



**Global Conference on Sustainability in Higher Education**  
*presents*

**Support for Live, Simulive  
and Networking &  
Discussion Groups**

# Agenda for Today

- Updates
- Plan your Session Layout
- Zoom & the Hubb
- Simulive Sessions
- Live Sessions
- Live Networking & Discussion Groups
- Roles & Responsibilities
- Breakout Rooms
- Polling
- Webcam Layouts
- Other Zoom Controls
- Next Steps
- Questions

# Updates

# Presenter Toolkit & Recordings

[aashe.org/conference/program/presenter-details/](https://aashe.org/conference/program/presenter-details/)

**GCSHE Presenter Q&A – watch on-demand**



New Session Types & Deadlines - G...  
Global Conference on Sustainability in Higher Education presents  
New Session Types & Deadlines Q&A

Watch later Share

New Session Types Q&A – Slides



Recording Your Session - GCSHE Pr...  
Global Conference on Sustainability in Higher Education presents  
How to Record your presentation

Watch later Share

How To Record Q&A – Slides

**Upcoming Sessions**

Have additional questions? [Register](#) for an upcoming session:

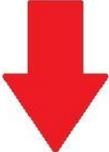
- [Support for Live, Simulive and Networking & Discussion Groups](#) - Aug. 20 @ 2:00 p.m. ET
- General Q&A - Sept. 1 @ 2:00 p.m. ET
- General Q&A - Sept. 10 @ 2:00 p.m. ET

All presentations will be recorded and available for on-demand viewing a few days after the live session.

**Additional Resources**

**Call for Proposals**  
Find all the pertinent details related to the Call for Proposals process for GCSHE including frequently asked questions.  
[Read More](#) →

**Presenter Toolkit**  
Find all the relevant details to ensure your virtual presentation goes off without a hitch!  
[Get Started](#) →



# Upcoming Presenter Q&A Sessions

To register for one or all of these sessions, or to view on-demand, please visit <https://www.aashe.org/conference/program/presenter-details/>

| Topic       | Date            | Time      |
|-------------|-----------------|-----------|
| General Q&A | Tues. Sept. 1   | 2:00PM ET |
| General Q&A | Thurs. Sept. 10 | 2:00PM ET |

In addition, on-demand videos and instructions on updating and uploading information to the Hubb will be available within the next few weeks.

# Become a Host Institution

- Unlimited registration passes for everyone with your institution's email IP or email address.
- 30 days of access and exposure for all registrants!
- Dedicated virtual space to showcase your branded promotional videos, white papers, documents and links.
- Live group chat with attendees to conduct private discussions with peers, partners, and prospective students.
- Verbal recognition during the Official Conference Opening.
- Logo recognition in conference promotional materials including website, welcome address slides and social media.
- Press release template highlighting your involvement as a sponsor.
- Available to AASHE member campuses only.

**4-year Campuses = \$4,500**

**2-year Campuses = \$3,000**

# Presenter Deadlines



**Friday,  
July 31, 2020**

Small changes may be made to your session in AI up until this date. After this date, small changes will need to be made in Hubb.

**Tuesday,  
Sept. 15, 2020**

Use the presenter link provided in your acceptance email. Presenter discount will be automatically applied at checkout.

Additional discount codes cannot be used. Presenter discounts are already at the maximum discount offered.

October 2, 2020 for Emerging Issues presenters.

**Tuesday,  
Sept. 15, 2020**

Finalized recordings will need to be uploaded into Hubb.

October 2, 2020 for Emerging Issues presentations.

**Thursday,  
Oct. 1, 2020**

Substitutions are available for presenters only.

**Thursday,  
Oct. 1, 2020**

A 20% administrative fee will be deducted.

# Plan your Session Layout

# How are you going to fill your time?

- Layout your session elements and timeline in advance.

| Activity  | Timing (minutes) |
|---|------------------|
| Play pre-recording  | 15               |
| Icebreakers & Intros – Paired networking (breakouts of 2-4) | 5                |
| Discussion Prompt (with poll)                               | 3                |
| Groupwork & Discussion (breakouts of 3-5)                   | 10               |
| Report-out (via chat) & Audience-driven Q&A forum           | 5                |
| Closings  | 2                |
|   | <b>40</b>        |

# Tips & Tricks

- Be realistic with time - less is more.
- Plan to do a zoom rehearsal and practice your planned activities and make sure you stay on time.
  - Consider using a second device and join the rehearsal as an attendee
- Check [this resource](#) for how to approach online activities and different ways to conduct them.

