HSRB July 25-27, 2023 Virtual Participant Guide

Webinar Information

Join a test meeting[1] to make sure your computer is ready to use Zoom before the meeting. Reference Zoom video tutorials[2] to become familiar with Zoom capabilities.

Connecting to the meeting: Reference the Zoom video tutorial here[3] to learn how to correctly join the meeting.

https://us02web.zoom.us/j/86834869608?pwd=cWl0Q0dDdzJlcFpSZlFPN0NNTitqdz09

Connecting to audio: Audio through your computer speakers or headset will capture all meeting dialogue. **To view and share content, HSRB members and presenters should join the Zoom platform and connect to audio through a computer.**

If you join via phone, ensure you use the participant ID provided to you within the Zoom meeting window.

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[1] https://zoom.us/test

[2] https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.237667913.836128246.1584541162-1657947953.1568910434

[3] https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting

Zoom Logistics

Join Zoom

Please use the following link: **https://us02web.zoom.us/j/86834869608?pwd=cWl0Q0dDdzJlcFpSZlFPN0NNTitqdz09**

- o This link is also provided to you in your calendar invitation.
- To enter the meeting room, you will be prompted to enter your **First and Last name**.
  - o **Meeting ID (if prompted):** 868 3486 9608
 - o **Passcode:** 831777

Connect to Audio

- Please join by either the **"Join with Computer Audio"** or **"Phone Call"** (using the participant ID) options**.** This ensures your audio is connected to your name within the platform.
  - If you connect to audio with the "Join with Computer Audio" option, we recommend using a headset or headphones to reduce the echo sometimes caused by computer speakers.
- **Mute/Unmute Yourself**
  - All attendees will be muted upon entry into the Zoom meeting. You will know you are muted because the microphone icon in the bottom toolbar of the platform will be crossed out.
- **You can unmute yourself by:**
  - *Preferred:* Stay unmuted within Zoom and mute/unmute on the phone you are using.
  - Clicking the microphone icon in the bottom toolbar of the platform (see screenshot below).
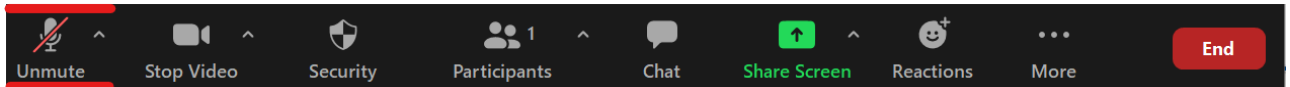
  - Opening the participant list, hovering over your name, and selecting "Unmute"
- You will know you are unmuted if your microphone icon (in the bottom toolbar or beside your name in the participant list) will have the visual effect of "filling up."
- If you are not speaking, keep your audio muted to reduce background noise. If your line is causing background noise, and you do not mute yourself, we will politely mute your audio for you.
- When speaking during the meeting, do not forget to unmute yourself and **state your full name** before speaking *each time* you speak*.*
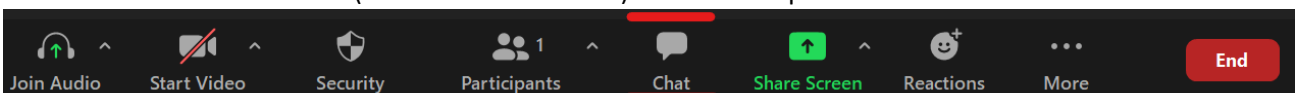
Show Your Video

- This is optional but encouraged as it will increase human interaction!
- You can show your video by choosing "Start Video" in the bottom toolbar (see screenshot below) of the Zoom platform.
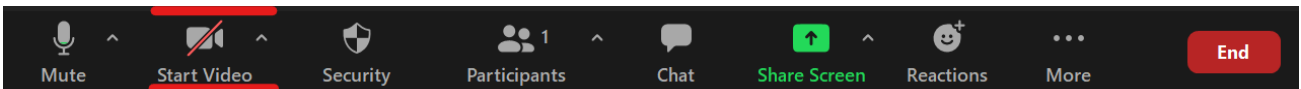
Use Chat

- Chat is located in the bottom toolbar (see screenshot below) of the Zoom platform.

- Use the Chat Pod to ask a technical question, provide a comment, and/or report technical difficulties or webinar issues to the meeting host.
- When asking questions in the Chat, be as specific as possible (e.g., On Slide 3 of Dr. Geller's presentation, …).
- During discussions, the Host might call on you to ask your question or provide your comment, so it is captured in the meeting minutes. Please keep these questions to clarifying topics and wait to be called on before speaking.

Reminders for the HSRB Meeting

- The DFO will call on each member in roster order to introduce themselves to the audience.
- Meeting materials will be sent via email and can be found on the HSRB Website.
- The meeting will be recorded for minutes purposes and not distributed following the meeting.
- During breaks, stay joined in Zoom and just mute your audio – do not disconnect and rejoin.
- Presenters should send their final presentation slides to DFO at least **1 day prior** to meeting as necessary.
- Presentations (PDFs) will be shared with HSRB members and attendees via the HSRB Website on the day of the meeting.

