## **SGU Student Conference Zoom July 12**

## **ZOOM and Procedure Guide**

 Watch sample video: <https://youtu.be/Qo_pfDFsHlw>



**Participant Roles**

* Student Moderator: MC, ask questions, keep conversation going
* Student Presenter: Present and answer questions about presentation
* Teacher: Tech Support and Facilitation
* Discussion Facilitator: Think of and ask good questions
* International Participants: Ask questions, engage in discussion, learn about Japan
* Everyone: Have fun!

**Advice for Logging in**

* Only one person is allowed to login using the ID and password provided.
* That person is called the “host”. The host should make the other two moderators as “co-hosts”
* If you have a “Basic” license, you cannot make co-hosts. You spotlight the speaker manually.

**Advice to give to presenters when they enter**

* Ask to change names to English if not already
* Ask if they are using a computer (ipads, tablets and phones show fewer functions in Zoom)
* Remind them they will record their own presentation at presentation time and stop after Q&A

#### **Starting the conference**

1. Put screen into Gallery view.
2. Do opening speech to welcome everyone
3. Introduce yourself, other moderators, and teacher

####  **Warm up**

#### **Option 1: Introductions as a Whole Group in Main Room** **(Recommended, it is easier)**

1. Put screen into Gallery view.
2. Moderator calls on each person by name (be sure to get Zoom names in English in the welcome period)
3. Moderator asks each person to introduce themselves. Questions can follow immediately after each person or after all have answered, or both.
4. You can ask international guests why they are interested in Japan, and lead a discussion on that. Discussion facilitators, teachers, moderators should not hesitate to ask questions--calling others by name.

#### **Option 2: Introductions in Breakout Rooms (Only try if confident)**

1. Only host and co-hosts can make breakout rooms
2. Assign room members manually, starting with one international guest per room.
3. Assign discussion facilitators to different rooms. Assign other members manually and randomly.
4. If there is only one international guest, no need for breakout rooms, stay in Main Room.

**Presentations**

**How to Share Screens**

1. Host clicks on the the small green triangle to allow multiple presenters
2. Presenters get their powerpoint open on their computer
3. Presenters click the square green button to Share Screen (画面の共用)

#### **How to Allow Presenters to Make a Recording**

1. Teacher goes to the zoom participant small window, and clicks on three dots
2. Teacher clicks on “Allow to record”. Moderator asks presenter to start the recording
3. Teacher tells the presenter to stop recording after Q&A is over.
4. Presenter clicks on the record button to end the recording.
5. The recording file (zoom\_0.mp4) is saved and downloaded onto the presenter’s computer after the meeting has ended.
6. SGU account rooms are set to do an automatic whole session recording, not individual recordings.
7. Teachers who require students to submit their recordings to Moodle should have a backup plan (ask a moderator to record whole session) in case a student forgets or can’t do it (i.e. make their own recording later by themselves)