# Zoom & the Hubb

# Logging into Zoom

- Presenters and attendees will log in to a normal Zoom session, which will open in a new window.
  - All normal Zoom functionality will be enabled.
- For presenters, the Zoom information will be provided in the Hubb under their session information.
  - Host role will be determined by who logs in first.
  - Zoom sessions details will be assigned in the Hubb closer to the event.
- You can login via:
  - **Zoom Client for Meeting (desktop app)** - <https://zoom.us/download>
  - Zoom Web Portal

# Attendee Experience

- Attendees will see a link in the session saying “Join the Virtual Meeting Room.” When they click this link, it will open a new Zoom window for them.
- Default settings have a Waiting Room set up, so the Hosts will have to admit people when they’re ready.
- Chat and questions can be asked in both the Hubb platform (likely before the Zoom room starts) and in the Zoom room. For Simulive sessions, please be sure to carry over any unanswered questions from the Hubb if doing live Q&A.

# Default Settings for Zoom Rooms

- Waiting Room enabled
  - No passwords required
- Mute participants upon entry
- Participant video on
- Polls enabled (optional)
- Breakout rooms enabled (optional)
- Record the meeting automatically

# Simulive Sessions

# Simulive Sessions

- Be sure to login a few minutes before your session start time and make sure you are all set up in Zoom.
- You will not need to do anything for your pre-recorded session to play in the Hubb. Attendees will push play to start the recording.
- Watch the recording in the Hubb so you will know when your pre-recorded content has ended (and thus when Attendees are likely to start joining your Zoom room).
- Engage with Chat to answer questions or encourage discussions with attendees.
- When the recording ends, switch back over to the Zoom room and start admitting people from the Waiting Room. Allow a minute or two for people who may have started the recording a bit late.

# End of the Recording

## - Simulive Sessions

- Before ending your recording, give some context around what happens next.
  - Are you doing a live Q&A or breakout rooms?
  - Instruct attendees to click the “**Join the Virtual Meeting Room**” link just to the left of the video screen.
  - Say something like
    - “Click on the ‘Join the Virtual Meeting Room’ link just to the left of the video screen to join us for a live Q&A session where we’ll answer your questions” **or**
    - “Click on the ‘Join the Virtual Meeting Room’ link just to the left of the video screen to join us for breakout groups to discuss these topics with other attendees”

# Live Sessions

# Live Sessions

- If you are planning to do a fully live session with no pre-recorded content, let us know at [conference@aaashe.org](mailto:conference@aaashe.org).
- Let us know so that we can make sure your session provides instructions in the description to make sure attendees know to access the Zoom room.
- All other functionality will remain the same.
- You can still share pre-recorded video content in a live session by screen sharing and playing the video.

# Live Networking & Discussion Groups

# Live Networking & Discussion Groups

- We will create these Networking & Discussion sessions on your behalf.
- These Live Networking & Discussion Groups will appear on the Calendar schedule for all attendees to see.
- You will have full Zoom functionality, but will not have as much time to set up your breakouts, polls, etc as a regular session.
- You must adhere to your start and stop time. These are open rooms, so there may be a group before or immediately after your session.
- More information to come.

# Roles & Responsibilities

# Roles in a Zoom Call

- **Host:** They have full permissions to manage the meeting, as well as add Co-Hosts and Alternative Hosts. There can only be one host of a meeting. Host will default to first person to sign into the Zoom room.
- **Co-hosts:** Shares most of the controls that hosts have, allowing the co-host to manage the administrative side of the meeting, such as managing attendees. The host must assign a co-host during the meeting. Co-hosts cannot start a meeting. If a host needs someone else to start the meeting, they can assign an alternative host.
  - **Co-hosts cannot be assigned ahead of time.** The host has to promote a participant to co-host.
- **Alternative hosts:** Shares the same controls as co-hosts, but can also start the meeting. Hosts can assign alternative hosts ahead of time when they schedule a meeting.

