

# Zoom Video Conferencing

Zoom is the official video conferencing service of ICERM and Brown University. ICERM uses both Zoom Meetings and Zoom Webinar for our events.

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# Overview of Zoom at ICERM

[Zoom](#) is the official video conferencing service of ICERM and Brown University. ICERM uses both Zoom Meetings and Zoom Webinar for our events.

## Downloading Zoom

- The Zoom Meetings client is available for macOS, Windows, and Linux from the [Zoom website](#).
- Zoom is available for iOS on the App Store and Android on the Google Play Store.

## General Zoom Info & Tips

- Zoom has apps for macOS, Windows, and Linux available for download on the Zoom.us website (<https://zoom.us/download/>). iOS and Android apps are also available on the App Store/Google Play Store. **Zoom will work best if you keep it up to date to the latest version, available through the download link.**
- Please join the Zoom sessions with your full name.
- We recommend using headphones to reduce the chance of echo, feedback, or other audio issues.
- Zoom can be bandwidth and resource-intensive for your computer. For best performance, we recommend a wired connection, if possible, and running as few other concurrent applications as possible while participating.
- We encourage users to add a profile photo to their Zoom account so that it will show up when you are speaking without a camera on.
- Zoom AI will be disabled for all presentations. Any requests to enable it must be made to the Director in consultation with the IT Director.
- Zoom has a great user guide and knowledge base available at <https://support.zoom.us/>.

## FAQs & Zoom Support Pages

Zoom's full user guide and knowledgebase available at <https://support.zoom.us/>. Some commonly used Zoom features at ICERM along with direct links to their support pages on Zoom's website are below.

- [How do I raise my hand?](#) - Meeting controls for attendees
- [How Do I Share My Screen?](#)
- [Managing Participants in a Webinar](#) - for organizers and session chairs
- [Sharing a Whiteboard](#) - Using Zoom's shared whiteboard feature, which can be useful for collaborative work in groups.

# Meetings vs. Webinars

## Zoom Virtual Meetings

[Zoom Meetings](#) provides meetings with video, audio and screen sharing for up to 300 real time participants.

- ICERM uses Zoom Meetings for most workshop talks, discussion sessions, working group meetings, and virtual social events such as coffee break sessions and workshop receptions.
- Zoom Meetings allow all participants to control their own microphones, cameras, and screen sharing so they can see, chat, and collaborate with each other.
- For officially scheduled workshop events, ICERM's IT staff creates the Zoom sessions and shares the links with all participants. A member of ICERM's IT staff also monitors the Zoom session to provide any technical support should the need arise.
- During long-term programs, ICERM can support a limited number of recurring working group meetings on Zoom.
- **All attendees, speakers, and session chairs are encouraged to review our [Zoom Meetings Guide](#).**

## Zoom Webinar

[Zoom Webinar](#) is an add-on to the Zoom Meetings service that allows more formal webinar broadcasting and live-streaming outside of Zoom.

- ICERM sometimes uses Webinar for more formal events such as virtual public lectures.
- Webinar attendees will be in view-only mode but can still raise their hand to request microphone access or use chat to ask questions.
- Most ICERM Webinars are live-streamed on the [icerm.brown.edu](https://icerm.brown.edu) website via Panopto.

# Technical Comparison for Organizers

## Meetings

- Zoom Meetings allow all participants to see, chat, and collaborate with each other.
- All participants can control their own microphones, cameras, and screen sharing by default.
- These sessions can be recorded but not live streamed.

## Webinars

- During a webinar, participants are put into two categories: “panelists” and “attendees”.
- Panelists can use video, audio, and screen sharing just like in a normal Zoom meeting.
- Attendees have a “view-only” experience of the panel, but can also use audio with permission from the Webinar hosts for asking questions during talks.
- Attendees in Webinars can not see the participant list during sessions.
- Webinar also includes Q&A and Polls features.
- Q&A is a specific chat area for attendees to ask questions to panelists.
- Polls allow panelists and webinar hosts to poll the attendees to vote on questions/topics during the webinar.

# Zoom Meetings Guide

This guide contains ICERM's general guidelines and tips for workshop talks, classes, working groups, and meetings via Zoom Meetings. We recommend all Zoom participants read and follow these guidelines to ensure the best experience for all participants.

## General Zoom Info & Tips

- Zoom has apps for macOS, Windows, and Linux available for download on the Zoom.us website (<https://zoom.us/download/>). iOS and Android apps are also available on the App Store/Google Play Store. **Zoom will work best if you keep it up to date to the latest version, available through the download link.**
- Please join the Zoom sessions with your full name.
- We recommend using headphones to reduce the chance of echo, feedback, or other audio issues.
- Zoom can be bandwidth and resource-intensive for your computer. For best performance, we recommend a wired connection, if possible, and running as few other concurrent applications as possible while participating.
- We encourage users to add a profile photo to their Zoom account so that it will show up when you are speaking without a camera on.
- Zoom has a great user guide and knowledge base available at <https://support.zoom.us/>.

## Zoom Workshops at ICERM

- Workshop talks presented via Zoom are generally recorded and posted after the talk on ICERM's [video archive](#).
- Each workshop session will have a session chair. Session chairs introduce the speaker and moderate questions from the audience.
- Zoom Meetings with many participants can be very bandwidth intensive. We ask all attendees other than the presenters turn off their camera during talks to help conserve bandwidth.
- All attendees should keep their microphones muted when not talking to avoid any potential issues.

