



Guide for Zoom Hosts & Live Presenters



The Gallery

Sessions Gallery is the Hallway to the conference

- You will be able to login using SSO credentials:
<https://mesa2020.secure-platform.com/a/organizations/main/home>
- Gallery is the “Hallway” to your conference. In the gallery you will be able to browse through the schedule and find the session you will be joining.



The screenshot shows the homepage of the MESA 2020 website. The header features a teal background with orange and white geometric patterns on the left and right. The text 'MESA 2020' is in large orange letters, followed by 'Middle East Studies Association' and '54th Annual Meeting' in black. The dates 'October 5 - 17, 2020' are also in black. Below the header is an orange navigation bar with links: HOME, SCHEDULE, EXHIBITORS, FILMS, and SUPPORT. The main content area has a white background with the heading 'Welcome to MESA 2020!'. It contains several paragraphs of text: 'We are so glad you are joining us for our first virtual conference.', 'All sessions are listed in and accessed via the [Schedule](#). Meeting rooms open approximately 10-15 minutes prior to the scheduled session start time. A button to enter the room will be available once the session is ongoing on the righthand side of each session detail page. CUMES undergraduate posters can be viewed at any time are listed in the [Poster Sessions Gallery](#).', 'Please spend time exploring the [Exhibit Hall](#), with thanks to our virtual sponsors, where you can connect with each Exhibitor.', 'Films are available to watch on demand at any time for registered attendees in the [FilmFest Gallery](#).', 'Registration is required of all participants to view the schedule, join sessions, or to stream films. Register [here](#) through your myMESA account.', and 'For all technical issues, please visit the [Support](#) page for live help.' Below this text is an orange button labeled 'View Schedule'. At the bottom, there is a section titled 'Personal Behavior (Code of Conduct):' followed by a paragraph about the harassment-free event and contact information for ombudspersons: Lisa Nielson and G. Carole Woodall.

MESA 2020
Middle East Studies Association
54th Annual Meeting
October 5 - 17, 2020

HOME SCHEDULE EXHIBITORS FILMS SUPPORT

Welcome to MESA 2020!

We are so glad you are joining us for our first virtual conference.

All sessions are listed in and accessed via the [Schedule](#). Meeting rooms open approximately 10-15 minutes prior to the scheduled session start time. A button to enter the room will be available once the session is ongoing on the righthand side of each session detail page. CUMES undergraduate posters can be viewed at any time are listed in the [Poster Sessions Gallery](#).

Please spend time exploring the [Exhibit Hall](#), with thanks to our virtual sponsors, where you can connect with each Exhibitor.

Films are available to watch on demand at any time for registered attendees in the [FilmFest Gallery](#).

Registration is required of all participants to view the schedule, join sessions, or to stream films. Register [here](#) through your myMESA account.

For all technical issues, please visit the [Support](#) page for live help.

[View Schedule](#)

Personal Behavior (Code of Conduct):
The MESA annual meeting is a harassment-free event for everyone regardless of gender, sexual orientation, disability, physical appearance, race, age, or religion. Any attendee who displays inappropriate behavior or creates a disturbance or safety hazard will be subject to having their registration revoked. If you are being harassed or notice an act of harassment, immediately contact an ombudsperson (ombuds@mesana.org) or use the form found [here](#) to report the incident.

Lisa Nielson (Ombudsperson)
G. Carole Woodall (Ombudsperson)