# Roles in a Zoom Call

- **All Hosts, Co-Hosts, and Alternate Hosts can do the following in Zoom:**
  - Admit people from Waiting Room
  - Share screen
  - Chat with participants
  - Launch pre-created polls
  - Mute or unmute participants
  - Spotlight a video
  - Mute controls for participants (ask to mute, mute all, mute on entry)

# Who Is Your Host?

- Things only a host can do in Zoom:
  - Create or edit polls
  - Start meeting
  - End meeting
  - Promote participant to host or co-host
  - Assign participants to breakout rooms

# Plan for the Worst

- Have a co-host
- Use hardwired internet
- Have a backup place to present
- Restart your computer
- Log on early

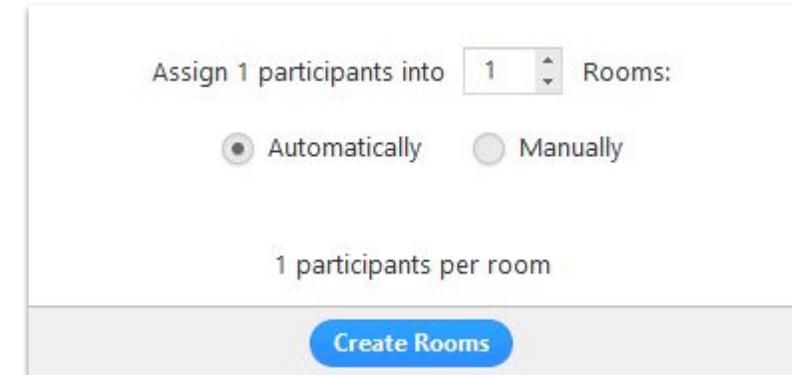
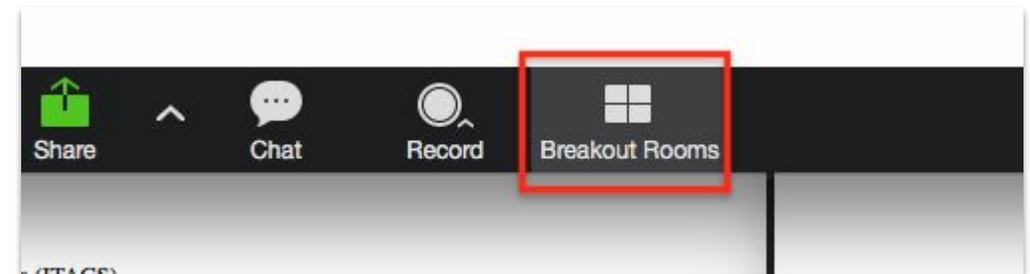
# AASHE Staff Support

- We are planning to have an AASHE staff person in each session as an emergency back up. They will be named “AASHE Support.”
- We will not be able to run the session for you, but if you run into trouble, you can reach out to them for assistance or make them a Co-Host.
- At the start of the Zoom session, you can proactively make “AASHE Support” a Co-Host.
  - AASHE Support will need to be admitted from the Waiting Room like the rest of the participants.
  - Instructions on how to do this provided on Slide 43.

