

## Organising the proposal seminar online

This document is intended to guide the set-up of an online seminar using functionality of the platforms Microsoft Teams and Zoom for this space. Schools may have their own processes that will need to be reviewed in relation to the steps outlined here, and information in this document can be adapted to suit the specific needs of each school.

HDR students will need to complete the written proposal as they would normally do, in consultation with their supervisors. Each school has a specific process for organising the candidacy proposal presentation, so this same process will be followed in terms of organising reviewers, choosing a time and date for the presentation etc. The difference comes in when students are presenting online, as they will not be in the same physical space as the reviewers, supervisors, or any other attendees.

### Technology requirements

All those involved in the seminar should have access to

- A computer in a quiet space
- Reliable internet connection
- A headset with an attached microphone
- Working webcam

To avoid any interruptions, it is recommended that all participants apart from the presenter, have their microphones muted at the start. If there is a question that the reviewer or any other participant would like to ask, they will need to indicate first using the platform chat (Teams) or 'Raise hand' (Zoom) function. When called on to speak, it is recommended that they turn their microphones on for asking the question, then mute them again. To avoid issues due to limited bandwidth, it is recommended that while the student is presenting, all others have their webcams switched off (unless required).

### Moderation

It is recommended that there be a **moderator** for an online proposal seminar, who will monitor incoming comments and questions. The moderator should be someone from within the school – this may be one of the supervisors, the chair of the research centre, or other appointed nominee.

The moderator will need to:

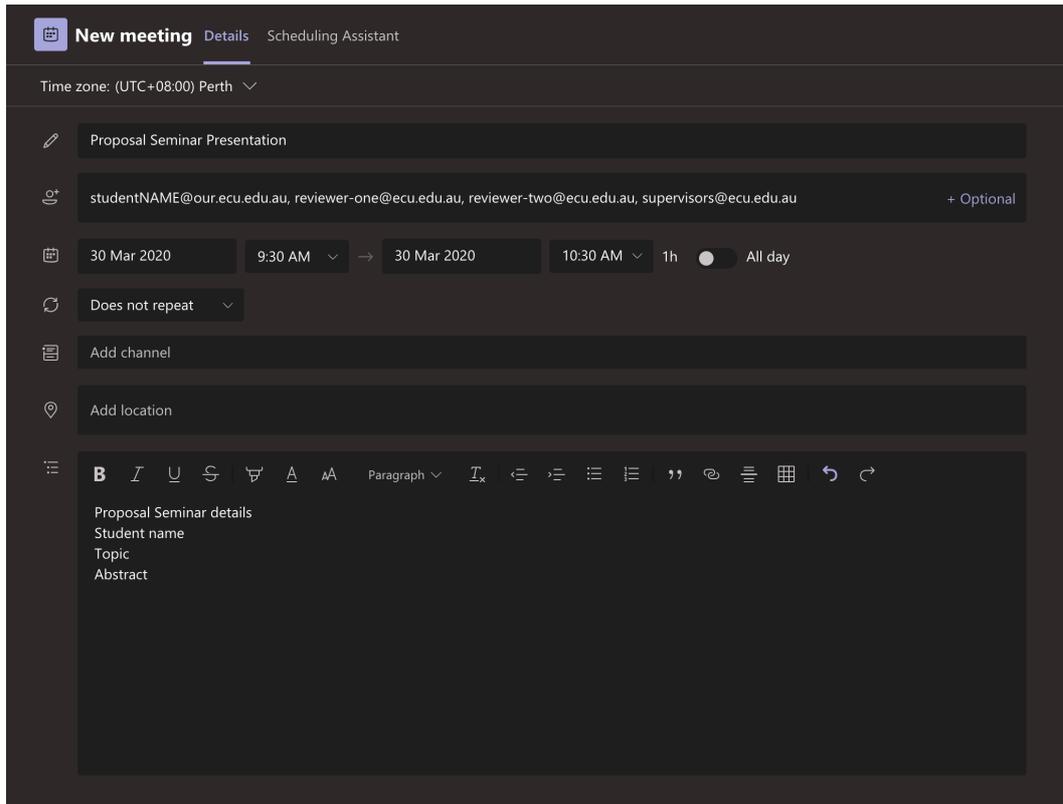
- Monitor incoming participants to the seminar and minimise interruptions: They will need to check the waiting room (if enabled) and advise incoming participants to mute their microphones and turn off their video screens if need be. This will allow for the student to focus fully on the presentation.
- Aid in the flow of questions: This is particularly important for the reviewers, as they will need to indicate that they are wanting to ask a question – this can be done via the chat mechanism in Teams, or 'raising a hand' in Zoom. The moderator will need to ensure that all questions are asked, and control the flow of questions from reviewers and answers from the student. The moderator will handle questions from any other audience participants similarly.