Using Email to Login

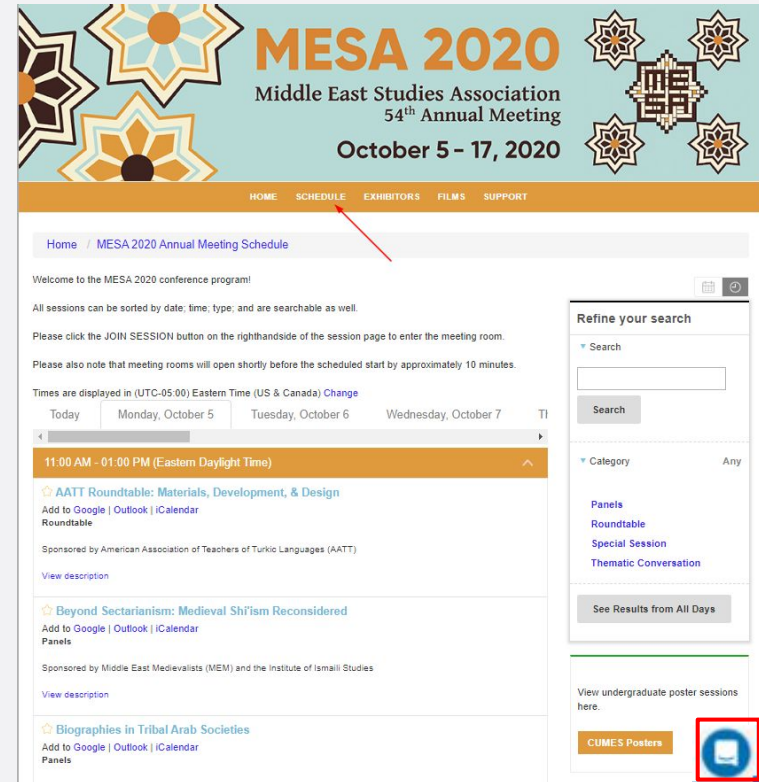
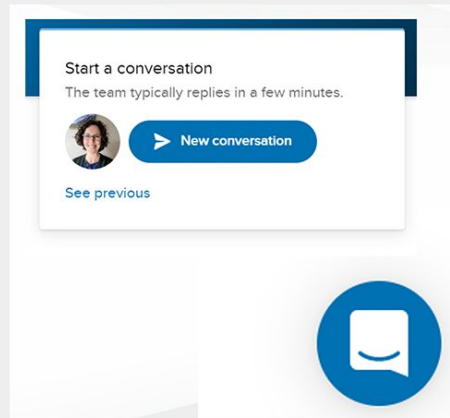
Logging into the Gallery

1. Follow this link to log into the conference gallery:
<https://mesa2020.secure-platform.com/a/organizations/main/home>
2. Select **View Schedule**
3. Use your registered email to sign in to the gallery. Once you enter your email and select “Sign In” you will receive and email in your inbox with a new link to the gallery. Click that to officially log into the conference gallery.



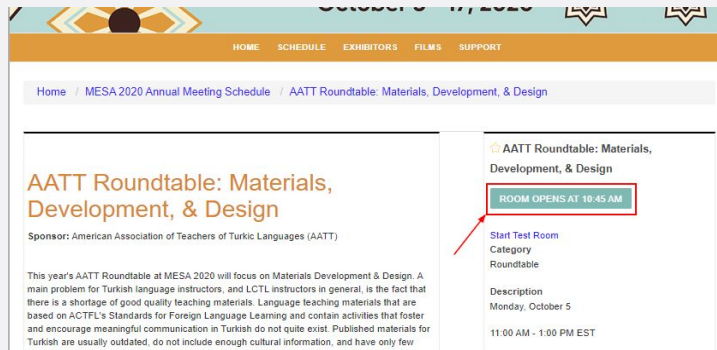
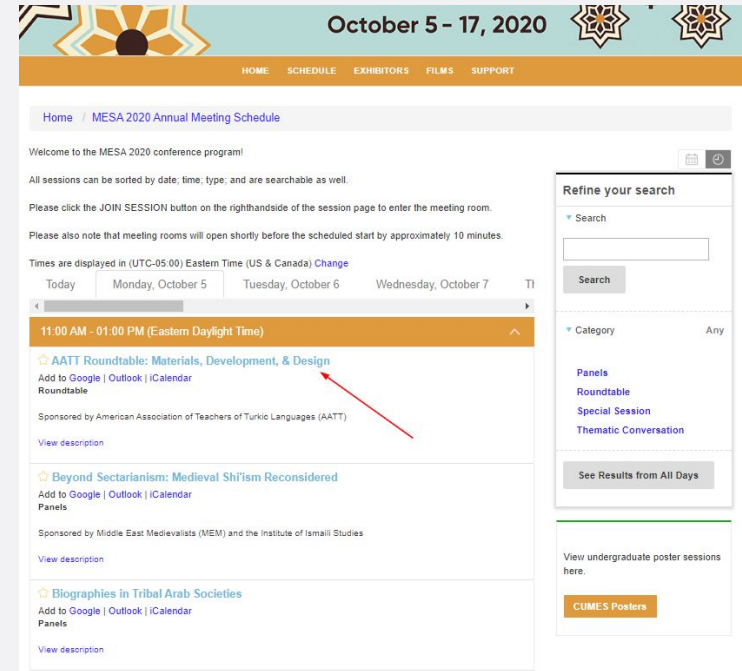
How We Work With You - Live Event

