

# RSA Virtual Conference 2022

## Orientation Session Notes & Video Summary

We're looking forward to seeing you at the virtual conference from Nov 30-Dec 3 2022!

These notes explain how to navigate the technology involved in the RSA's Virtual Conference, and summarize the video training that was held on November 16, 2022

A full one-hour recording is available at <https://www.rsa.org/page/RSAVirtual2022> under "Orientation Session: Watch Recording"

## Meeting App:

The RSA Virtual Conference 2022 is being organized through the Confex meeting app, which is an online platform you access via a browser on your computer.

*There is no downloadable phone app.*

Go to <https://www.rsa.org/page/RSAVirtual2022> and click on "**View the Conference Program**"

This is where you will find the full schedule for the conference, and where you will go to find the links for the zoom meetings for each conference session.

Check the upper left hand corner of the site, above the RSA banner:

If it shows a "Log In" graphic – click to do that first!

If it shows a circle with an initial in it, you're logged in!

Links to each session's zoom room will show up only if you are logged in, and will appear ~20 minutes before each session starts.

Logged in, but don't see the links? Refresh the page!

You can either view the schedule in Meeting Time Zone (EST) or you can click on "My Time" (next to the Log In button) and change to "My Time Zone" (your profile's time zone)

Does the schedule look odd? Double-check this setting.

Navigate the schedule by clicking on each day, and then on each panel individually for details.

Clicking the "plus" icon will add that panel to your schedule (calendar icon on the upper right)

Clicking the "star" icon will add that panel to your list of favorites (star icon on the upper right)

# Best Practices for Running a Session:

## Before the session starts:

Arrive 20 minutes early to be sure everything is working, to trouble-shoot technology! Practice your share screen etc. There will be several techs working to support the conference & help you.

### **Moderators: Ask Your Presenters:**

How to pronounce their name?

What are their pronouns?

Tell presenters how you will be keeping the session on time.

Christine suggests that the moderator unmutes and says out loud “you have two minutes left” instead of trying to flash a note at the screen or typing in the chat.

### **Overview the session’s sequence of events:**

In which order are presenters speaking?

How will you be taking questions?

For a larger room, text chat is smoother; for a smaller room, voice chat can work.

Use your discretion, but discuss it before the session so everyone knows what to expect.

## Zoom Tools & Pro Tips:

If you want captions, click the “Show Captions” button on the bottom bar in Zoom – if it’s not visible, click “More” and it should appear.

### **Microphone:**

If you click the caret next to the microphone, you can see which speaker you’re using, and which mic. (Most often, this runs into problems when you have wireless headphones across the room that are still turned on and connected.)

You can also switch to phone audio – this is hugely helpful if you are having internet connectivity issues. Call one of the listed phone numbers, and enter the meeting ID. You can skip the password and hit # several times, thanks to Confex (our tech provider)

### **Camera:**

If you want to use a virtual background, click the caret next to the camera, and select an image, or blur your background, as you see fit.

If your background image has writing on it, check to see that it doesn’t show up backwards! (If it does, check the “Mirror my video” box or ask the tech for help.)

**Participants Panel:**

You can re-name yourself by pulling up the Participants Panel, hovering over your name, and clicking “More” and then “Rename” – particularly handy if you’re using a department or family account, and want to display your own name.

Moderators, if you hear an odd noise, you can see whose mics are picking up noise in the Participants Panel (if the icon next to their name is not a red mic with a slash through it, they might be picking up sound!)

Christine suggests NOT using the “Mute All” option.

**Chat Panel:**

If you have a handout, click the “File” button and upload your handout directly into the chat. Note that those who join a meeting late cannot see the files uploaded before they join the session, so maybe don’t send all the handouts early!

You can save the chat to your personal computer.

Note that all your DMs save to the same file as the public chat. Strip those out before you share the chat with anyone else!

Check who you’re sending a chat message to! Zoom likes to send them to individual people, not “Everyone”

**Notes on Share Screen:**

Check which screen or program you are sharing!

Christine recommends you do not select your entire desktop/screen – select Powerpoint or whatever individual program you’re using for your presentation. (If you share your whole desktop, any pop-up notifications will be shared and recorded!)

Remember to select “share sound” at the bottom left if your presentation includes any audio other than your own voice.

**Advanced Share Screen Notes:**

If you have a video you are sharing as part of your presentation, it will automatically choose “share sound” and “optimize for video clip” – then you will select a video file.

If you will be sharing a video, *test this with a tech before hand in the 20 minutes beforehand*

**PowerPoint Display Options:**

If you have multiple monitors, check during the 20-minute pre-session tech support session to be sure you are sharing in full screen and are not sharing your presenter notes.

**If your internet is not strong:**

Turn off your own camera

Use a mobile phone for your audio (switch to phone audio)

Have someone else share your slides (just send them to someone else via the chat!)  
“Stop Incoming Video” – click in the upper righthand corner of zoom (where you see speaker/gallery view this is an option)

*Test your signal strength in the 20 minutes before the session, if at all possible!*

### **Presentation Tips:**

Put your notes near your webcam, so you’re looking “at” your audience

Check your lighting before the session: are you washed out? Backlit? Etc.

Check your background: if you have an adorable cat, a huge scenic window, a pet bird climbing a bookshelf. your audience might be quite distracted!

### **Q&A:**

If your panel goes long, you can stay and chat for 5-10 extra minutes until zoom kicks you out.

All panels will be available online until the end of the year/January 2023, so you can go back and watch panels you missed at your leisure.

Detailed recommendations for monitors and panel chairs will go out separately from this document.

Feel free to enter sessions (quietly!) if you want to move from one panel to another one mid-session.

If you are interested in chatting virtually, check out the Gather Town social space, sponsored by the University of Chicago and Ada Palmer.

Find out more about “Gather Town” under “Meeting Resources” on the left sidebar

Gather Town is outside the formal program and totally optional: a kind of online conference coffee break space.

## **Pre-Conference Tech Recommendations:**

### **2-3 days before:**

Go to <https://www.rsa.org/page/RSAVirtual2022> and click on “View the Conference Program” and check that you are absolutely certain you can log in.

Check the schedule for the conference and figure out when you are presenting, and which sessions you will be attending. Check time zones!

### **1-2 days before:**

Download the zoom desktop app. Make sure it is fully updated to the latest version!

### **Day of:**

Log into the RSA Virtual Conference Program, check the schedule

Plan to log into any session at which you are a presenter or moderator 20 minutes early!

Having trouble? Reach out to the RSA for assistance in advance!