## Using Teams for the proposal seminar

(This option is recommended when the reviewers are internal to ECU)

When the seminar date and time is agreed on, the relevant **research support staff in the school** can set up a Teams Meeting.

Go to the Calendar view in Teams, and click on '+New Meeting'. In the meeting details screen, add in the details as for a standard meeting request.



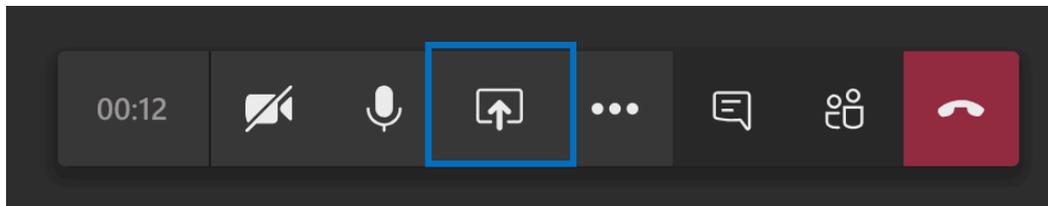
The **key people to be included are the student, reviewers and supervisors**. If this is going to be an open forum with other people present, the link can be forwarded to them. It is advisable to have a registration procedure that will ensure the link is sent out securely to interested attendees.

Reviewers will be sent the proposal document separately, as per school process. If there are any other attachments that need to be distributed to attendees, it is advisable to send these via a separate email.

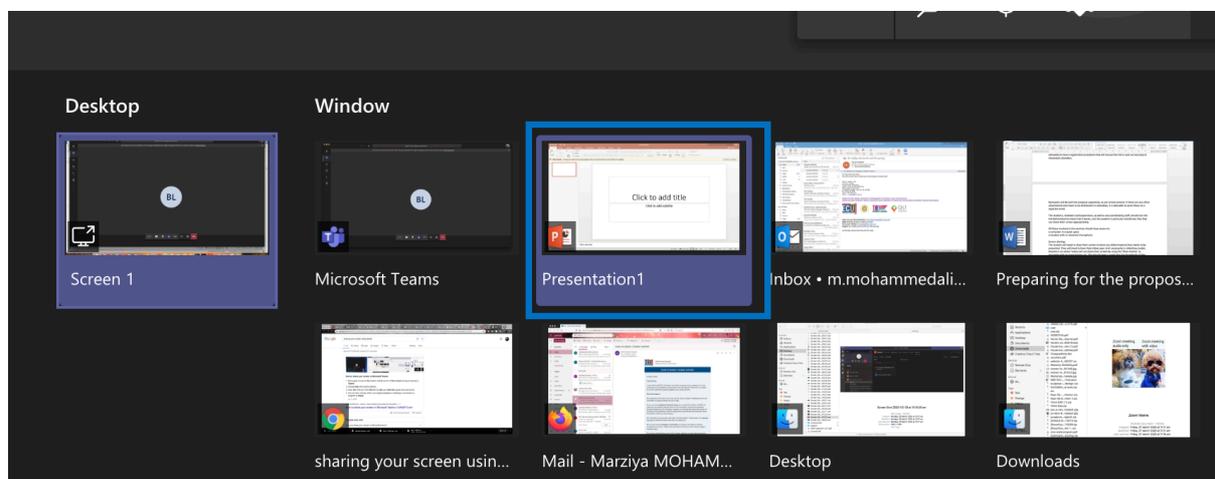
The students, reviewers and supervisors, as well as any coordinating staff, should *test the link* beforehand to check that it works, and the student in particular should test that they can share their screen appropriately, and that they can talk without the sound being distorted.