# Breakout Rooms

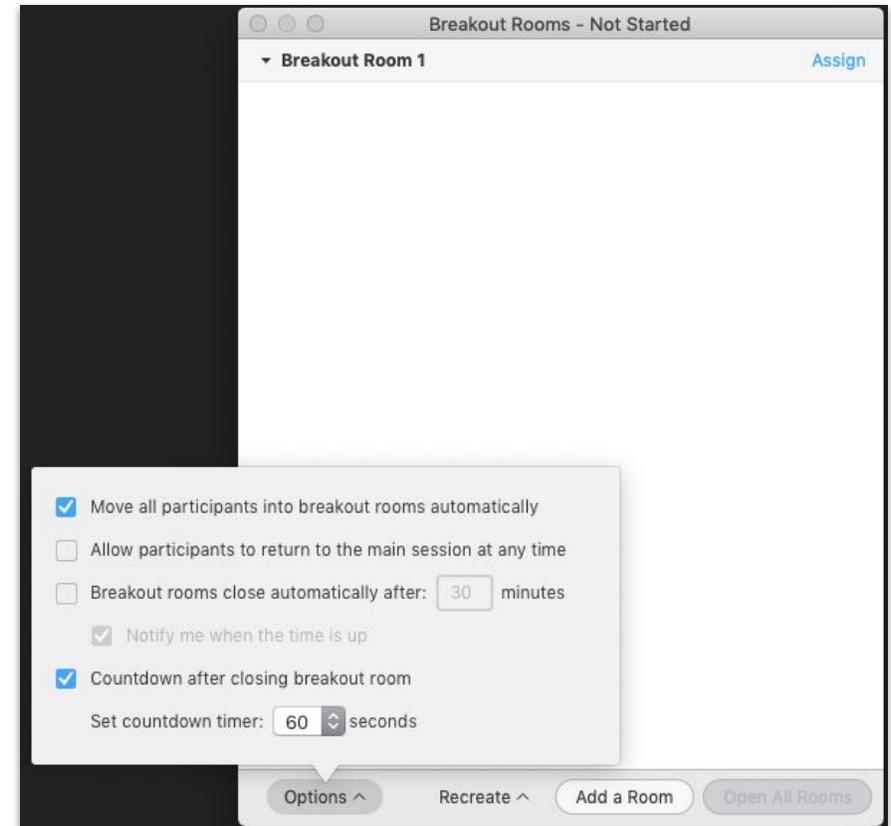
# Creating Breakout Rooms

- Only the Host can kick off breakout rooms.
- You can either create Breakout Room parameters in:
  - Zoom Web Portal
  - Zoom Client for Meeting (desktop app)
  - In the Zoom room itself
- Select the number of rooms you would like to create.
- Leave it set to Automatically.
- Click Create Breakout Rooms.
- Your rooms will be created, but will not start automatically.

A screenshot of the Zoom Breakout Rooms configuration dialog box. The dialog is white with a light grey border. It contains the following elements: the text 'Assign 1 participants into' followed by a dropdown menu showing '1', the text 'Rooms:', two radio buttons labeled 'Automatically' (which is selected) and 'Manually', the text '1 participants per room', and a blue button at the bottom labeled 'Create Rooms'.

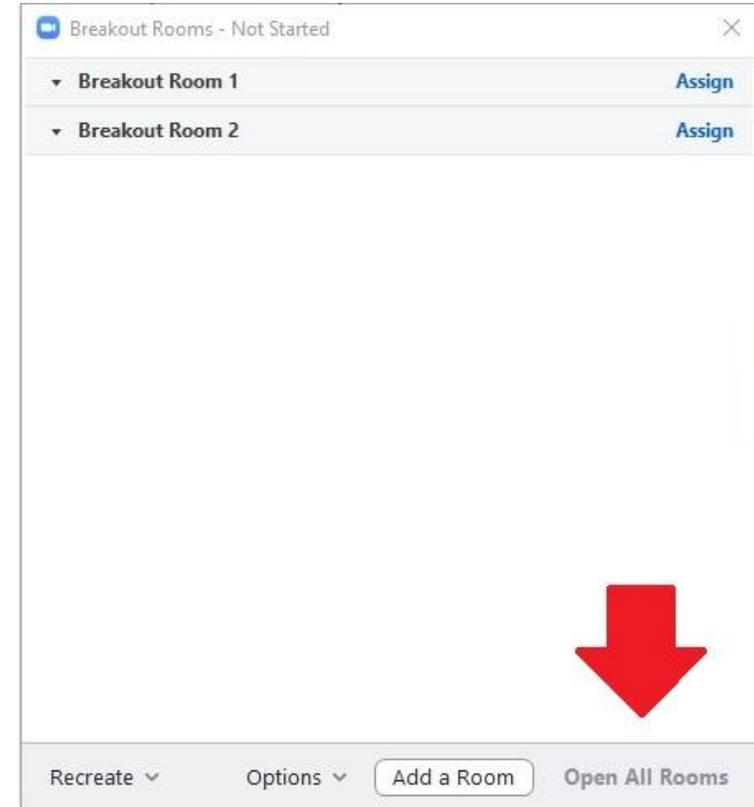
# Options for Breakout Rooms

- Click Options to view additional breakout rooms options.
- Check “Move all participants into breakout rooms automatically.”
- Check “Allow participants to return to the main session at any time.”
- Check “Allow participants to return to the main session at any time.”
- Select the amount of time you want the Breakouts to go on - be mindful of how much time remains for your session.
  - Input the time into “Breakout rooms close automatically after x minutes:”
- Check “Countdown after closing breakout rooms.”