- Once you are signed in, select **Schedule** to find the conference schedule.
- Browse through the schedule to find your session.
- If you run into any issues, select the **Live Chat Widget** on the bottom right of the gallery. This will connect you with OpenWater Live Support who can point you in the right direction or send you direct links to any session.



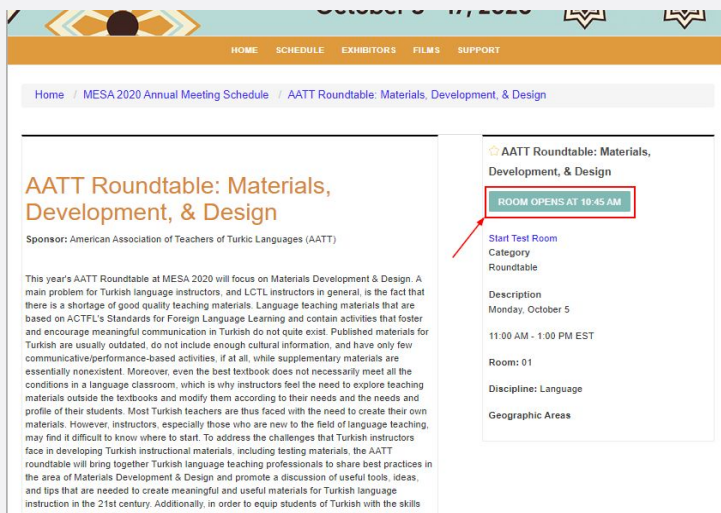
Zoom Host Starting Your Session

- Find your session and select **View Course**.
- On the left side of the screen is your **Course Information**. On the right side of the screen is where you will be able to start your meeting.
 - As a zoom host you will **only** be able to start your meeting **15 minutes** prior to the schedule start time. Before the 15 minute mark a message will display reading **ROOM CLOSED UNTIL X:XX AM / PM**
 - When it is 15 minutes before the scheduled start time, that message will change to a button that says **START MEETING**. Click to start your meeting.
 - When you start your meeting the automated system will know if you are the host for that meeting. All other attendees will join the **Waiting Room**. Find all speakers in the waiting room, admit them first, and elevate them to co-hosts. Use the rest of the 15 minutes for prep time. Once ready Admit All from the waiting room and begin the presentation.

