

2020 The Public and Democracy in the Americas

Virtual Conference

Panel Presenter & Discussant User Guide

Thank you for participating in our conference as a panelist or discussant! We will be using [Zoom Video Webinars](#) to host panels. This guide provides information on setting up your equipment to join your panel, panel structure, how to join your panel, the logistics of panel Q&As, and tips on Zoom etiquette and best practices.

Setting Up Your Equipment

1. Download the [Zoom Client for Meetings](#) desktop app or update your current app to version 5.3.0 or higher.
2. Decide whether you will use one or more monitors.
3. Get a headset and microphone to reduce background noise.
4. Test your audio and video.
5. Review how to [share your screen](#).

Panel Structure

Each panel is one hour and 15 minutes. Each of the three presenters on a panel will have 15 minutes to present, discussants will then have up to 15 minutes to give comments, and then there will be 15 minutes for Q&A from attendees. Panelists should present in the order they appear in the conference program.

Please submit a copy of your research paper and a PDF of your presentation to lapop@vanderbilt.edu no later than Wednesday, October 14.

Joining Your Panel

1. Check your email for an invitation to be a "[panelist](#)" from mariana.rodriguez@vanderbilt.edu.
2. Use the link in that email to join your panel. Please join your panel 15 minutes prior to the panel start time to review technical logistics (i.e. audio, video, and screen sharing) with the LAPOP team.

DO NOT use the link listed in the conference program to join your specific panel as this is the link for general attendees. You can use the links in the program to join the other panels (see General Attendee User Guide).

3. [Share your screen](#) to make your presentation. Note: Discussants do not need to prepare a presentation with their remarks in advance unless desired.
 - If you are using multiple monitors, share a specific screen rather than an application window.
 - If you are using a PowerPoint presentation, use the "Slide Show" mode when presenting.

Taking Audience Questions

Only the [Q&A function](#) for the Zoom Webinar session will be enabled. The chat feature will be disabled. Attendees will be instructed to only ask clarifying questions during presentations and keep substantive questions for the Q&A.

The LAPOP team will monitor the Q&A window to:

- Respond to any technical questions from attendees.
- Ask a presenter to answer clarifying questions posted by attendees during a presentation.
- Curate questions for the Q&A session. A member of the LAPOP team will read questions for the panelists on a first-come, first-served basis until we reach the end of the scheduled panel time.

Zoom Etiquette and Best Practices

- Mute your microphone when not speaking.
- Close unnecessary tabs in your web browser and turn off notifications such as email or messaging.
- Lighting should come from in front of you or from the side, in order to best light your face.
- Keep your background clear of distractions.
- Make sure your camera is on a steady surface to prevent shaking.



AmericasBarometer
Barómetro de las Américas



ESCUELA DE
GOBIERNO Y
POLÍTICAS PÚBLICAS