### Screen sharing:

The student will need to share their screen to show any slides/material that needs to be presented. They will need to have their slides open (not necessarily in slideshow mode). Anyone in an active Teams call can share their screen by using the 'Share button' (a rectangle with an arrow facing up).



This should open a panel that has thumbnails of the various options, including sharing only the screen of a particular application, or the entire desktop.



It is recommended to choose the *Presentation window under the **Windows** heading*, as this means any other programs that are open on the computer will not be seen by others in the Teams call.

When the screen is shared, the content seen by other participants will be indicated by a *red outline* around the shared window. Once this is visible, the student can present the slides as they would do in any presentation.

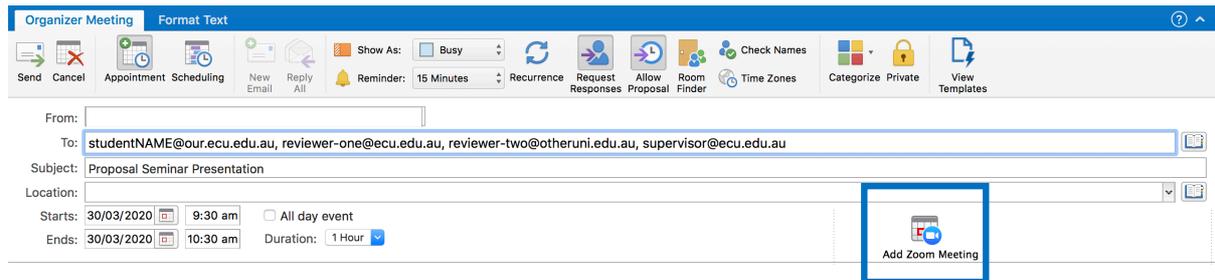
## Using Zoom for the proposal seminar

(This option is recommended when there is at least one external reviewer)

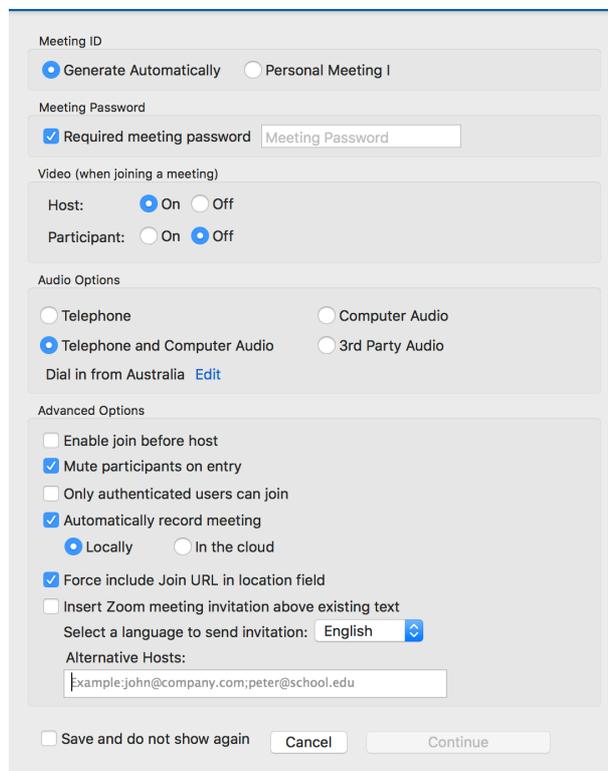
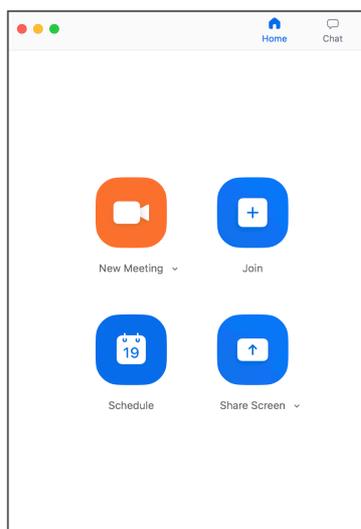
When the seminar date and time is agreed on, the relevant **research support staff in the school** can set up a Zoom meeting. This can be done either via Outlook or the Zoom online interface.

