



# Literary Undergraduate Research Conference

## Zoom Guide

February 25th, 2021

### **General Zoom Tips**

#### Registering for Zoom

How to sign up for a Zoom account, if you don't have one already:

- Go to Zoom.us and click the "Sign up, it's free" button
- Enter email address or select SSO, Google, or Facebook login
- Follow the instructions to create an account
  - Don't forget to activate your account with the email that Zoom will send you upon registration

Don't forget to sign in to your account and **download the latest version of Zoom** by hitting the "Download" button on the Zoom website.

- If you already have Zoom downloaded, **make sure it is up to date.**
  - You can update Zoom by going to the website and downloading the latest version.
  - You can check to see if your Zoom is up to date by opening the Zoom application, clicking on your profile, and then clicking "Check for Updates"
- You will at least need these versions in order to attend conference panels:
  - Desktop client or mobile app: version 5.3.0 or higher
  - ChromeOS: version 5.0.0 (4241.1207) or higher

#### Registering for the Conference

Links to the registration form for the Literary Undergraduate Research Conference will be at the [LURE website](#) or [UWG English website](#).

- Click on the [link](#) to register.
- Fill in the blanks with your information
- Click the “Register” button

An email will be sent to the email address you registered with. This email will include information about the meeting as well as links and meeting codes through which you can join the meeting on 2/25.

## Joining a Meeting

There are two ways to join the Zoom meeting on Thursday, 2/25: by the links in the email or through the Zoom application.

- To join the meeting from **email**, click the Meeting link in the registration email
  - You should receive a prompt asking you to either download or launch Zoom on your device
    - If you receive a “Waiting for host to start this meeting” message, all you have to do is wait for the host to start
    - You can test your computer audio while you wait
  - The meeting should then launch
- To join a meeting from the Zoom **application**, open the application and select the meeting
  - The meeting should be under the “Upcoming” tab
  - If it isn't there, you can also simply copy and paste the meeting code.

You can join the meeting with or without video. Upon joining the meeting, you will need to give Zoom access to your device’s microphone

- Click the “Join Audio” button on the bottom left corner of the application
- Click “Join with Computer Audio”
- Click the upward arrow to the right of the “Mute/Unmute Microphone” button to select the microphone and speakers you want to use

## Test Your Audio and Video in a Meeting

**Upon first joining the meeting, you will be muted.** Please remain muted until the Q&A sessions. However, you can still test your audio.

- First click on the upward arrow to the right of the mute/unmute microphone button in the bottom left corner of the application
- Then click “Test Speaker and Microphone”
  - You can also click “Audio Settings” and configure your settings from there
- Follow the prompts to finish testing your audio settings.

As a general attendee, video is optional but encouraged. Testing your video camera is as simple as turning it on. You can adjust the settings or select a webcam by clicking the upward arrow to the right of the “Start/Stop Video” button and clicking “Video Settings.”

## **Session-specific Information**

### Plenary Speakers

Plenary speakers will be in the main Zoom room. They will occur between panel sessions. All you have to do is leave the breakout rooms and return to the main meeting.

Speakers:

- Sarah H. Haught — 12:30-1:45
- Brandi K. Adams, PhD — 2:00-3:15

Please remain muted unless asked to do otherwise.

### Breakout Rooms

Panels will take place in breakout rooms of the same name, which you will be able to join freely.

- You can join breakout rooms by clicking on the button in the toolbar across the bottom of the screen titled “Breakout Rooms”
- Select the panel you would like to attend by clicking “Join” or the number next to that room
  - **Make sure that your Zoom application is up to date in order to use the breakout rooms.**
    - Desktop client or mobile app: version 5.3.0 or higher
    - ChromeOS: version 5.0.0 (4241.1207) or higher
- In order to leave the breakout room to return to the main meeting for the plenary speakers, simply click “Leave Breakout Room” and then choose to return to meeting

Panels:

- 11:00-12:15
  - Gender in Pop Culture and Theory
  - Games as Literature: Social Justice at Play
  - The Politics of Narrative
- 3:30-4:45
  - The Southern Gothic and Persistent Misfits

- African American Protest Music and Literature
- Early Modern Identity Formation
- Gender and Performance

Reminder to remain muted unless it is time for Q&A.

## Chat and Q&A

Attendees are welcome to use chat to ask questions. Please be respectful of the presenters and save questions for the Q&A.

- Click the “Chat” button to open the chat window
- Moderators will announce when it is time for Q&A
  - If you have a question, let the moderator know in the chat. They will let you know when you can unmute and ask your question

## **Moderator and Presenter Information**

### Sessions

Presenters and moderators need to be in their breakout rooms for their panels at least 5 minutes before the session time.

- Moderators will be made Zoom co-hosts prior to their session.
- Moderators need to ask the presenters in their session if they will be sharing a screen. If so, such presenters will need to be made *temporary* co-hosts.

### Sharing and Removing Co-host Status

You can make a presenter a co-host from either their video or the participants window.

- To do it from their video:
  - Hover over that presenter's video
  - Click the “More” button in the corner of their video
  - Click “Make Co-Host”
- To do it from the participants window:
  - Click on Manage Participants in the meeting controls at the bottom of the Zoom window.
  - Hover over the name of the presenter and choose “More”
  - Click “Make Co-Host”

- Follow the same steps to remove Co-host status when the presenter has finished their presentation.

## Screen Sharing

Presenters are welcome to share their screen to share graphics, powerpoints, or allow viewers to read along with the presentation. To share your screen once you have been made Co-host,

- Open the PowerPoint or other presentation aid
- Click on the green “Share Screen” at the bottom of the window
- Select the screen that contains your presentation
  - If your presentation contains audio, click the “Share computer sound” box in the bottom left corner of the popup window.
  - The “Share computer sound” button can also be found in the “More” dropdown menu at the top right of the screenshare toolbar *after* you begin sharing
- When you are ready, hit “Share” in the bottom right corner of the popup window
- Hit the red “Stop Share” button near the top center of your screen when you are ready to stop your presentation
  - You can also select “Pause Share” if you need to pause
  - To change content, hit the “New Share” button

## **Additional Help**

### Contact Information

Zoom has a variety of excellent how-to guides here:

<https://support.zoom.us/hc/en-us/articles/206175806>

If you have any questions or confusion about Zoom or the Conference, feel free to contact:

- Dr. Leah Haught — [lhaught@westga.edu](mailto:lhaught@westga.edu)
- LURe Journal — [lurejournal@gmail.com](mailto:lurejournal@gmail.com)
- Sonora Lanham — [slanham1@my.westga.edu](mailto:slanham1@my.westga.edu)
- Kari Wood — [kwood18@my.westga.edu](mailto:kwood18@my.westga.edu)

You can also tweet at us with #LURCOnline!