

## **Zoom Meeting Tips for tech support students (co-hosts)**

Zoom Quickstart Guides: <https://support.zoom.us/hc/en-us>

### **Before the meeting:**

- Use the desktop app – using the web version has too many limitations.
- TRIUMF Science Week schedule:  
<https://meetings.triumf.ca/event/238/overview>
- You will be the only co-hosts for each session. Session chairs and presenters will remain meeting participants.
- Contact your session chair before the meeting and agree on a preferred form of communication during your session (private chat in Zoom, Teams, email, WhatsApp, etc.)
- Make sure you have the latest version of the talks for your session. It happens quite often that speakers make small changes and adjustments to their talks shortly before the session.
- In case of any questions, feel free to contact any of the Science Week organizers.

### **On the day of the meeting:**

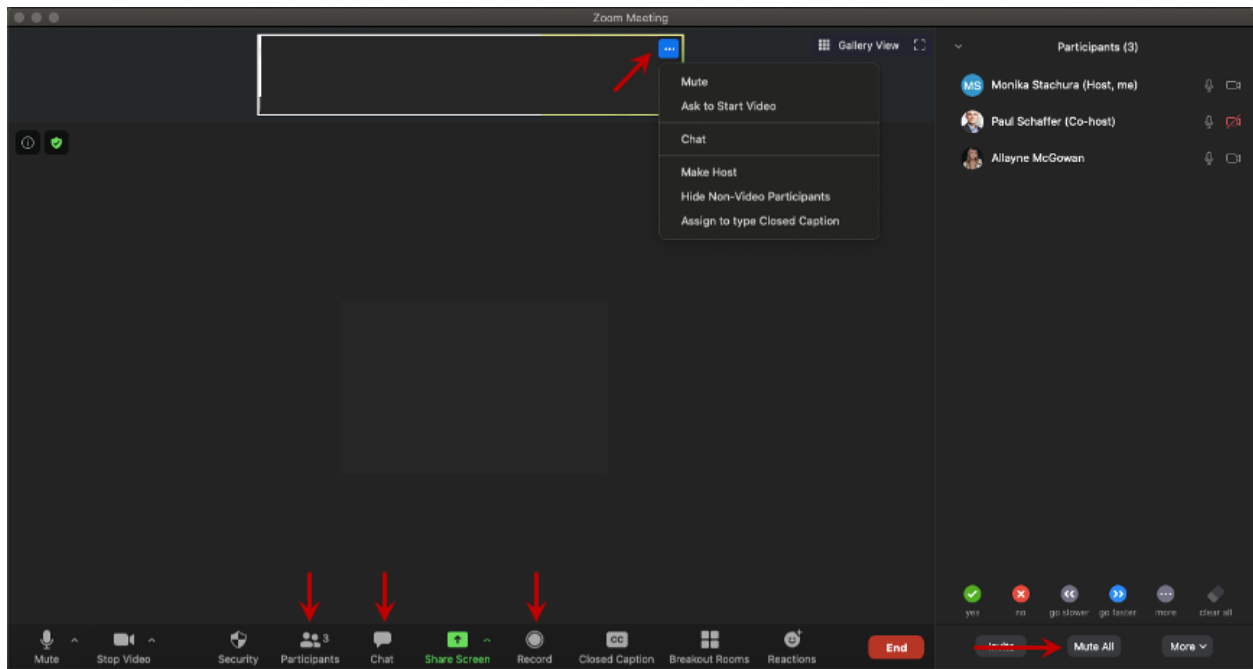
- Join the meeting before your session starts.
- Make sure you have been given co-host credentials (given by the host). If not, contact the host.
- Be familiar with your responsibilities.
- Open the Participants list and chat.
- In case of any problems (technical or personal) contact the host.

### **Tech support responsibilities (session co-host):**

1. Downloading copies of all talks in a given session.
2. Testing all presentations and if needed converting them to PDF (back-up).
3. Be ready to share the slides on the speaker's behalf in case of any problems.
4. Muting people (make sure everyone but speaker is on mute during the talk).
1. Monitoring the waiting room and allowing people in.
2. Removing session bombers.

**Thank you for your help!**

## Zoom features



**As co-host you can control the following features:**

- Mute participants ('Mute all' or individually)
- Stop a participant's video
- Prevent participants from screen sharing
- Rename a participant
- Admit/remove participants from the waiting room
- Place participants in the waiting room
- Record the meeting

**If you click the 3 dots next to the participant's name, the following will appear:**