### Outlook:

Set up a new meeting in Outlook. There will be an option to 'Add Zoom Meeting' in the meeting details area.



If Zoom is not already open, there will be a prompt to launch it. Allow for the program to launch in its own window, and sign in using the Single Sign On (SSO) option. When prompted for the domain, make sure it is set to **ecu.zoom.us** and use ADS login details in the web-browser page (that should automatically open – if it does not, check if a pop-up blocker is in use). Once you have logged in, navigate back to the Zoom app, which should now allow for meetings to be scheduled.



Within the Zoom interface, click on 'Schedule' (the calendar icon). This will provide a number of options for a session. It is recommended to check the options on this page –

however, it will need to be added again in outlook. Click on 'Schedule' to return to Outlook and add the information in the dialog box provided. It will populate the meeting request and allow the active link to be sent to all participants.

### Zoom Web Interface:

Go to the website <http://ecu.zoom.us> and click on 'Sign In'. Log into the system using an ADS username and password. The site will open the account page. On the main menu, click on 'Meetings', then 'Schedule a New Meeting'. There will be a list of options for the meeting on the page. Choose the relevant options and save them. This will produce a summary and an option to send via outlook, which can then be sent out to participants.

The image shows two side-by-side screenshots of the Zoom web interface. The left screenshot is the 'Schedule Meeting' form, and the right screenshot is the 'Advanced Options' panel.

**Schedule Meeting**

**Topic**  
Proposal Seminar

**Date**  
31/03/2020 10:00 am to 31/03/2020 11:00 am  
Time Zone: Perth

Recurring meeting

**Meeting ID**  
 Generate Automatically  Personal Meeting ID 712-727-9189

**Password**  
 Require meeting password Enter Password

**Video**  
Host  On  Off  
Participants  On  Off

**Audio**  
 Telephone  Computer Audio  
 Telephone and Computer Audio  3rd Party Audio  
Dial in from Australia [Edit](#)

**Calendar**  
 iCal  Google Calendar  Outlook  Other Calendars

**Advanced Options**

Enable Waiting Room  
 Enable join before host  
 Mute participants on entry  
 Only authenticated users can join: Sign in to Zoom  
 Automatically record meeting  
 Locally  In the cloud

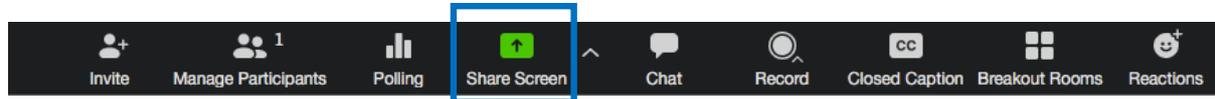
**Alternative Hosts:**  
Example:john@company.com;peter@school.edu

Some points to note:

