

# TUG2020 Zoom Step-by-Step for Chairpeople

July 23, 2020

## Instructions for chairpeople

Here is a hopefully step-by-step guide for running your sessions for TUG2020. Please do this with plenty of time to spare before each session begins.

### Summary

1. Check if the webinar is running yet
2. Join the webinar as host ( MECHENG@adelaide.edu.au / MECHENGZoom1 )
3. Start the webinar
4. Start live streaming
5. Broadcast the live streaming link
6. Screen the talk countdown

## 1 Check if the webinar is running yet

Head to the webinar:

<https://adelaide.zoom.us/j/95051714640>

If you can join the meeting, there is already a host: get them to turn you into the host.

## 2 Join the webinar as host

If there is not a host, you need to log in with the University of Adelaide credentials and “start” the webinar. To do this, go to zoom.us then use the following username/password:

MECHENG@adelaide.edu.au / MECHENGZoom1

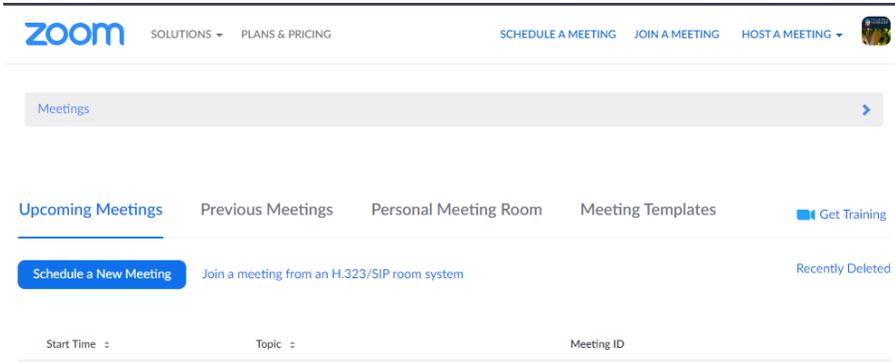
You will HAVE to log out of your account and this may be non trivial due to interaction with password managers. It is much better to open another browser and do the login on the “MECHENG” account from the other browser.

Then later you can quickly go back and click on your own link to get to Zoom inside the Conference and using your own account.

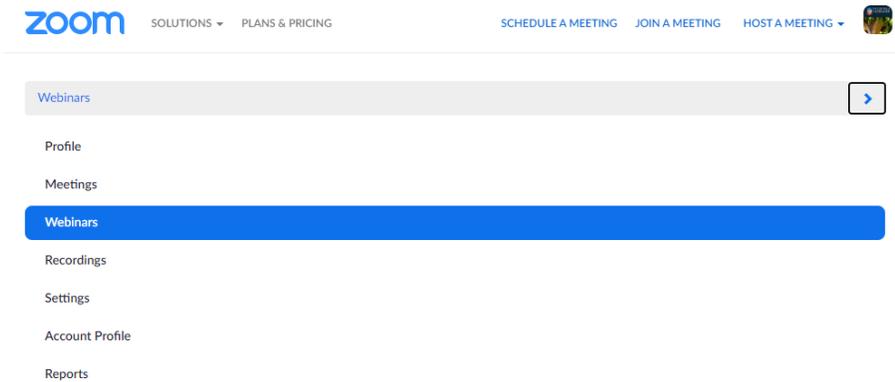
Then click “Webinars” in the left pane and click the “Start” button on the right:

Start Time	Topic	Webinar ID	
Recurring	TUG2020	950 5171 4640	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Tue, Jul 21 03:00 PM	TUG test 1	960 4502 0329	<input type="button" value="Start"/> <input type="button" value="Delete"/>

If you do not see *Webinars* on the list, like in the picture below, you have to click on the menu to open it up:

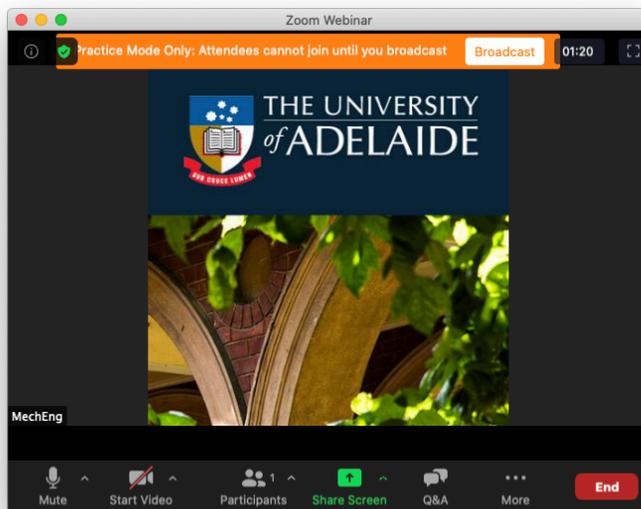


and then from there clicking on *Webinars* you can see the **TUG2020** webinar listed.



Then choose **TUG2020** and click on **Start**.