# Opening Breakout Rooms

- Confirm the rooms and options are as you want them.
- Click “Open All Rooms”
- All participants will be moved to their respective rooms after confirming the prompt to join the breakout room.
- The host will be left in the main meeting until manually joining one of the rooms. Co-hosts and alternate hosts will be automatically assigned as participants.
- The host can also broadcast a message to all breakout rooms to share information or prompts with all participants.



# Polling

# Setting Up Your Poll

- Must be signed in as the Host
- You can set up polls in advance in either:
  - Zoom Web Portal
  - Zoom Client for Meeting (desktop app)
- You can only have single or multiple choice answers
  - No open text fields are allowed

Add a Poll

Enter a title for this poll.

Anonymous?

1. Type your question here.

Single Choice  Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

Delete

+ Add a Question

Save Cancel

Delete this Meeting Save as a Meeting Template Edit this Meeting Start this Meeting

You have not created any poll yet. Add

# Launching Your Poll

- Start the scheduled Zoom meeting that has polling enabled.
- Click Polls in the meeting controls.
- Select the poll you would like to launch.
- Click Launch Poll.
- Co-hosts can launch polls, but they cannot see the results.
- The participants in the meeting will now be prompted to answer the polling questions.
- The Host will be able to see the results live.
- Once you would like to stop the poll, click End Poll.

Polling Questions in Progress 00:00:19

Attendees are now viewing questions 1 of 1 voted

1. What is your favorite color?

|       |          |
|-------|----------|
| Red   | (0) 0%   |
| Green | (0) 0%   |
| Blue  | (1) 100% |

End Poll

# Sharing Your Poll

- To share the results to the participants in the meeting, click Share Results.
- Click Stop Sharing when you are done.

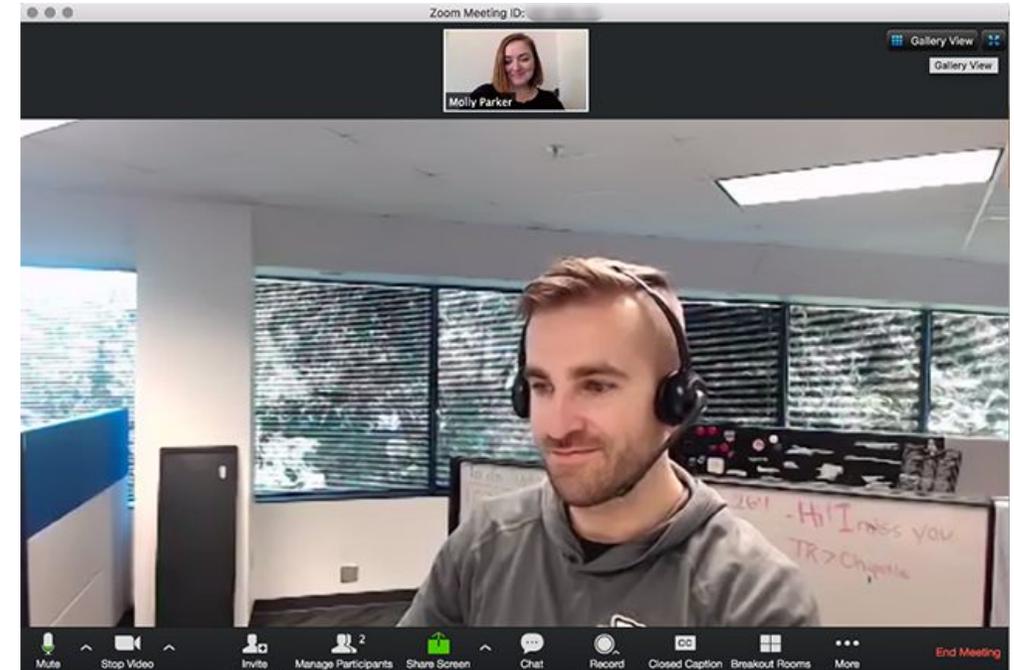
The screenshot displays a poll interface with a dark header bar containing the title 'Polling 1: Polling Questions' and an 'Edit' link. Below the header, a status bar indicates 'Poll closed' and '1 voted'. The main content area shows the question '1. What is your favorite color?' followed by three options: 'Red' (0 votes, 0%), 'Green' (0 votes, 0%), and 'Blue' (1 vote, 100%). The 'Blue' option is highlighted with a thick orange bar. At the bottom, there are two buttons: 'Share Results' (highlighted with a red box) and 'Re-Launch Polling 1'.