Presenters: How to share content

- You can share your desktop screen or share an open application like PowerPoint.
- To do so, select the green "Share Screen" icon in the bottom toolbar (see screenshot below) of the Zoom platform. Once open, you can select a desktop screen or a specific application.
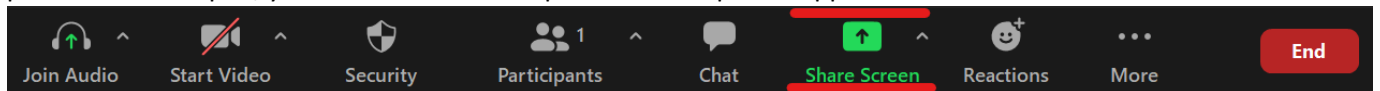
Co-Authoring a Document in Word Online

Word Online allows you to collaborate on documents simultaneously with your colleagues.
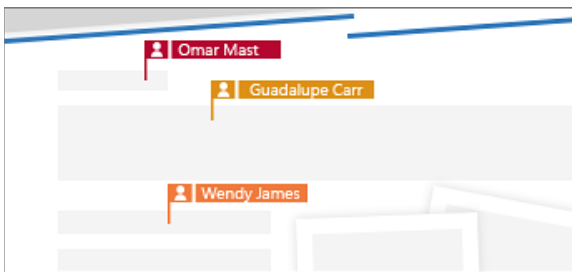
Collaborate on Word documents with real-time co-authoring

Word Online is very similar to applications like GoogleDocs. Colleagues currently working on the document will be identified by a flag with their name showing where they are working in the document.

Using Word Online

Word prevents you from editing a paragraph when another user is working on that paragraph.

All changes in Word Online are "live", so when one user is copying and pasting content, the pages will change for others working in the document. Please take turns copying and pasting content by letting your colleagues know when you will add content and when you have finished.

Please work on all documents in Word Online within your browser. Using the desktop version of Word can overwrite the edits of your colleagues and result in version control issues. If you must edit a document in the desktop version of Word, please send a message to your workgroup asking them to leave the document until you have saved all of your changes.

Track Changes

When making edits to the work of you colleagues or your own work please use the track changes feature.

To turn on track changes go to **Review** > **Track Changes** and select **Just Mine**
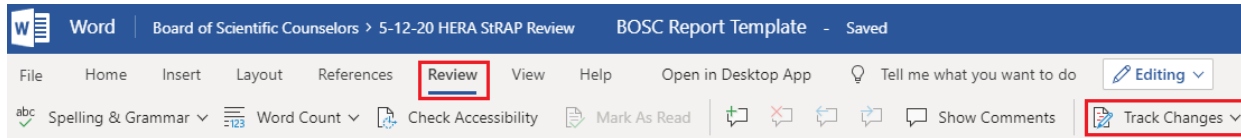

Comments and FACA

The presence of 51 percent of committee/subcommittee members constitutes a quorum and is subject to FACA. This applies to online communication, such as comments. As long as comments are limited to a single workgroup (less than half of your subcommittee), these comments will not be subject to FACA.

Making a Comment

1. Highlight the relevant section of text

2. Click the **Comments** button on the top right-hand corner of the screen, then **New.**
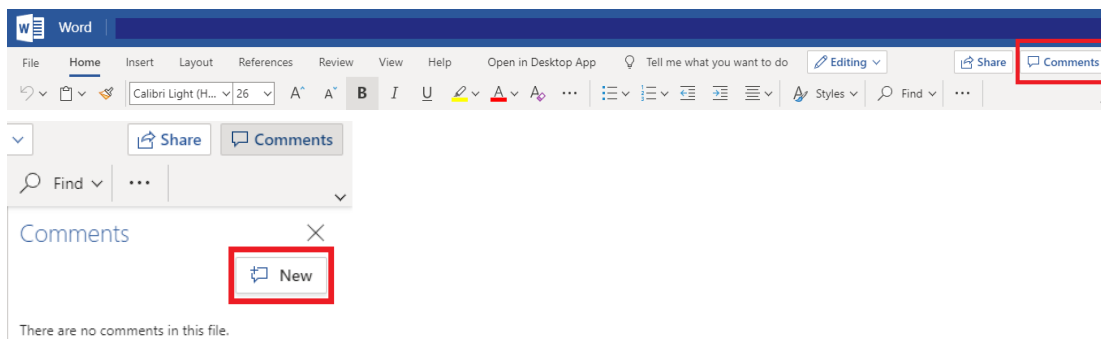
3. Type out your comment in the dialogue box and hit the blue arrow to post.

4. You can edit a comment that has been posted by clicking the three dots in the top right-hand corner of the post and clicking "**Edit Comment**".

5. You can reply to a comment that's been posted by typing in the dialogue box.