Welcome to Global Reach 2020! We look forward to your participation on both days of this two-day virtual symposium and to the delivery of your 5-minute Research presentation. Global Reach aims to be an international opportunity where graduate research is shared to stimulate innovation and advancement in agriculture while creating connections across partner universities in Canada, India, and China. This document will provide you details about the structure and format of the symposium as well as instructions to assist you as a PRESENTER.

Please feel free to email the GR2020 Symposium Presenter Assistant Madalyn Nielsen at madalyn.nielsen@dal.ca should you have any further questions are require clarity about the symposium.

ZOOM PRACTICE RUN – we strongly encourage you to participate in the ZOOM Practice Run for presenters scheduled for Tuesday, 21 July from 08:30-10:00am Atlantic Standard Time (AST). This virtual meeting will provide you the chance to improve your skills use of Zoom software such that you can confidently share your screen, ensure your visual aids are supported, and you are clear on how to use mic, video and chat box functions. Our team is ready to assist you!

ZOOM PRACTICE RUN
Meeting LINK: https://us02web.zoom.us/j/85671713043
Meeting Number: 85671713043

CONFIRMATION OF ZOOM ACCOUNT, SUPERVISOR & GUEST ATTENDANCE

In addition to confirming your Zoom account details for the Symposium we will also require you to confirm if your supervisor will be attending with you and or another guest. We invite you to share the details of the symposium and your presentation with your supervisor and confirm that they will attend the symposium. You may also invite a guest however; we require you to complete the Sign In Confirmation for yourself and anyone else that you have confirmed will attend with you. Please proceed to the link below to confirm your sign in information for yourself, your supervisor, and your guest (where applicable). You will require the first and last names, email address (attached to the zoom account) and Zoom username (if different from the first & last name) FOR ALL ATTENDEES.

CONFIRM SIGN IN HERE:
https://forms.office.com/Pages/ResponsePage.aspx?id=mRm4YH8LLUGSo-F9iunj4FZfVUetmk5Kt0o-p0MRVoJUMIRMNzgzxNVYxMTIDTDRODJRsjQ1STk4OC4u
Symposium Instructions for Graduate PRESENTER

1.0 ZOOM
The graduate research virtual symposium Global Reach 2020 will take place on Zoom. If you do not already have a zoom account please sign up for a free account: www.zoom.us

- Left Click Sign Up for Free
- For verification, you will need to confirm your date of birth. However, this information is not stored by Zoom.
- Enter your email address - use the same email that you received this instruction in.

Please ensure to use the same email address that you received this communication in when setting up your ZOOM account.
If an alternate email has been used please email David.parks@dal.ca to confirm the alternate email used, and provide your first and last name (as it appears within your Zoom account), your institution, and the alternate email.

Please ensure that your Zoom Username is both your first and last name. Due to the large number of participants we require your zoom username to be both your first and last name to ensure we can properly identify you within the symposium. You can rename yourself within the settings on ZOOM. Go to Settings, Profile and Edit name.

To join the Global Reach 2020 Symposium, you will be required to join the ‘meeting’ through clicking a zoom link that will be sent to you by email.

PLEASE ENSURE YOU ARE LOGGED INTO YOUR ZOOM ACCOUNT on your device BEFORE clicking the symposium meeting link. This will ensure you are properly assigned to the correct breakout session rooms from the plenary.

ZOOM USE: During the symposium we encourage you to use a ‘Side by Side’ View mode and enable the ‘Chat’ and ‘Participant’ Icon features so that you can view texts received through chat for the Question
& Answer Periods and see all participants in the session. You will also want to familiarize yourself where the share screen, video and microphone on/off buttons are and how to raise and lower your hand to pose questions. These functions will be reviewed as well within the ZOOM Practice Run (as described above).

2.0 VIRTUAL SYMPOSIUM STRUCTURE

The symposium will be held through one zoom meeting link for each day that will function as our Plenary room with multiple breakout rooms used for each of the five thematic presenter sessions.

When you join the zoom meeting at 8am AST on each day (by clicking the meeting link you will receive by email) you will arrive in a waiting room. Shortly thereafter you will be moved into the plenary room so that you can configure your screens and prepare for the symposium. At this time, we will also confirm your placement in the breakout rooms for the sessional periods.