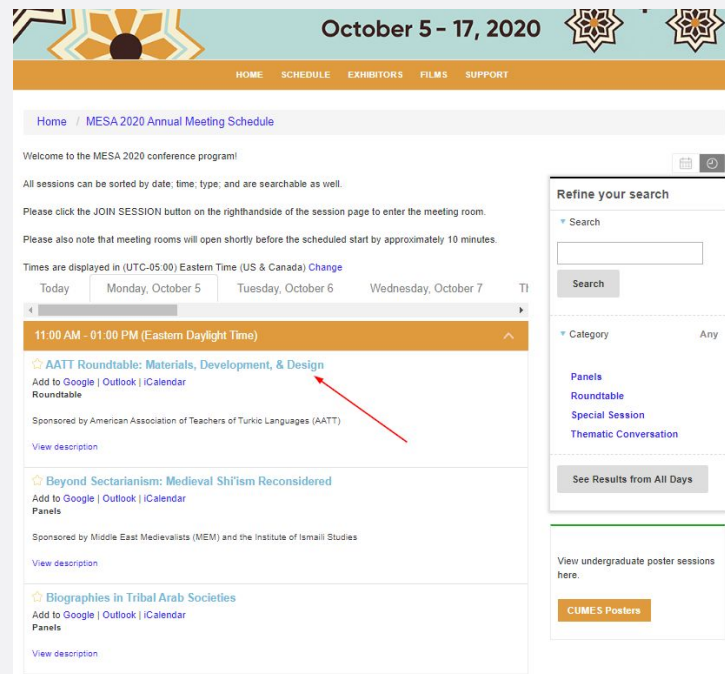


Speakers Joining Your Session

- Find your session in the conference schedule and select **the title of the session**.
- On the left side of the screen is the **Course Information**. On the right side of the screen is where you will be able to join the session.
 - The rooms will open up **15 minutes** prior to the schedule start time. Before the 15 minute mark a message will display reading **ROOM CLOSED UNTIL X:XX AM / PM**
 - When it is 15 minutes before the scheduled start time, that message will change to a button that says **JOIN MEETING**. Click to join the meeting. If you join prior to the scheduled start time, you will be placed into a **Waiting Room** until the meeting host admits you.



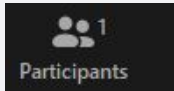
The screenshot shows the MESA 2020 Annual Meeting Schedule page. The session title is "AATT Roundtable: Materials, Development, & Design". The room status is "ROOM OPENS AT 10:45 AM". The description states: "This year's AATT Roundtable at MESA 2020 will focus on Materials Development & Design. A main problem for Turkish language instructors, and LCTL instructors in general, is the fact that there is a shortage of good quality teaching materials. Language teaching materials that are based on ACTFL's Standards for Foreign Language Learning and contain activities that foster and encourage meaningful communication in Turkish do not quite exist. Published materials for Turkish are usually outdated, do not include enough cultural information, and have only few communicative-performance-based activities, if at all, while supplementary materials are essentially nonexistent. Moreover, even the best textbook does not necessarily meet all the conditions in a language classroom, which is why instructors feel the need to explore teaching materials outside the textbooks and modify them according to their needs and the needs and profile of their students. Most Turkish teachers are thus faced with the need to create their own materials. However, instructors, especially those who are new to the field of language teaching, may find it difficult to know where to start. To address the challenges that Turkish instructors face in developing Turkish instructional materials, including testing materials, the AATT roundtable will bring together Turkish language teaching professionals to share best practices in the area of Materials Development & Design and promote a discussion of useful tools, ideas, and tips that are needed to create meaningful and useful materials for Turkish language instruction in the 21st century. Additionally, in order to equip students of Turkish with the skills and knowledge that is needed to succeed in a globalized world, the roundtable will also discuss the importance of using technology in the classroom." The room is "Room: 01" and the discipline is "Language".



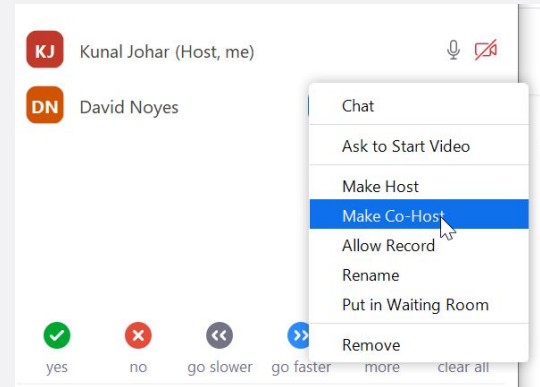
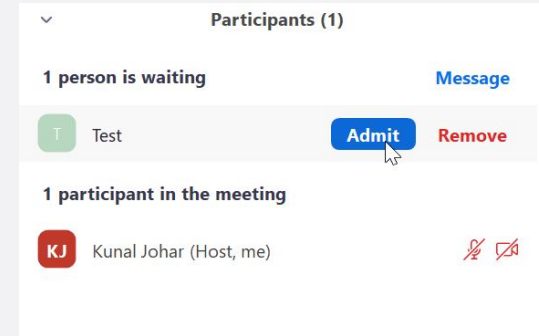
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The Zoom Waiting Room

- When you first start your meeting, participants will be placed in the **Waiting Room**.
- **Zoom Hosts:** To admit participants individually, click on **Participants** icon in the Zoom toolbar. A tab will open up that lists participants in the meeting and persons in the waiting room.

