

## BC Habitat Monitoring Web Series

(<https://quadracentre.org/meetings/bc-habitat-workshop-series>)

### ZOOM Webinar Guidance

There may be some glitches with technology, and some participants attending from home may be juggling multiple pressures and distractions. If participants hear a child talking in the background, or a dog bark — that's par for the course. So, when things do not go according to plan, **please be patient** with our fellow participants and read on to find out how we can all support each other for a successful meeting.

#### Things we all can do to help us maximize the quality of our remote web series:

- **Please sign in using your computer and computer audio if possible** as this will allow you to easily see the visuals being displayed and use features such as mute and chat. If this is not possible or your bandwidth is limited, a phone number will be provided with the Zoom link. If you call in for audio and use the computer for visuals, please connect your phone with your computer presence (information for how to do this is provided at <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>).
- **Note that participants will start the meeting with audio and video turned off by** to help reduce bandwidth issues for remote participants on slow web connections, especially because we expect many people to attend each meeting.
- **If you unmute to speak, please mute yourself again when not speaking** (microphones pick up a surprising amount of background noise).
- **Please show your first and last name.** To edit how your name appears, after entering the Zoom meeting, click on the “Participants” button at the top of the Zoom window. Next, hover your mouse over your name in the “Participants” list on the right side of the Zoom window. Click on “Rename” to update to First and Last name (organization). E.g. Margot Hessing-Lewis (Hakai).
- **We invite you to share your video camera when speaking if you are comfortable doing so.** If you experience bandwidth issues, we recommend that you stop video sharing. During presentations, if you are in gallery view of the shared videos, click the top right and change to Speaker View to see the presentation and speaker video only. If you want to update your background (Zoom has several background options) information on how to do this can be found at [https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background#h\\_72079fb4-b9b6-4212-a265-5f1f50d3174e](https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background#h_72079fb4-b9b6-4212-a265-5f1f50d3174e).
- During presentations, **please use the Zoom chat feature to pose questions or offer comments throughout.** Information about how to use Zoom chat can be found at <https://support.zoom.us/hc/en-us/articles/203650445-In-meeting-chat>.
- We may use a mix of **Zoom chat, Mentimeter, Google docs/sheets and/or other tools** for elicitation of input or information during a webinar. Please see below (next page) for details about using Mentimeter and Google docs.
- We will have planned times for **discussion during which anyone will be invited to speak.** During these time, if you want to speak please **raise your hand first** and unmute yourself when called on.
- We will also have times where we use **Zoom breakout rooms to foster smaller group discussions.** Please see below (next page) for details about using Zoom Chat and Mentimeter.

#### Resolving technical difficulties:

- Virtual networks inevitably have gremlins and it is common for someone to have a bad connection. **If you have connection issues, please leave and return to the meeting.** This clears things up ~50% of the time. **If problems persist, please check emails** to see if we have contacted you about how to connect.
- If you still cannot successfully connect to the webinar please **email [BCNearshoreHabitat@hakai.org](mailto:BCNearshoreHabitat@hakai.org) to let us know of your problem** so that we can work with you to resolve it. Also, if you were attempting to connect via your computer, please **use the phone number** provided with the Zoom link to call into the webinar while we work with you to resolve the issue.

## Supporting Features Guidance

### Using Mentimeter:

- Mentimeter is separate from Zoom. The first step in using Mentimeter will be clicking on [www.menti.com](http://www.menti.com). We will provide this link in the chat when we are using Mentimeter.
- You will see a website open that has a place for entering a **6-digit code**. We will provide the code on screen and in chat.
- Once you submit the code then you will be asked a question on the screen and will be provided with some options for answering (e.g., multiple choice, box for typing into, etc.)

### Using Google Docs/Sheets:

- Google docs and sheets are separate from Zoom. A Google doc is an online document that allows for simultaneous editing. A Google sheet is an online document (similar to an excel document) that allows for simultaneous editing.
- When we are going to use these we will provide a link in the chat that one can click on and it should then open in your web browser.
- When editing this document it will save automatically.
- We will provide more information about what to put into the document when we use it.

### Using Zoom Breakout Rooms:

- When we are going to use breakout rooms, a box will pop up inviting you into the room. When you click to join, it will send you there and you can begin to talk with the others in the room.
- If you accidentally do not join your breakout or leave it once you are there, you will just come back to the “main room”. From here, you will have a “break out room” icon at the bottom of your screen that you can use to go to your break out room.
- Before going into a breakout room, we will have a specified time in which we will all return to the “main room”. After that time you can “leave” your breakout room using by click at “leave break out room” at the bottom right of your screen.
- If you have any technical difficulties while in your break-out room you can request an organizer to join using the button on your screen.

If you are having issues with these other technologies, please email [BCNearshoreHabitat@hakai.org](mailto:BCNearshoreHabitat@hakai.org) to let us know of your problem and we will do our best to help!

*Thank you* – we are looking forward to seeing you in the web series!

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