At 8:25AST Housekeeping items will be announced by the MC, and the Global Reach 2020 Symposium will officially start at 08:30am AST on each day. Following the welcome, opening address and guest speakers on each day ALL participants will be moved into their preassigned thematic breakout rooms where the Dalhousie Faculty Host will greet everyone and call on the first presenter to begin the session.

At the end of your 5-minute presentation we have scheduled 3 minutes for direct Questions and Answers (Q&A) on your presentation. In addition, there will be another 10-minute Q&A/ Open Discussion at the end all presentations within the session to provide a chance for follow-up and open dialogue amongst presenters and participants. We strongly encourage you to be actively engaged in the symposium supporting your fellow colleagues on BOTH Days of the symposium. At the end of the sessional Q&A period all participants will then be moved back into the plenary for the last period of moderated discussion.

A Symposium programme along with confirmation of your day and time of presentation will be sent to you following the Zoom Practice Run on Tuesday, 21 July 2020.

3.0 PRESENTER TECHNICAL GUIDANCE

a) It is strongly encouraged that you choose a bright, quiet space where you can access a strong internet connection/signal for the symposium. You will want to ensure that you can minimize disruptions and interruptions as much as possible.

b) If possible, choose a location where you can be the sole user of the internet in the space and avoid sitting near another user that may also be active online. This will limit feedback and sound transfer.

c) Avoid sitting in front of a window to ensure you will be clearly seen on video.

d) Ensure you have a good functioning microphone or headset to use.
e) Prior to signing into ZOOM:
1. Turn off your mobile phone (or place on mute).
2. Turn off all other devices – only use one device to attend the symposium. This will help to reduce feedback and limit bandwidth complications.
3. Place a ‘Do Not Disturb’ or ‘Busy’ Sign on your door – let others know that you are not to be disrupted or how they can quietly contact you if needed.
4. Close all other applications and social media accounts on your device - especially any with active notifications to avoid pop ups and alarm sounds on your devices. This includes your email application such as OUTLOOK or Gmail/ Hotmail/ Yahoo/ Facebook/ We Chat/ Instagram etc.
5. Open your PowerPoint presentation and or other media you plan to use for your presentation when you share your screen.
6. Close any other software/applications you may have open such as WORD, EXCEL etc. to provide your device optimal usage.

f) Start the ZOOM application on your device.

f) LOG IN TO ZOOM using the same email user account that you confirmed on your Sign In information (see above for more details).

h) JOIN meeting through the link or by entering the meeting number.

i) Always keep your mic muted unless you are presenting, posing, or answering a question. Please ensure you are familiar with how to turn on and off your microphone in ZOOM.

j) You will require to SHARE your screen if you have any Power Point or other Media that you require to complete your presentation. Please be familiar with how to share your screen.

k) We encourage you to practice the delivery of your presentation many times in front of an audience and to your device to ensure you are well prepared and comfortable looking at yourself on screen.

4.0 PRESENTATION FORMAT

On each day of the symposium, within the thematic Breakout Sessions, 5 presenters will present their 5-minute research presentations followed by 3 minutes for direct questions for the presenters to respond to. At the start of the session the Faculty Host will welcome everyone to the sessional confirming the thematic area and rules of engagement.

You have EXACTLY 5 minutes to complete your presentation. At the 4-minute mark you will receive a one-minute warning via a chat box. After the one minute has finished you will be muted by the technical facilitator of the session and the Faculty Host will then welcome questions for answering over the next 3 minutes for your response. The Faculty Host will also ask all attendees to state their name and institution prior to posing their question and remind attendees after they have posed their question to turn their microphones back off.

At the end of the last 3-minute Q&A for the last presenter there will be a Sessional Q&A and Open Discussion Period which will last 10 min. For all Q&A within the sessions you may use the ‘Raise Hand’ function of Zoom to be called on to ask questions and or use the chat box to write a question. The Q&A moderator will confirm when your question can be posed. After being called you can then unmute yourself and pose or answer the question.