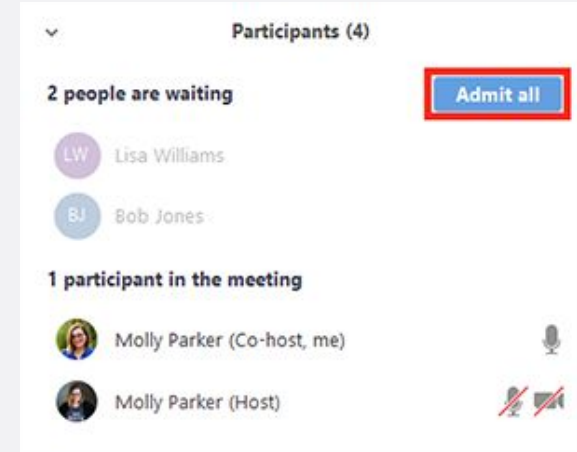
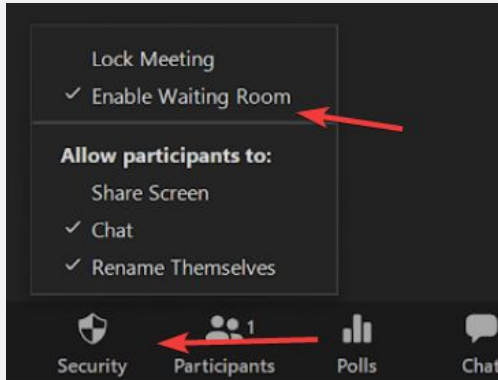


- We recommend finding those who are **co-hosts or panelists** first, hovering over their names and selecting **Admit**.
- To make someone Co-Host hover over their name, select **More** and then select **Make Co-Host**.
- Click on **Message** to send a message to those waiting such as “We will begin in 5 minutes.”



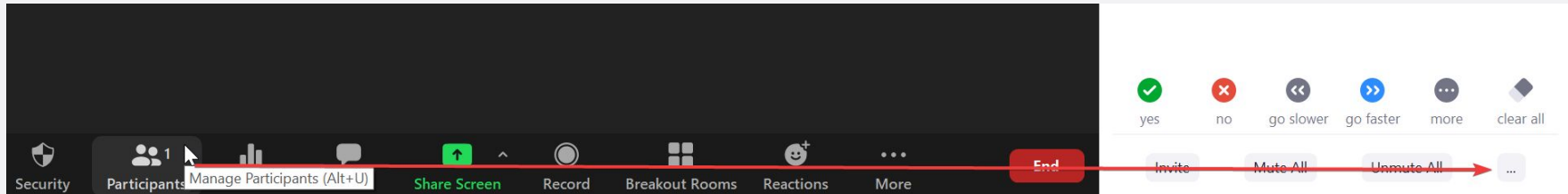
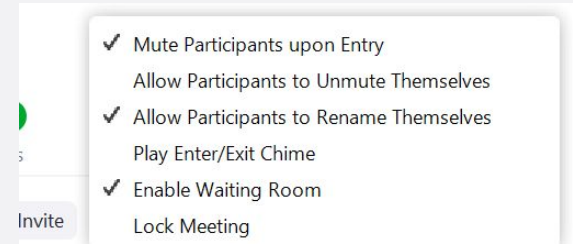
The Zoom Waiting Room

- Once you are ready to begin your meeting select **Admit All** in your participants tab.
- To turn off the waiting room when the meeting has started, select the **Security** icon in the Zoom toolbar. Then uncheck **Enable Waiting Room**. In the **Security** tab uncheck **Enable Waiting Room**. This will allow others to join the meeting after you start after the meeting has started. If you do not want others to join late simply leave the **Enable Waiting Room** as is.



