

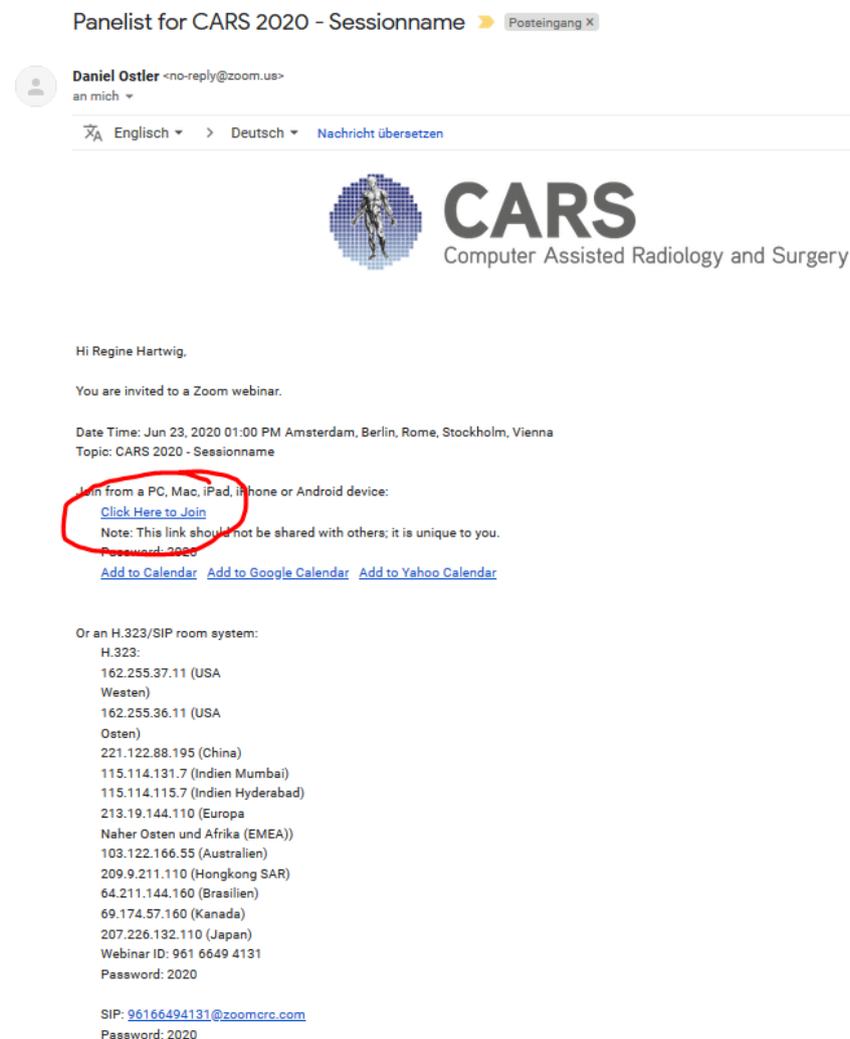
Presenter Guide

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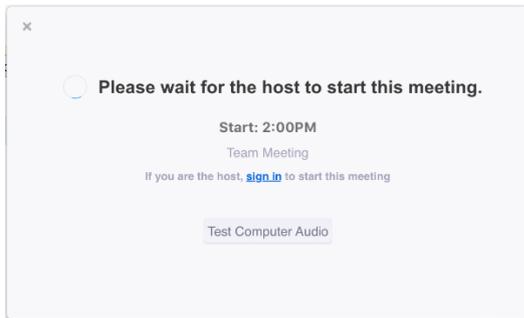
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1. Invitation

As a panelist (Diskussionsteilnehmer) you will receive an email looking similar to:



By clicking the button „klick here to join“, a zoom client will open (**you might have to install the application first on the computer you plan to use for the presentation**). Then you will be asked for the Meeting password, which you can find in the respective email. If the host did not start the webinar yet, you will be seeing a window like that:



If the host started the webinar already your application opens.

2. Practice Session

Then you can talk to other panelists of the session nonpublic first and make some tests. You can test screen sharing as described beneath. When the session begins „Hörsaal D“ joins the meeting as a panelist and the session will be made public. This feature is called practice session (see <https://support.zoom.us/hc/en-us/articles/206316975-Webinar-Practice-Session> for further information).

