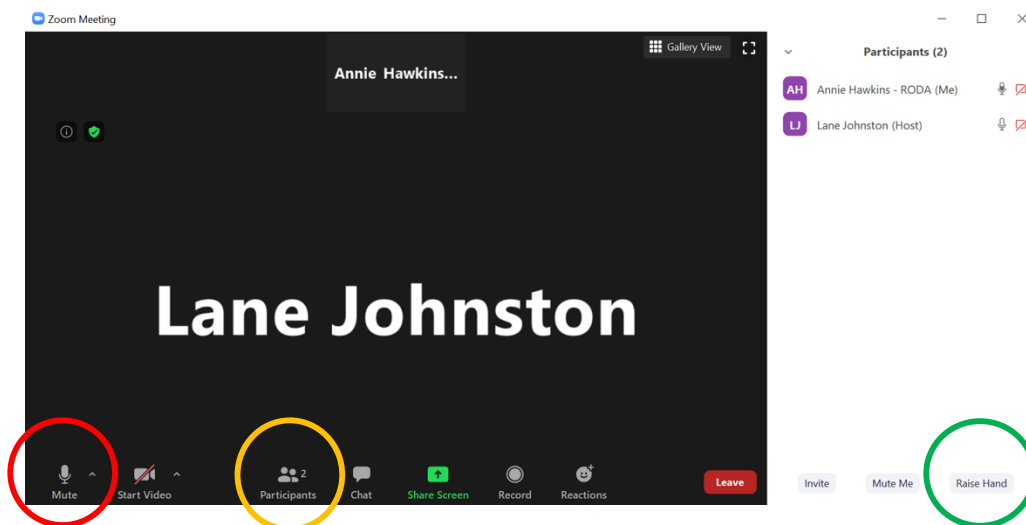
Virtual Participation Checklist – Web Browser

We are looking forward to connecting with you all. Please keep the below points in mind to ensure a smooth online meeting:

- **You may face unstable internet connections.** Internet connection is generally less stable for those joining the meeting via the web browser, so you will likely have to dial in for audio (instructions below). This instability also increases the likelihood that you may be disconnected and have to rejoin. This is not a problem (we have event staff to help re-orient you when you rejoin), but it is a reality to be aware of.
- **If you know you have less than optimal internet connection, we urge you to join through and your computer for visual participation and then opting to dial in via phone audio.** This is especially relevant for those joining via web browser, where the internet connection is generally less stable. You may do so by joining the online meeting via the Zoom link and opting to join via phone audio. When you are dialing in, please be sure to enter your participant ID. Here is a step-by-step guide to help: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>
- **Mute yourself when you are not speaking.** This helps cut down on background noise like sirens, landlines, etc. To mute/unmute yourself on the phone, you press *6.
 - At times during the meeting, the host will mute all participants to allow for a presentation without interruptions.
- **Leave your video camera off until you are moved to your breakout session.** This is a very large event, and there will not be space on the screen to see everyone. In the plenary sessions, we will ask that only presenters turn their cameras on. While in breakouts, we will ask that folks turn their cameras on if feasible and appropriate, as seeing each other's faces makes for a more engaging experience.
- **You will face limitations joining breakout rooms.** At certain points during each day's events, we will be splitting off into breakout sessions. We will ask those joining via the Zoom Desktop Application to self-select their rooms. This is not an option for those joining via web browser. Therefore, you will face a slight delay in joining your breakout room, as the host will ask that you enter into the chat which room you would like to join and then assign you to that room.
 - Given the unstable internet connections that many face joining via web browser, you may become disconnected when moved to your breakout room. If this happens, we advise that you dial into the meeting to participate in your breakout session via phone audio. Dial-in information to join each day's session will be sent via email from info@rodafisheries.org and posted on the event's webpage: <https://rodafisheries.org/synthesis-of-the-science/>

- Event staff will remain the main Zoom room in order to admit and sort any participants who are disconnected. While it is inconvenient, a disconnection does not mean that you won't be able to participate in your breakout session.
- **Rename yourself after logging into Zoom.** Given the event's size, we will not go around the virtual room introducing everyone. Instead, we ask you that you please rename yourself by hovering over your name in the "Participants" tab. Please change your name to be First name Last Name, Affiliation so that we can identify and engage each other better. Ex: "Patrick Field, CBI Facilitator"
- **Use the Mentimeter link on your desktop to pose questions during presentations.** The meeting chat will solely be used to resolve technical issues. We encourage participants to use the Mentimeter link (which will be shared in the event) to pose questions regarding presentations).
- **The "Raise Hand" function can also be used to pose questions verbally.** The moderator will keep track of raised hands during the question and answer period of the sessions. You may need to select the "Participants List" first to see the "Raise Hand" function. Remember to Unmute yourself before speaking.