| Polling 1: Polling Questions    |     | Edit    |
|---------------------------------|-----|---------|
| Poll closed                     |     | 1 voted |
| 1. What is your favorite color? |     |         |
| Red                             | (0) | 0%      |
| Green                           | (0) | 0%      |
| Blue                            | (1) | 100%    |

# Webcam Layouts

# Active Speaker View

- Zoom's default video layout is called "Active Speaker" and shows the person speaking in the main (large) window, while the rest of the participants are listed above it.
- Since we are asking presenters to sign in early, they should up first (next to their own webcam).
- You cannot control which view the audience uses, but you can recommend if it is important to your Zoom session.



# Gallery View

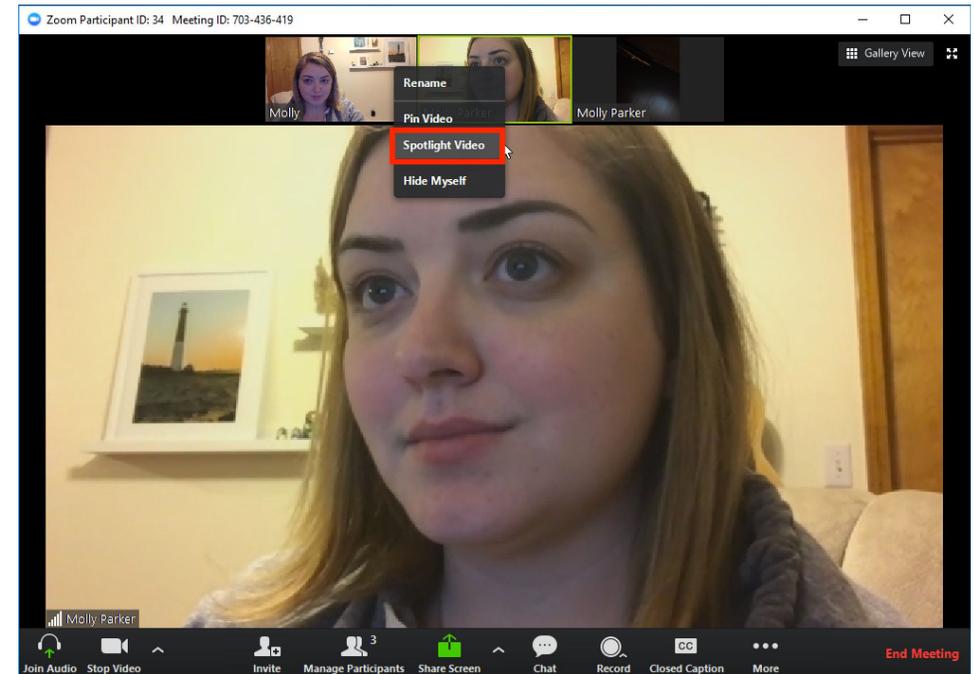
- Attendees can toggle to Gallery View by clicking on “Speaker View” in the upper right hand corner
- Gallery View will show all participants on the call
- The order of this view is:
  - Individual participants video first,
  - then any designated “Spotlight Video,”
  - then attendees with webcams turned on, then
- You cannot control which view the audience uses, but you can recommend if it is important to your Zoom session.



# Spotlight Video

To ensure that the participants are seeing the speaker on their screen, you'll want to Spotlight Video. Spotlight Video can only highlight one presenter at a time.

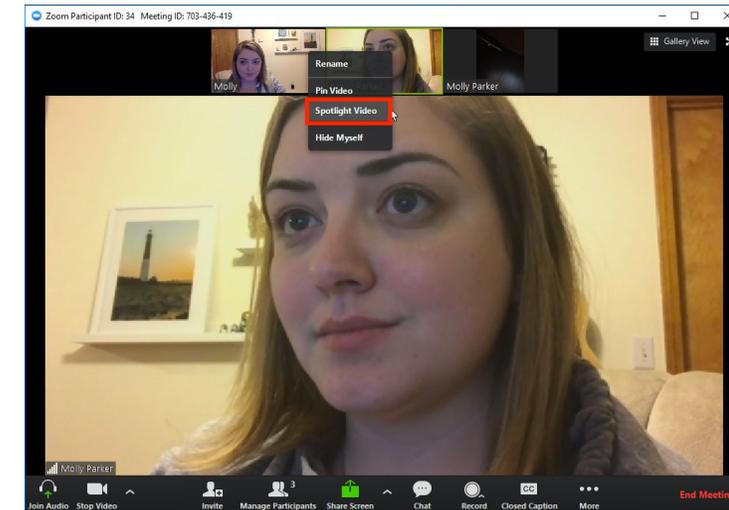
- Hover over the video of the participant you want to spotlight and click, which will drop down a menu.
- From the menu, choose Spotlight Video.
- To cancel a Spotlight, click Cancel the Spotlight Video in the upper-left corner.
- To change to another participant, click on their video and do the same thing as above.



