ARCE Presenter Cheat Sheet

Before Your Presentation

- OpenWater suggests using **Google Chrome** as your web browser to access the meeting.
- You must have a Zoom account in order to participate in this virtual annual meeting, The free Zoom accounts provide enough access—even for speakers.
- Presenters are responsible for using the “share screen” function to deliver their presentations live from their computers.
- OpenWater encourages using a hard-wired internet connection if possible.
- If you are worried about Wi-Fi bandwidth, OpenWater advises that using the share screen function uses less bandwidth than a prerecorded presentation.
- Note that if you have a video clip in your presentation, video playing can be slow on Zoom given Wi-Fi capabilities, etc.

Logging In

1. The first time you log in to the OpenWater platform, you will need to enter your email used to register for the Virtual Annual meeting, to access.
2. When you log in, you will see a message in the box that says “success” and directs you back to your email inbox.
3. Go back to your inbox to access the meeting production link. Click the link and you will be taken to the platform.

Giving Your Presentation

1. You will need to access your presentation room 15 minutes prior to your scheduled presentation start time.
2. Navigate to your session by looking at the “Sessions” tab on the toolbar. Find your session. Click on your session title or “View Details”.
3. You will then see two options, “Join Meeting as Co-Host” or “Join Meeting as Attendee”. Click “Join Meeting as Co-Host”.
4. An ARCE Staff member will be there to be your Zoom Room Host. They will help you test your slides using share screen, and audio. **Note that while ARCE staff can assist with navigating the Zoom tools, they will be unable to mitigate challenges arising from personal computer or internet difficulties.**
5. When it is time for the presentation to begin, ARCE staff will admit participants into the session from the waiting room. ARCE staff will provide a very brief introduction with your name and paper title.
6. You will have 20 minutes to conduct your presentation. ARCE staff will notify you in the chat of time intervals of 5, 2 and 0 minutes remaining.
   a. **Note: If you go over your 20-minute time limit, that will cut into Q&A. All sessions will end exactly at the allotted end time of 30-minutes. Given the nature of using the virtual**
conference rooms, we must adhere to a strict time schedule. No session can exceed the 30-minute time limit.

7. When the presentation is finished, Q&A will open, time permitting. ARCE Zoom Room hosts will instruct the attendees to use the chat box for questions.

8. ARCE staff encourages the presenters to read through the questions in the chat box on their own to determine which questions they would like to answer given the time constraints.

9. ARCE Staff will chime in when it is time for the session to end. At the end of the session, ARCE staff will close the meeting room.