3. Session Start and Presentation

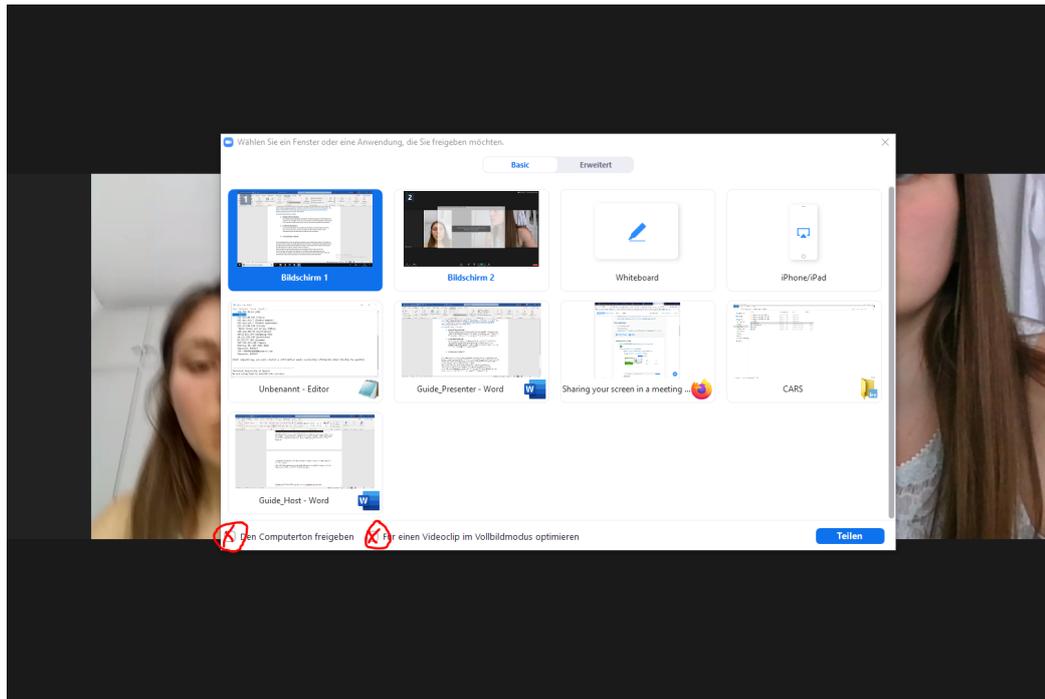
For a presenter there exist 3 modes:

1. Playback Video Presentation

For Playback Video Presentation the panelist “live presenter TUM” will be playing your video file. The “spotlight” will be set to the panelist “live presenter TUM”. Afterwards, if you are present, a Q&A session starts, and you can answer questions to the audience.

2. Live Remote Presentation

For remote presentation, the microphone and ideally a camera should be turned on. Then you can share your screen by clicking at the green button “Share Screen”. Afterwards you will be asked which window to share, but before choosing the correct one and clicking on “Share” one should make 2 small adjustments by activating the two buttons (Optimize for full screen video clip, Share Computer Sound) in the pop up window (see picture below).



Please share the whole screen and enable **full screen mode** if possible.

Further information can be found at <https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen-in-a-meeting> .

Afterwards, Q&A session starts, and you can answer questions to the audience.

3. Live Presentation in Munich

The adjustments for live presenters describes above should be made for a live presenters in Munich as well, but no microphone or camera should be activated from the account “Live presenter TUM” (slides), since the panelist “hoersaal D” (mic + cam) will stream room video and audio.

Afterwards, a Q&A session starts, and you can answer questions to the audience.

4. Question and Answer

For answering questions, the microphone and ideally a camera should be turned on. There will not be a lot of time for questions though, depending on the session. The questions will be gathered from the Q&A window of zoom and the audience in Munich. The technical chair in Munich will read out loud the questions or walk to a listener, present in Munich.

After the Q&A the next presenter starts or the microphone will turn over to the chair.

You can however still answer other questions in the Q&A window addressing your work.

It is to note, that the questions and answers will not be lost, but will be stored online in the zoom cloud, so that they are not only present in the webinar and are visible afterwards.

5. End of Session

When the session ends, the panelist “hoersaal D” will leave and switch to the next session. It is however possible to stay for some time in the webinar for further discussion and questions.