# Spotlight Video

Spotlight Video will display differently based upon whether the attendee has Speaker View or Gallery View enabled.

- In Speaker View, the Spotlight Video selection will appear like the top image (with the Spotlitged Video in the large view).
- In Gallery View, the Spotlight Video will appear on the first page in a top spot.



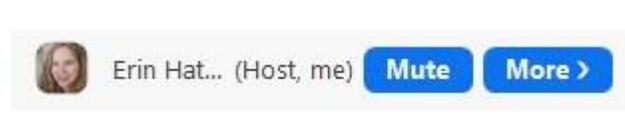
# Other Zoom Controls

# Muting Participants

- All participants will begin muted upon entry
- If a participant unmutes, you can manually mute them again:
  - Double click on the Participants button in your Zoom toolbar. This will pop up a list of current participants.
  - Find the person in the list who is unmuted. Their icon will look like this:



- Hover over the name and you'll see a blue button to mute them.



# AASHE Assistance

- If someone is not being respectful in the discussion, please request assistance from your AASHE representative.
- You can make AASHE Support a Co-host to help manage/remove participants from the session:
  - Hover over AASHE Support's video:
    - Click the more icon 
    - Click **Make Co-Host**.
  - Using the participants window:
    - Click on Manage Participants in the meeting controls at the bottom of the Zoom window. 
    - Hover over the AASHE participant (their name will be "AASHE"), and choose **More**.
    - Click **Make Co-Host**.

# Next Steps

# Additional Resources

[aashe.org/conference/program/presenter-details/](https://aashe.org/conference/program/presenter-details/)

**Virtual Conference**

- Registration
- Program
- Schedule-At-A-Glance
- Session Types
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**Virtual Conference**

Presenter Details for the  
Global Conference on Sustainability in Higher Education  
October 20 - 22, 2020

This event wouldn't be possible without our slate of talented presenters. Thank you for helping to make GCSHE the MUST ATTEND event of the year!

### GCSHE Presenter Q&A – June 29, 2020

GCSHE Presenter Q&A - June 29, 2020

**GCSHE Presenter Q&A Sessions**

2020  
Erin Hathaway & Dalta Serghi

For your convenience, we are including the slides from the June 29, 2020 video.

[Download the Slides](#)

### Additional Resources

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| Topic       | Date            | Time      |
|-------------|-----------------|-----------|
| General Q&A | Tues. Sept. 1   | 2:00PM ET |
| General Q&A | Thurs. Sept. 10 | 2:00PM ET |

# Coming Soon

- Uploading your pre-recording into the Hubb
  - Coming soon! We will email you with step-by-step instructions and a link to on-demand videos.

# Questions?

Or email us at [conference@aaashe.org](mailto:conference@aaashe.org)

# Chat Questions and Answers

Support for Live, Simulive and Networking & Discussion Groups

## General Questions

**What is the latest at which we might get access to our room?**

Simulive/Live Sessions should have that information no more than a few weeks before the conference (by early October). For the Networking & Live Discussion Groups, that might be just a few days before the conference.

**For institutions that are sponsors, when will we receive the code to enable us to register free of charge?**

You will receive the code once payment is received. Contact us at [conference@ashe.org](mailto:conference@ashe.org) if more clarification is needed.

**Is there a zoom setting to enable sound be played on the attendees computer, when a video is played?**

Yes, that should be possible. See

<https://support.zoom.us/hc/en-us/articles/201362643-Sharing-Computer-Sound-During-Screen-Sharing>

**If we use Zoom through our institution, do we 1) log in via that portal and then enter the AASHE meeting #, or 2) join Zoom within AASHE's conference hub?**

The login will be through the Hubb. The login details for zoom will show up in your presenter portal in the Hubb, but this is not yet available. These logins and links will be available 3-5 weeks ahead of the conference.

