



# Best Practices for Zoom

**Thanks for attending the 2021 SoTL Academy Virtual Conference!**

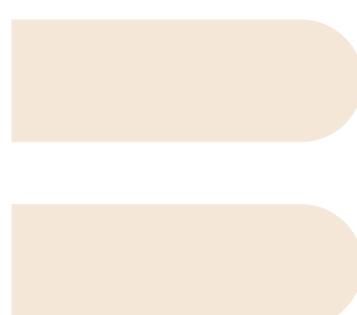
When we are not in one of our six larger plenary sessions, you will have the ability to self-navigate through the various “breakout rooms” set-up for the conference. These breakout rooms will be active during all sessions within the 4 conference tracks, and they will also include rooms set aside as lounges, and others for practice sessions should that be of interest to you. So turn on your camera, make sure you have some good lighting, and let’s have a great conference. Also, please update your Zoom for the best experience. For a brief instructional video, please go [here](#).

Below are a few more suggestions or “Best Practices”, that we hope you find helpful for this virtual Zoom experience.

## ***Before Session***

- When logging into Zoom, if possible, a hard-wired connection for your device is preferred. Wireless connections can be unreliable and difficult to troubleshoot.
- Remember to turn off or silence your cell phone, or any other device you may have in the room with you. Check you lighting set-up as well, so we can be sure to capture your best side.
- Prior to joining, be sure to close any other programs that might be running on your device. If you are planning to utilize the share screen function as a Presenter, please leave this program running, with your first slide open, to ensure a smooth transition.

## ***Breakout Rooms/Sessions***

- You will have the freedom to “choose your own adventure”, with the ability to move in and out of the various areas set aside as breakout rooms.
  - Each of the 4 tracks will have 5 designated breakout rooms. So if you as the Presenter want to breakout further, just assign attendees to the corresponding breakout rooms dedicated to your track.
  - There are also a number of lounges, so just grab a colleague and grab an open lounge and enjoy some “virtual networking”.
  - There are also a few rooms designated as “Practice Rooms” for each track located at the bottom of list.
  - If you can never have too much information, here is [Zoom’s link for more Breakout Room info](#).
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### ***Participating in a Session***

- You will be able to Mute and Unmute yourself by clicking on the lower left-hand mute symbol. It is important to stay muted while you are not speaking.
- We hope you will turn on your camera and list your full name as your “display name”, so others can identify you and fully engage with you.
- When presenting, speak clearly and directly into your devices microphone.
- If you are a presenter, during your session, you will be noted as a “co-host” to the conference to enable you to share screen and to RECORD your session. Before your session begins, click on the RECORD button at the bottom of the screen and record it to your own desktop. You can then upload it later as part of your conference materials, which can be archived in ScholarWorks.
- The chat function will be enabled if you need to contact the host with a question or concern, or you may chat with any individual directly.

**For assistance at any time, please reach out via the Chat to the Host, and our BGSU C&ES Team will assist you. You can also text (for fastest response), or call Patrick Nelson at 419-494-1606 for assistance.**