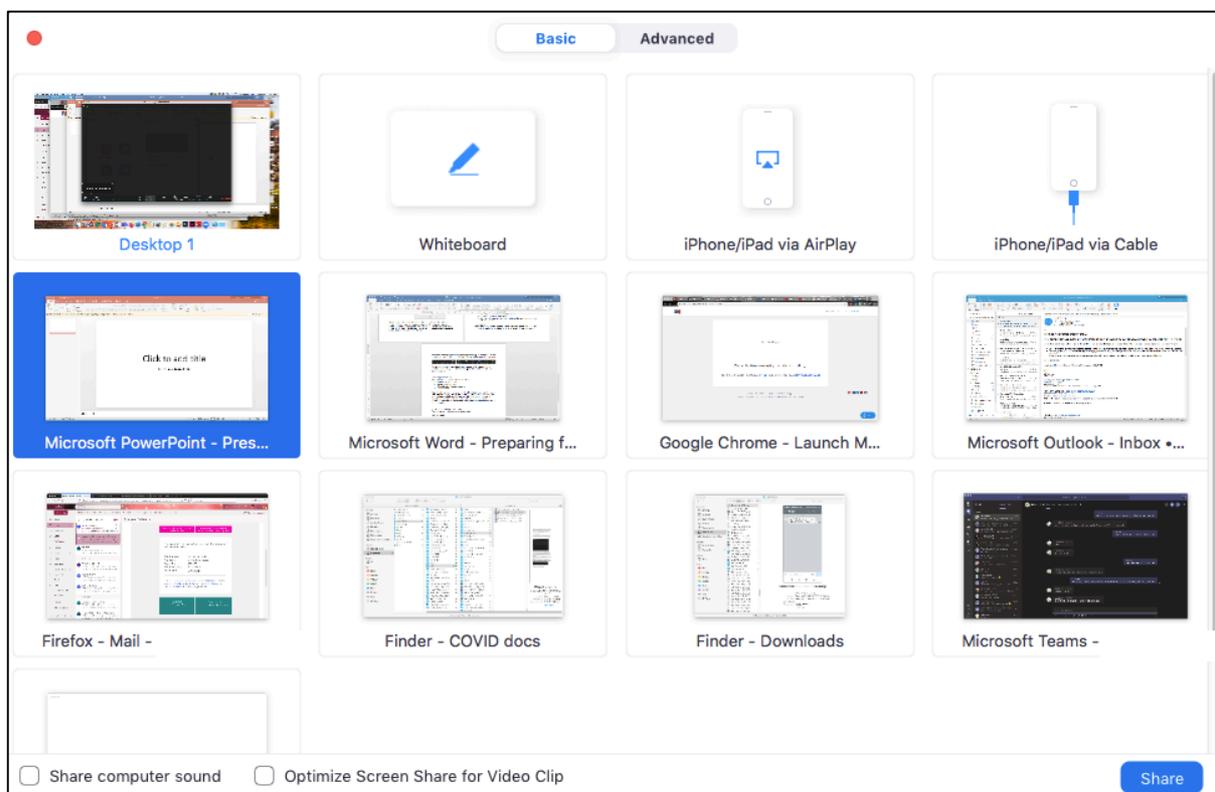
- It is recommended to have a password for the meeting. This will prevent unexpected people from joining the meeting. The password can be sent out to all registered participants along with the link.
- The Participants video should be off by default, to avoid bandwidth issues.
- Audio can be set up to Telephone and computer (in case there is an external party that does not have access to a computer). However, ensure that you set the Dial in country to Australia (set to US by default).
- If you enable a waiting room, people will not be able to come into the meeting unless they are approved by a host.
- Mute participants on entry to avoid interruptions to the presentation if someone logs into the meeting after the session has begun
- If necessary, the session can be recorded.
- Make the student an alternative host (if possible) to allow them more control over the seminar session.

## Screen sharing:

The student will need to share their screen to show any slides/material that needs to be presented. Zoom allows for participants to share their screens. They can also be visible online at the same time, so this is useful for those scenarios where it is important to see the presenter or speaker. This is done by clicking the 'Share screen' button on the bottom panel.



Choose the screen that is to be visible. It is recommended for the student to choose the presentation window only, but if there are other applications that will need to be shown during the seminar, the student can choose desktop instead (this will show the student's entire screen).



When the screen is shared, the content seen by other participants will be indicated by a *green outline* around the shared window. Once this is visible, the student can present the slides as they would do in any presentation. The controls for the program at the top of the shared screen will also allow for the presenter to annotate the document if required.

### Accessing online resources for presentations

There are a range of training resources that are available for students via the **GRS Programs Blackboard** site. Of particular relevance to the proposal seminar are the sessions on communicating research. It is highly recommended to access the following workshops:

- *Presenting your Research at Conferences and Symposia*
- *Visualising your Research and Designing Effective Posters* (the section on designing powerpoint slides)

There is also information on research communication in various contexts, including presenting, in the workshop *Communicating to Different Audiences*. Information about the proposal itself is included in the Graduate Research Induction Program (GRIP) and workshops on writing research proposals.

The HDR Communication Advisers are also available for one-to-one virtual appointments. They can check some of the oral language the student is using for the presentation, and give advice on the language used in the written proposal and the slides.

### SOAR Ambassadors

To minimise the risk of technical malfunctions, it is recommended that the presenting student practice using the chosen platform before the presentation date. They may choose to practice with their supervisors, but can also utilise the SOAR Centre ambassadors and do a run-through of the presentation with them. SOAR appointments are available virtually and can be booked at: <https://intranet.ecu.edu.au/research/for-research-students/soar-centre/book-an-appointment>