**Are we setting up these things ahead of time or not until we are live in the session?**

For live/simulive sessions you can set up these in advance. For Networking & Discussion Groups, the window to set them up is a bit shorter right before the session

## Managing Participants

**Can we let everyone into the zoom room at once or do they need to be admitted individually?**

You can admit all at once, but if people join later, they will need to be admitted separately.

**How is AASHE going to prevent "Zoombombing" and what should we do, if it happens?**

We are not expecting anyone that has not registered for the conference to have access to the zoom meeting. However, if anything happened, the AASHE support person is in the meeting to handle that issue

**If someone dials in, can you mute them?**

Yes, you can mute individual attendees or all at once. All non-host participants will begin the session muted.

**Can participants share screens? Can we turn that on and off?**

Under "Share Screen" Advanced Sharing Options, you can select if just the Host or all Participants can share. The Host can change that during the session as needed.

## Polling

**Are you OK with using other polling applications during our session (e.g., sli.do and/or poll everywhere?)**

Yes, that is not an issue.

## Breakout Rooms

**Can participants choose their own break-out room and/or move between rooms on their own?,Or does the host have to assign/move participants?**

Participants cannot choose their own breakout. This is a functionality that zoom does not offer.

**Co-hosts can choose a breakout room themselves, correct? (If we wanted one host per room?)**

Hosts can join any breakout room. Co-hosts will need to join the one they're assigned to initially, but then they can opt to change to a different breakout room. Or, after creating the rooms, Hosts can reassign participants to specific rooms.

**If people join the meeting late during breakouts, how will they be assigned to a breakout room?**

They will not be assigned automatically to a room. However, the Host will have to let them in from the waiting room so you will know there is a person who needs to be let into the main room and from there into a breakout room.

**We wanted to assign a facilitator to each breakout room, is there a way to manually add/remove people?**

After creating the rooms you can reassign participants to specific rooms. This is how you send Co-Hosts and the Host to a specific room

**Is there a reason why we should not have participants added "Manually" to the breakout room?**

We will not be able to provide data in advance on who has signed up for your session or people may have joined at the last minute. If you have a large number of participants, assigning manually may take more time than you have available.

**Can co-hosts assign people to break-outs? or can only the host do that?**

Only the host can do that.

**For simulative sessions, the session will start with the pre-recorded video ... we won't be able to do a live welcome on the front end, correct?**

No, the recorded video will be the first thing the attendees see. Include your welcome within your recording and at the end, guide attendees to join the Virtual Meeting Room for whatever engagement elements you plan.

**What's the best way to mix people up, if we want them to be in several different breakout rooms during the session? (push everyone to the main room and re-break them out?)**

Yes, this is possible. Please see the section in this article around "Preparing breakout rooms" for more details.

<https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms>

## Networking & Discussion Groups

### **Have days and times for the networking sessions been determined yet?**

Yes, they have, however, they are not final. You can check your session times in the Session Management Site at <https://ww4.aievolution.com/ash2001/>

### **So, who will be Host of a Live Networking session? Two of us are running the session. Is it the one who logs in first?**

Yes, that's correct. The first presenter logging will be the host. They can assign their co-presenters as Alternative Hosts ahead of time in the Meeting Set Up or can add Co-Hosts in the meeting room itself. If need be, they can reassign the Host role to another participant.

### **Will participants be asked to pre-register for networking events (so we can get a sense of how many people may attend and then how many break-out rooms we may want to plan for)?**

People will not pre-register for any session, including networking events.

### **What if someone (previous presenter) is already in a Networking & Discussion Group Zoom Room when I go there to be host? How do I become host?**

We will do our best to build in a buffer window of time so people will not be in the Zoom Room immediately before your Networking & Discussion Group session. However, if someone is in your room when you arrive, just ask them to make you Host and depart.

### **Will there be a way to view participants somehow to connect with people easily in networking and discussion groups if we want to make sure people can exchange contact information?**

Yes! The Hubb has a Community tab that will list all of the people attending the conference (assuming everyone maintains their Privacy settings to show up in the Community). We will ask participants, as a best practice, to make sure their Zoom name is their real name and institution to encourage those connections. Attendees will also have the opportunity to set up meetings 1-1 or in small groups in the platform to continue conversations.