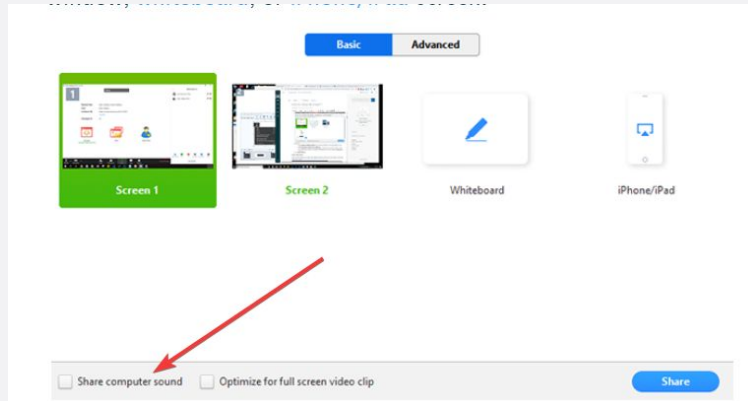
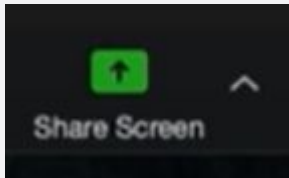
Mute / Unmute Participants

- As previously mentioned, **all participants will be muted upon entry**. If you would like to change this setting, select the **Participants** icon in the Zoom toolbar. On the bottom right hand side of the participants tab there is an ellipses button. Click on the “...”
- This will open **Participant Settings**, where you can toggle through different settings, including:
 - Mute Participants upon Entry
 - Allow Participants to Unmute Themselves



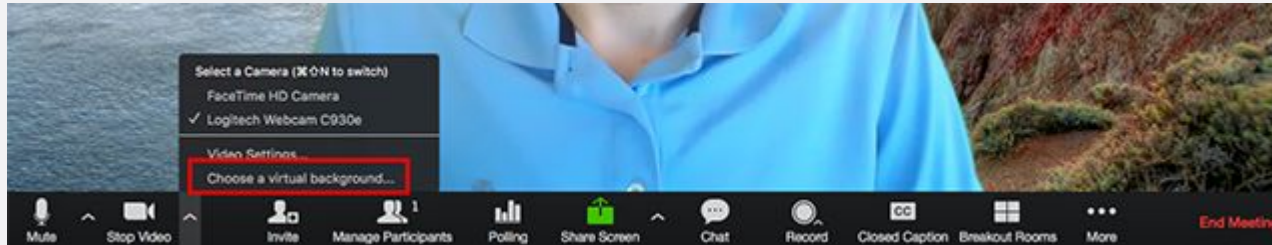
Screen Sharing Best Practices

- In your meeting you may want to share your screen to show a presentations and / or a pre-recorded video.
- To do this, click **Share Screen** in the Zoom toolbar.
- You can choose which screen, application, or page you'd like to share.
- OpenWater recommends sharing an **Application** vs an entire screen, as this will limit the chances of unwanted popups or notifications from displaying in your meeting.
- If you will be sharing a pre-recorded video, **make sure you select Share Computer Sound** before you select share. This will play sounds directly from your computer rather than picking up sound from your microphone. We also recommend **Muting Yourself** to prevent any sound feedback while you're sharing.
- We **do not** recommend clicking **Optimize full screen video clip**. This will compress your video and make it too choppy and make most text in a video illegible.



Set Your Virtual Background

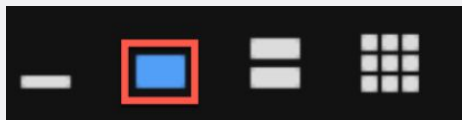
- Click on the arrow next to **Start Video** and **Choose Virtual Background**



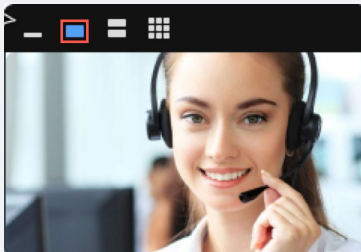
- The virtual background will work even if you don't have a green screen. If you have a bookshelf or a lot of angles, the virtual background won't work well.
- Please check our conference website for the official virtual backgrounds for download.

