

## Guidelines for Live Remote Workshops at NACSW's Convention

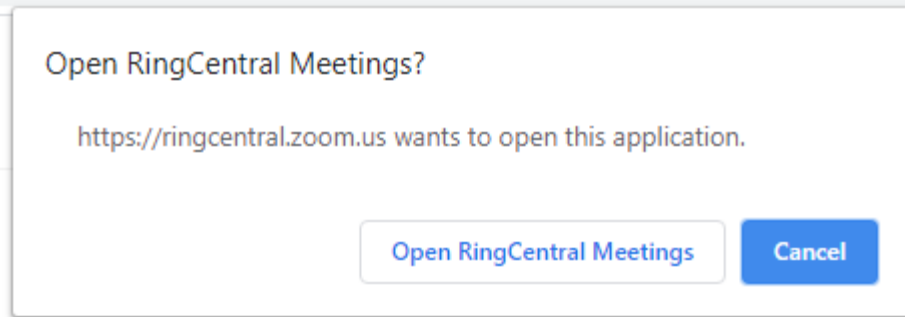
Congratulations on being accepted to present a live, remote workshop for NACSW's Convention 2021! By "live remote" we mean that you will be presenting your workshop from a remote location (for example, from your home or office) in "real" time via a Ring Central Zoom link we will set up for you, and that convention attendees will participate in your workshop virtually by logging into your session from computer or mobile device.

We will be sending you your session Zoom link prior to the convention. You will also be able to find this link in the virtual conference dashboard we will be setting up for all convention presenters and attendees (you can access this dashboard at <https://www.nacsw.org/sw/virtual-convention-landing-page-2021> after you have registered for the convention).

To help you prepare for your live remote workshop for the convention, we have organized the following instructions and tips for your use:

### Starting Your Live Remote Session

- If at all possible, we highly recommend that you use a cable connection to the Internet (instead of Wi-Fi) for a faster and more dependable Internet connection.
- Close any other open programs on your computer (except those you might be sharing during your session) – especially email programs.
- We recommend that you use ear buds with a built-in microphone since this tends to provide the best audio quality and control over feedback in your session.
- At least 10-15 minutes before it is time for your workshop to begin, click on the Ring Central Zoom link we have provided you to start your session.
  - If you have previously logged into one of NACSW's Zoom sessions through Ring Central and have already downloaded the RingCentral Zoom app:
    - A few seconds after you click on this session's Zoom link, a window should pop up at the top of your screen which reads, "Open RingCentral Meetings." Click on the "Open RingCentral Meetings" button" in this window to open the Zoom app.



- If your university or organization does not allow you to open apps, or if the app does not open, click on the blue “Cancel” button, and then a bit farther down the screen, click on “join from your browser” (in blue).

If you cannot download or run the application, [join from your browser](#).

- If this is your first time logging into one of NACSW’s Zoom sessions through Ring Central:
  - A few seconds after you click on this session’s Zoom link, you should see the below message. Click on “download and run RingCentral Meetings” (in blue) to download the Zoom app.

Launching...

Please click **Open RingCentral Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run RingCentral Meetings](#).

If you cannot download or run the application, [join from your browser](#).

- Alternatively, you can download the app at:  
<https://www.ringcentral.com/apps/rc-app>
- If your university or organization does not allow you to open apps, or if the app does not open, then a bit farther down the screen, click on “join from your browser” (in blue).

If you cannot download or run the application, [join from your browser](#).

- Type in your name and click on “Join the Meeting.”
- Click “Join with Computer Audio.”
- After you have entered your session, from the Zoom control bar (it should be open on the bottom of your screen; you might need to hover your cursor at the bottom of your

screen for the bar to open), select on “Chat” to open the chat screen so that you can read comments and messages sent by participants during your session.

- You should be good to go! We request that as a courtesy to participants and speakers of other workshop sessions that you to start and end your workshop on time.
- If you run into any technical difficulties, you can email our virtual convention “Help Desk” at [help@nacsw.org](mailto:help@nacsw.org).

### **Tips for Your Live Remote Presentation**

- Make sure you are in a well-lit area. Position yourself so that most of the light is coming from in front of you (behind your monitor), instead of behind you. If you have a window behind you, shut the blinds. Otherwise, your face may be “washed out.”
- Put your camera at face level relatively close to you. Adjust your camera (or your seating) if necessary.
- Remove any distractions in your background (clutter, clothes, bedding, etc.). Clean up your room and have a simple background (a plain wall, a potted plant, or a bookshelf works perfectly).
- Make sure you are in a quiet area with a minimal possibility of background noise or distractions. Barking dogs, slamming doors, other people, and even some types of clothing or jewelry could be picked up by session participants and can be distracting.
- If you can, connect to the internet via an ethernet cable. Live remove session quality is best on a solid wired internet connection, so wire in when you can.
- If you plan to use PowerPoint for your presentation, before you connect to the Zoom session, have the PowerPoint presentation open on your desktop.
- If you want to share your screen (for example, to share your PowerPoint), click on the green “share” icon on the Zoom control bar (usually at the bottom of your screen), either select your PowerPoint program or “screen” to share your whole screen, and then click on blue “share” button. To stop sharing (so you can see participants again on your screen), click on the red “Stop Share” button at the top of your screen.
- If you want to mute all of your participants, you can press Alt+M (if you have a PC) or Cmd+Ctrl+M (if you have a Mac).
- As much as possible, look at the camera (rather than the on-screen faces of participants) to increase your “eye contact” (and use your peripheral vision to watch participants’ faces and body language).

NACSW will be contacting you to invite you to participate in a practice session a couple of weeks prior to the convention to make sure you are comfortable with logging in via our RingCentral Zoom connection.

Most of all, we greatly appreciate the important contribution your live remote session will add to NACSW’s virtual workshop program!