Example Screen:



RED = Mute/Unmute; **YELLOW** = Participants List (1st step); **GREEN** = Raise Hand

- **Bring a tech adaptive mindset** as we work to maximize engagement in this virtual setting! If you are disconnected for any reason, at any time, you can always rejoin the meeting, and our event staff will help you get re-oriented online.

For Those Joining Via Phone Only

We will be using the Zoom video conferencing app for the Synthesis of the Science meetings. The Zoom invitation will be provided via email from info@rodafisheries.org and posted on the event's webpage, here: <https://rodafisheries.org/synthesis-of-the-science/>

If at all possible, we recommend joining the event via the Zoom Desktop Application. It has more functionality and more stability to enable better participation. However, we recognize the circumstances may force some participants to join by only dialing in for phone audio. Instructions for how to do so and a checklist for how to best engage follow.

How to Join – Phone Only

1. Dial an in-country number. If you dial a toll number, your carrier rates will apply. You can find the numbers on your meeting invitation or view a full list of international dial-in numbers.
2. You will be prompted to enter the meeting ID - the nine (9), ten (10), or eleven (11) digit ID provided to you by the host, followed by #.
3. If the meeting has not already started, you will be prompted to enter the host key to start the meeting, or to press # to wait if you are participant.
4. You will be prompted to enter your unique participant ID. This only applies if you have joined on the computer or mobile device or are a panelist in a webinar. Press # to skip.
5. You may be prompted to enter the meeting passcode, followed by #. This passcode will be included in the meeting invite provided by the host.
6. If you join by computer or mobile device later, you can enter the Participant ID to bind your phone and device session together and show your video when you speak on the phone. To enter your participant ID once you are in the meeting, enter #Participant ID# on your phone.

More detail on how to join via phone only is available here: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>

To mute/unmute yourself, you will press *6. To raise or lower your Zoom hand, you will press *9. At certain points in the meeting, the host will mute all participants to allow for smooth, uninterrupted presentations.

You are invited to dial-in 15 minutes prior to the start of each meeting to test your audio connection.

Virtual Participation Checklist – Phone Only

We are looking forward to connecting with you all. Please keep the below points in mind to ensure a smooth online meeting:

- **Mute yourself when you are not speaking.** This helps cut down on background noise like sirens, landlines, etc. To mute/unmute yourself on the phone, you press *6.
 - At times during the meeting, the host will mute all participants to allow for a presentation without interruptions.

- **You will face limitations joining breakout rooms.** At certain points during each day's events, we will be splitting off into breakout sessions. We will ask those joining via the Zoom Desktop Application to self-select their rooms. This is not an option for those joining via phone only. Therefore, you will face a slight delay in joining your breakout room, as the host will ask that you come off of mute and share which room you would like to join.
 - Event staff will remain the main Zoom room in order to admit and sort any participants who are disconnected. While it is inconvenient, a disconnection does not mean that you won't be able to participate in your breakout session.
- **If possible, use the Mentimeter link on your desktop or phone web browser to pose questions during presentations.** The meeting chat will solely be used to resolve technical issues. We encourage participants to use the Mentimeter link (which will be shared in the event, to pose questions regarding presentations).
- **The "Raise Hand" function can also be used to pose questions verbally.** The moderator will keep track of raised hands during the question and answer period of the sessions. To raise your hand by phone:
 - Press *9 to raise your hand
 - When it is your turn to speak, the Facilitator will call on you. The Facilitator may ask you to press *6 if you are muted through Zoom.
- **Bring a tech adaptive mindset** as we work to maximize engagement in this virtual setting! If you are disconnected for any reason, at any time, you can always rejoin the meeting, and our event staff will help you get re-oriented online.