Camera Views

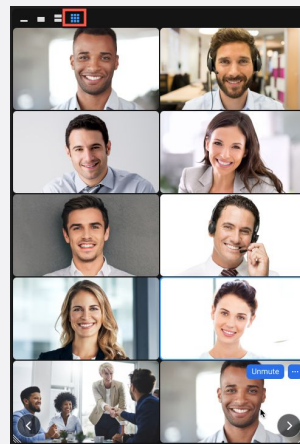
- All attendees can control their own camera views.
- There are two main camera views
 - Active Speaker view: Only the person who is currently speaking will be displayed.
 - Gallery Grid View: All active cameras will be displayed.
- Finally the **Record to Cloud** feature saves the camera view that is set in your Zoom Account. This defaults to **Gallery View** when no screen is shared
- To change the view find the **Speaker Control Strip** at the top right of the screen (only appears when there is more than one active camera)



Active Speaker View

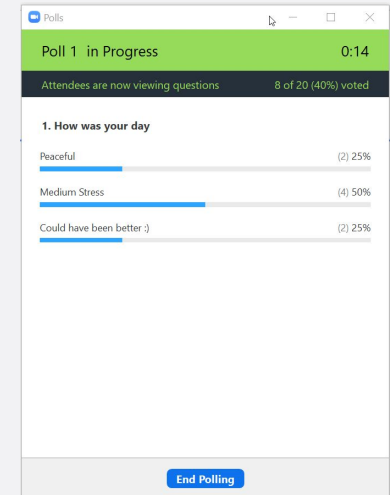
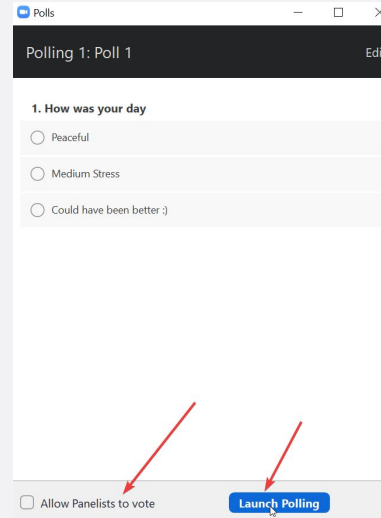
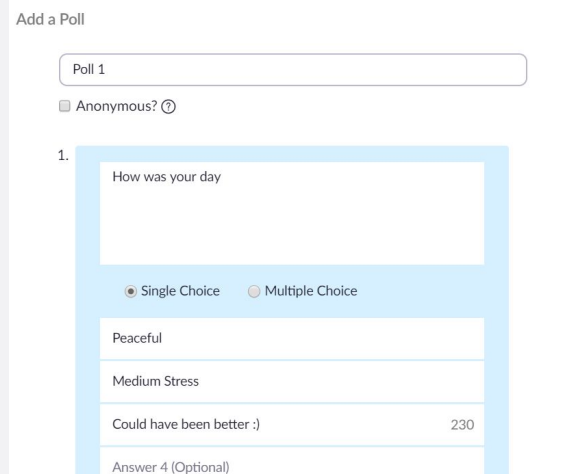
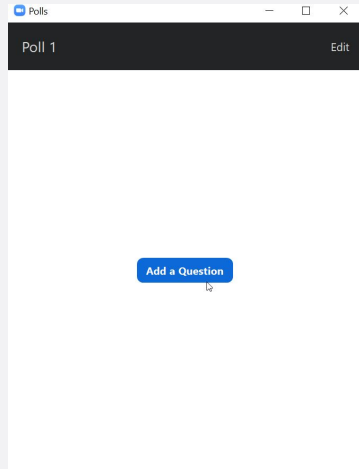
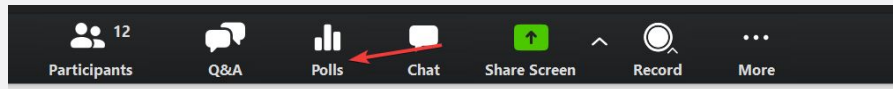


