

Zoom Webinar Instructions for Panelists & Hosts

The scope of this document is to provide instructions for Panelists and Hosts of live demonstrations during the 2021 virtual Junior Achievement JobSpark event in Central Indiana on September 21st & 22nd, 2021.

1. Each Cluster has a unique Zoom link, so please be sure to use the link for your Cluster only (i.e., don't share with friends from other Clusters!). These links will be shared with you in advance by JA.
2. At the time your live presentation is scheduled, please join via the Zoom link.
3. We recommend that Panelists and Hosts use the Zoom desktop application from a laptop or desktop computer (not an iPad or smart phone) to get full functionality.
4. If you don't already have the desktop application, you can download the latest version here: <https://support.zoom.us/hc/en-us/articles/201362233-Where-Do-I-Download-The-Latest-Version->
5. You can update how your name appears (First & Last or First, Last, Company) by clicking on your name, then "More" and "Rename" like this:



6. Your student attendees' names will not be visible to other attendees.

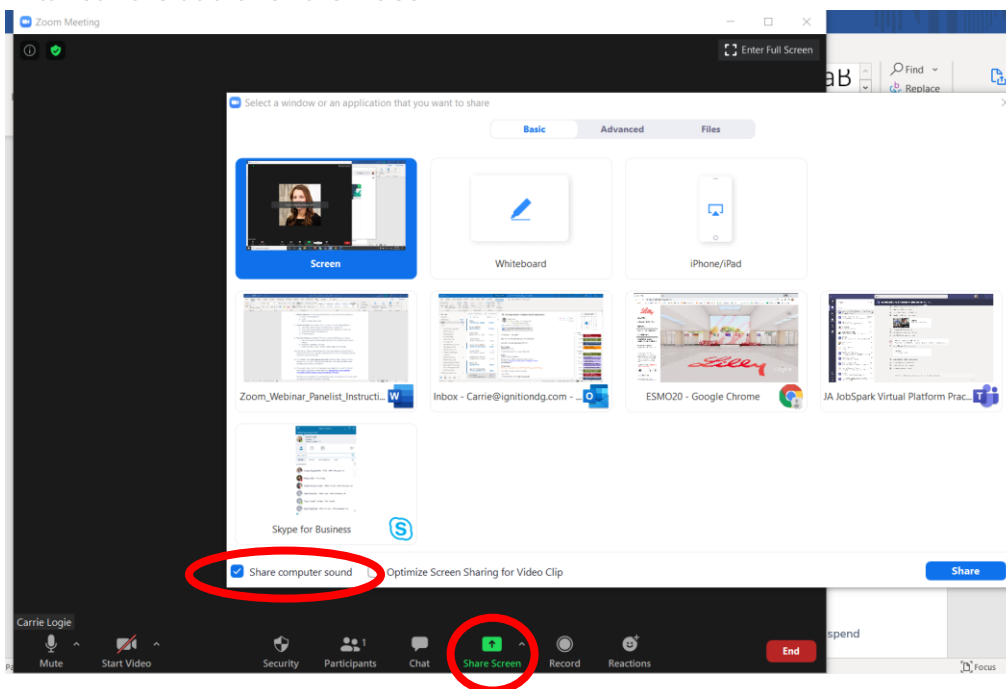
7. **Student attendees** will automatically NOT have access to the following features:
- Camera and microphone
 - Chat
 - Names of other participants

8. **Student attendees** automatically WILL have access to the following features:
- Your video feed (what you're showing from your webcam)
 - Your screen share (whatever you are playing – PPT slides, a video, etc.)
 - Q&A to send question directly to you
 - Polling questions

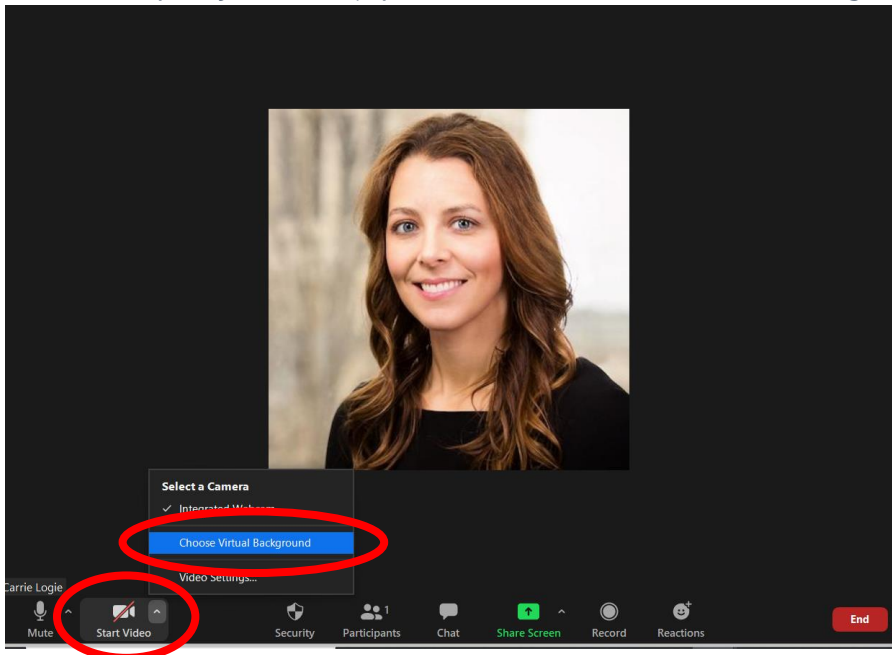
9. **Panelists & Hosts** automatically WILL have access to the following features:
- Your own webcam and microphone (please test these before your session begins!)
 - Questions submitted in the Q&A
 - Polling questions (**we need to set these up in advance!**)

*important note: You were set up as a panelist/host in advance **based on the email you gave JA** when you signed up for a live session through your cluster. Please make sure you login with this email during your session.

10. If you share a video or other file type with sound, please be sure to check the box “Share Computer Audio” when you're loading the file in Zoom so that your audience will hear the audio for the video:



11. If you are showing a video during your live session, we highly recommend that you download it onto your computer (instead of streaming off of the internet) for a better quality.
12. Please be sure to turn off or close any other applications currently running on your computer to ensure maximum internet bandwidth for your presentation. We also recommend silencing your cell phone, turning off desktop notifications for email, etc., in order to minimize distractions during your presentation
13. If you would like to change your background in Zoom (if you have a messy desk, or other people in the background wherever you are, or want to show off something relevant to your job sector!), you can do this in the “Video” settings:



You can select one of Zoom’s background images or use the JA/JA JobSpark background!

14. Your sessions will be automatically recorded in the cloud (video and screen share content only – the Q&A content or poll results are not recorded) and then made available within the JA JobSpark platform following the event.
15. Every Live Session will have a host from JA and a moderator to help relay student questions to the presenters.
16. If you have any questions, please email molly@jaindy.org.