This will launch Zoom and take you here:

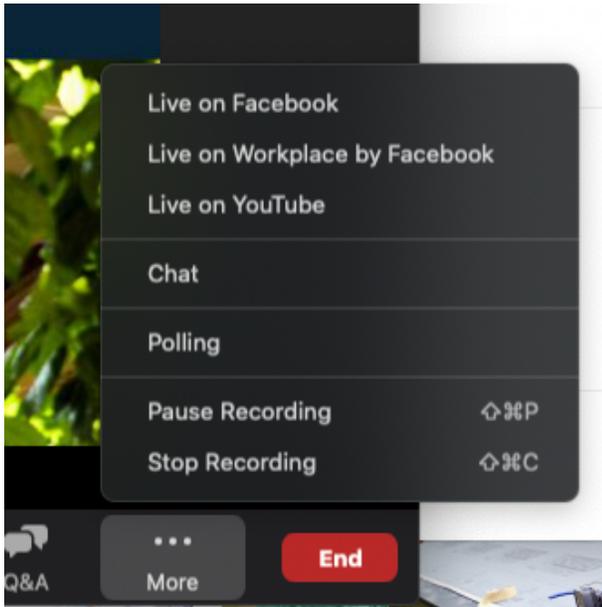


### 3 Start the webinar

Allow people to join by clicking “Broadcast”. THE RECORDING WILL COMMENCE AUTOMATICALLY. Recommend just letting it go. We will trim down later. (Better to record everything than risk missing some.)

### 4 Start live streaming

Start live streaming by clicking on “Live on YouTube” in the ellipsis “More” menu:



You will head into Youtube with a page like this:

## Broadcast Zoom Webinar to YouTube Live

 Connected |  William Robertson [Not me](#)

Zoom webinar title on YouTube

Privacy

The live stream service is provided by YouTube and the [Google Privacy Policy](#) and [Terms of Service](#) apply.

To revoke the access to your data via the [Google security settings](#) page.

If you don't see this, it's a problem. Please try in advance to make sure it is working.  
Click "Go Live!"

## 5 Broadcast the live streaming link

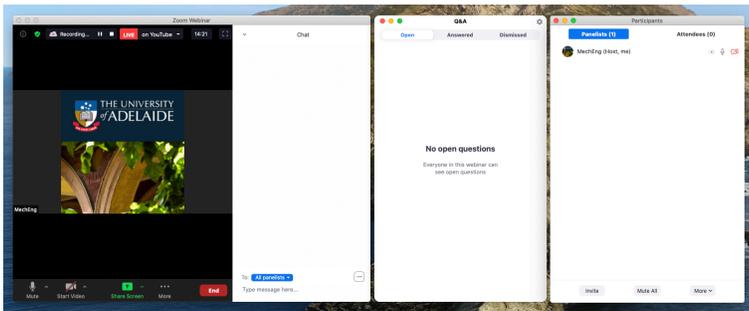
Copy the URL of the Youtube live stream and send it (SOMEWHERE???) for broadcasting. It will look like this: <https://www.youtube.com/watch?v=LHw1NwG51zU>

## 6 Screen the talk countdown

At this point you are ready to go. Share Screen and display the following web page: <http://www.tug.org/tug2020/TC/Talk1.html>

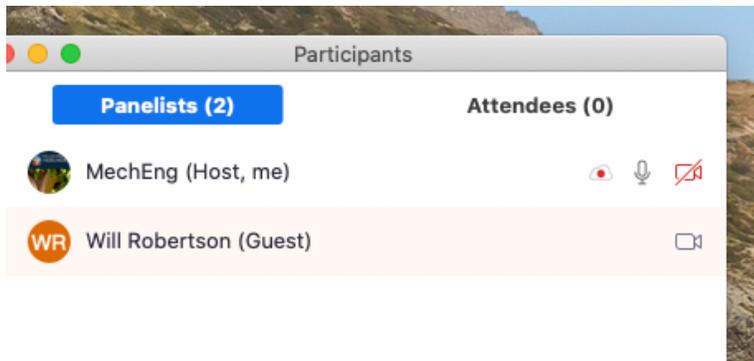
## 7 Control the session

Zoom has a bunch of controls for handling people. Click on both the "Chat", "Q&A", and "Participants" icons. This will show you something like this:



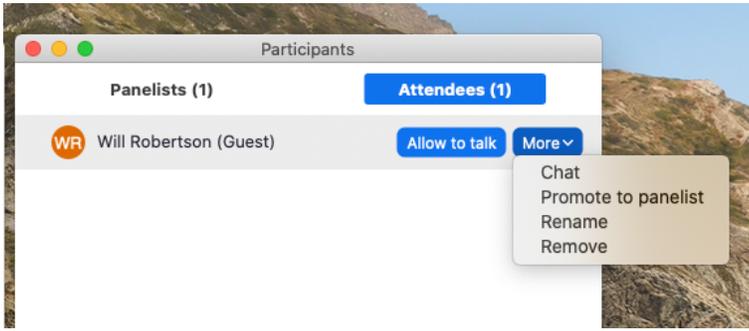
(You can poke around the interface to collapse some of these windows into one if you prefer.) Chat and Q&A are fairly self-explanatory I think. Q&A should definitely be reserved — and requested to be used — where attendees have questions for the speaker. Chat can be more free form.

The Participants window is where the power is. A speaker should appear like this:



Hover over a speaker's name and click the "More" button and you'll see some things you can do, including turning a panelist into a regular attendee (so they can no longer share their screen etc) or to turn someone into a Co-Host or Host (needed to transition between chairs).

If someone is an attendee only, it looks like this:



The “Allow to talk” button is important, as well as being able to “Promote” them in case a speaker ends up somehow by accident as a regular attendee.