Gallery Grid View



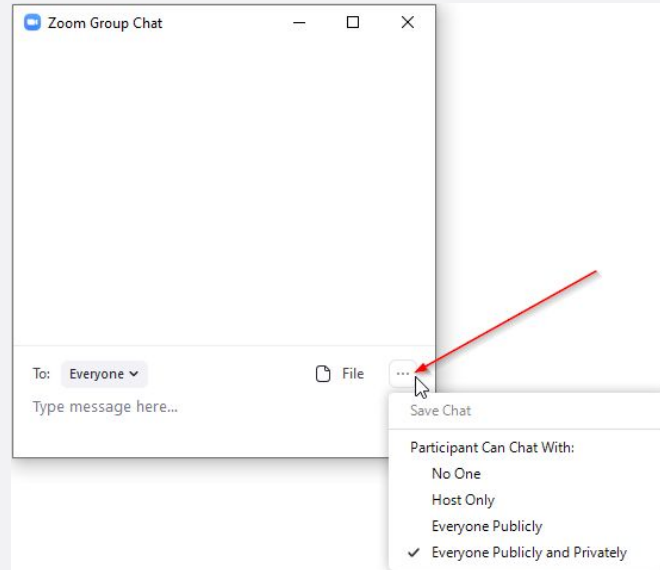
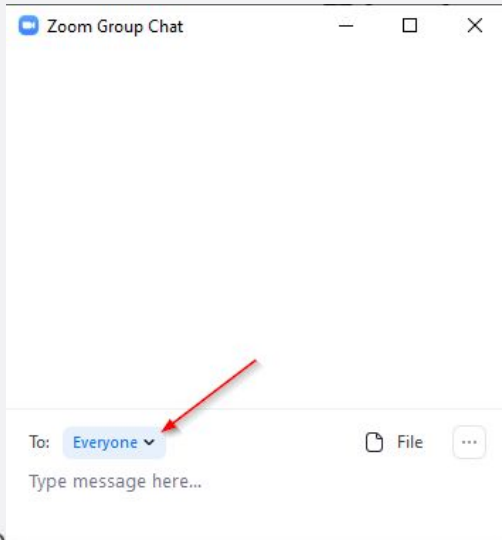
Polls

- Polls can be setup in advance or during a meeting by the **Primary Host**
- **Co-Hosts** can launch polls.
- To launch a poll click the **Polls** icon in the Zoom toolbar, then **Add a Question** if you have not set one up in advance. Once the question is created, click on **Launch Polling**.



Chat

- The **Chat** feature can be used to communicate with attendees and vice versa.
- Hosts can select who to chat with, either everyone or a specific attendee privately, and can also upload files if it is enabled.
- Clicking the ellipses icon in the chat allows you to chose who people can chat with during the meeting.



Breakout Rooms

- Breakout Rooms allow you to split your meeting into smaller sessions. For example if you have a meeting with 60 people you can split it into 10 rooms of 6 with just a few clicks.
- To create breakout rooms click the **Breakout Rooms** icon in the Zoom toolbar. Here you have the choice to **Automatically** or **Manually** the rooms. Choose how many rooms you want to create then select **Create Rooms**.



Assign 1 participants into Rooms:

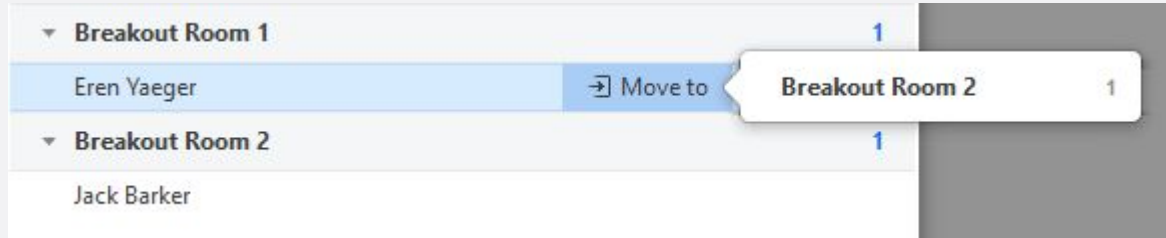
☒ Automatically ☐ Manually

1 participants per room

[Create Rooms](#)

Breakout Rooms

- You can move people around by hovering over them and choosing **Move to**



- Click **Open All Rooms** to move people into the breakout rooms.
- Note: Automatic recording does not work in breakout rooms

Breakout Rooms

- You as the host can join any breakout room. To do this click **Join** next to the breakout room you wish to join
- You can also **Broadcast Message to All Rooms** by selecting **Broadcast a message to all.**
- You can also **Close All Rooms** to bring people back into the main room
- Participants in a breakout room can message the host as well by clicking the question mark icon in the Zoom toolbar.



▼ Breakout Room 1	Join
● Eren Yaeger	
▼ Breakout Room 2	Join
● Jack Barker	

Broadcast a message to all ^

Close All Rooms