## Info for Speakers

- We strongly recommend using headphones to reduce the chance of echo, feedback, or other audio issues.
- You can use Zoom's Screen Sharing to share slides or other materials during your presentation. See the Screen Sharing section below for more information.
- We need your permission in order to publish your talk on our video archive. Please contact ICERM's program staff for any questions with speaker release forms.
- If you'd like to do a trial run before your talk, please email [support@icerm.brown.edu](mailto:support@icerm.brown.edu) and we can schedule a test session.
- To change your Zoom background: (on the browser) Click your profile picture, then click on Settings. (on the desktop app) Go to zoom, Preferences. In the left menu bar, click on the Virtual Background tab (if you don't see this tab, log in to the Zoom website, go to Settings and toggle on Virtual Background). In the Virtual Background tab, select one of Zoom's defaults or upload an image by clicking the + icon to upload from your computer.

## Info for Organizers and Session Chairs

- Session chairs for the virtual talks will introduce the speaker at the beginning of their talk and assist with moderating questions from the audience.
- Chairs will be made a co-host upon joining the Zoom meeting. This will allow you to control the microphones of the audience.
- At the beginning of each recorded session, please wait for ICERM IT staff to give the go-ahead before introducing the speaker to start their talk. This will ensure we have started recording.
- Controls for managing Zoom participants are available from the Participants tab in Zoom.
- Participants can use Zoom's "raise hand" feature or the chat window to ask a question or indicate they would like to speak. Session chairs should monitor for questions and notify the speaker when applicable.

## Screen Sharing

- Presenters can use Zoom's Screen Sharing to share slides or other materials during your presentation. To start screen sharing, click the green "Share Screen" button in the bottom toolbar of the meeting room, then follow the prompts to get it started.
- Zoom's guide on Screen Sharing is available here for more info. We encourage you to review this document before your presentation. <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->
- When sharing full-screen slides, make sure to select your entire desktop in Zoom's screen sharing window. If you select just the slides window, Zoom will not display properly when you go to full screen.
- Some operating systems require specifically allowing Screen Sharing in System Preferences.

# Lightning Talks

- During Lightning Talk sessions, ICERM staff concatenates all presenters' slides into a single slide deck.
- ICERM staff will screen share the slides to streamline transitions between each lightning talk presenter.
- Staff will advance to the next slide on cue from the presenter.

# Zoom Webinars Guide

This guide contains ICERM's general guidelines and tips for formal ICERM virtual talks delivered via Zoom Webinar. We ask that all participants, speakers, and session chairs read and follow these guidelines to ensure the best experience for all participants.

Zoom has apps for macOS, Windows, and Linux available for download on the Zoom.us website (<https://zoom.us/download/>). iOS and Android apps are also available on the App Store/Google Play Store. Once you have the app installed on your device, you can join the virtual talk session by clicking the Zoom link in the email you received from ICERM staff.

## For All Participants

- Please join the Zoom sessions with your full name. (Reimbursements and payments for workshop participants/speakers are limited to funded individuals that participate/speak in this virtual event.)
- Please keep your microphone muted. If you have a question, please use the “raise hand” feature or chat to notify the presenter. The presenter or co-host will un-mute your mic when they are ready for your question.
- Zoom can be bandwidth and resource-intensive for your computer. For best performance, we recommend a wired connection, if possible, and running as few other concurrent applications as possible while participating.
- We encourage users to add a profile photo to their Zoom account so that it will show up when you are speaking.
- Zoom has a great user guide and knowledgebase available at <https://support.zoom.us/>.
- Most Zoom sessions will be published after the end of the conference on our video archive.

## For Speakers

- Speakers will be made a panelist after joining the Zoom webinar. This will allow video and screen sharing.
- We strongly recommend using headphones to reduce the chance of echo, feedback, or other audio issues.
- You can use Zoom's Screen Sharing to share slides or other materials during your presentation. To start screen sharing, click the green “Share Screen” button in the bottom toolbar of the meeting room, then follow the prompts to get it started.



- Zoom's guide on Screen Sharing is available here for more info. We encourage you to review this document before your presentation. <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->
- When sharing full-screen slides, make sure to select your entire desktop in Zoom's screen sharing window. If you select just the slides window, Zoom will get confused when you go to full screen.
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- If you'd like to do a trial run before your talk, please email [support@icerm.brown.edu](mailto:support@icerm.brown.edu) and we can schedule a test session.

## For Session Chairs

- Session chairs for the virtual talks will introduce the speaker at the beginning of their talk and assist with moderating questions from the audience.
- Chairs will be made a panelist and co-host upon joining the Zoom webinar. This will allow you to control the microphones of the audience.
- At the beginning of each session, please wait for ICERM IT staff to give the go-ahead before introducing the speaker to start their talk. This will ensure we have started recording and live-streaming.
- Participants will use Zoom's "raise hand" feature to signal when they have a question or would like to speak. When the speaker is ready for the question, the chair can enable the "Allow Talking" for the participant, allowing them to un-mute their microphone to ask their question. When the discussion has finished, please re-mute the participant's microphone. These controls are available from the Participants tab in Zoom.
- We encourage session chairs to review Zoom's user guide on managing participants in a webinar before your session. <https://support.zoom.us/hc/en-us/articles/115004834466-Managing-Participants-in-Webinar>