



# AIA/SCS Joint Annual Meeting

January 5-10, 2021



  
SOCIETY FOR  
CLASSICAL  
STUDIES  
ΒΥΧΗΚΙΑΤΡΟΣ  
ΤΑΓΡΑΜΜΑΤΑ  
FOUNDED IN 1869 AS THE AMERICAN  
PHILOLOGICAL ASSOCIATION

## Guide for Live Presenters



# The Gallery

## Sessions Gallery is the Hallway to your conference

- You will be able to login using your registered email:  
<https://aia-scs-2021.secure-platform.com/a/organizations/main/home>
- Gallery is the “Hallway” to your conference. In the gallery you will be able to browse through the schedule and find the session you will be presenting in.



**AIA/SCS Joint Annual Meeting**  
January 5-10, 2021

AMERICAN INSTITUTE OF ARCHAEOLOGY  
SOCIETY FOR CLASSICAL STUDIES  
ΕΛΛΗΝΙΚΟ ΙΝΣΤΙΤΟΥΤΟ ΚΛΑΣΙΚΩΝ ΣΠΟΥΔΩΝ  
FOUNDED IN 1929 AS THE AMERICAN  
PROTECTORIAL ASSOCIATION

HOME REGISTER SUPPORT SCHEDULE SUBMIT HANDOUT

**Login to Access the Virtual Program**

Email Address \*

Password \* [lost password?](#)

☐ remember me

Login

Please Note: Login is for individuals who have already created an account in the virtual meeting platform. The account information is different than that for the AIA and SCS membership systems and websites.

Welcome to the AIA/SCS 2021 Virtual Annual Meeting platform. The 2021 Annual Meeting was originally scheduled for January 7-10 in Chicago, IL, but due to the COVID-19 pandemic we decided to make it a completely virtual event. The event will be held over a slightly longer time frame, Tuesday, January 5th through Sunday, January 10th, so that there are fewer conflicts with concurrently scheduled events and to avoid zoom fatigue.

The virtual event will still feature the many academic paper sessions, workshops, colloquia, roundtables, and other events that are part of our in-person meeting. We are also examining ways to integrate the social aspect that allows attendees to connect with their colleagues each year. The platform will also feature an online exhibit hall where university presses, booksellers, and others can present their latest publications and offerings and interact directly with attendees.

**REGISTRATION**  
Registration is now open. We have been able to reduce our registration fees by over 50% in most cases. You can register online by clicking the link below or by printing out and mailing in the [downloadable registration form](#). **Paper forms should be mailed in by December 11<sup>th</sup> to ensure they are received and entered into the virtual meeting system.** Late registrations may not be processed by meeting start date. We encourage everyone to use the online form for registration.

[Click Here to Register Online](#)

**AIA & SCS Program Information**  
The academic programs for both organizations will be posted on the virtual meeting site shortly. We hope to update the program with other scheduling information as it becomes available. The [SCS Preliminary Academic program](#) and [AIA Preliminary Academic program](#) are available on their websites.

# Logging into the Gallery

## Using your registered email to log into the gallery

1. Follow this link to log into the conference gallery:  
<https://aia-scs-2021.secure-platform.com/a/organizations/main/home>
2. On the left hand side of the screen, enter your **Email Address** and **Password**
3. Select **Login**

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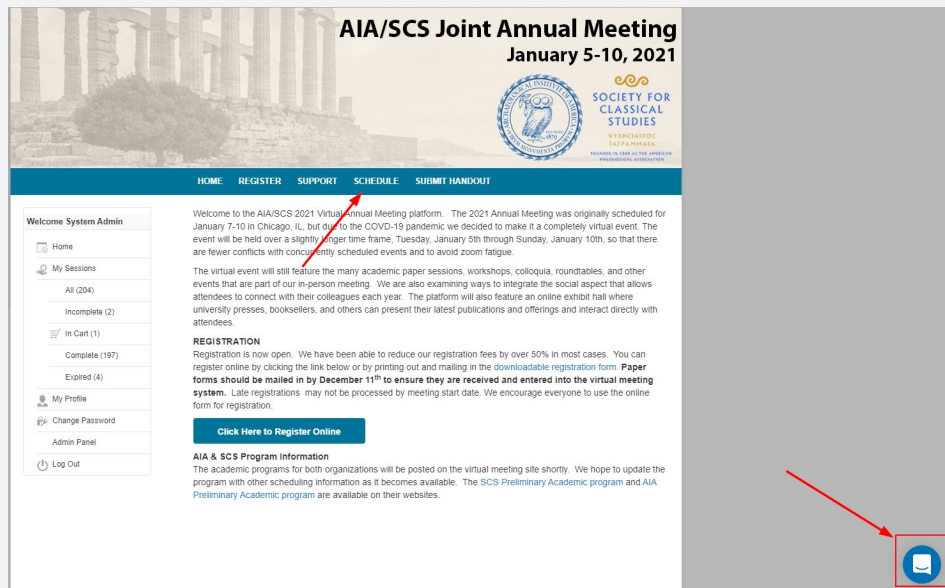
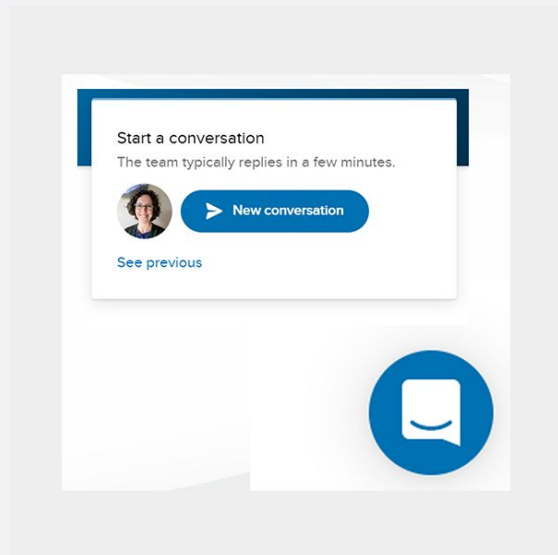
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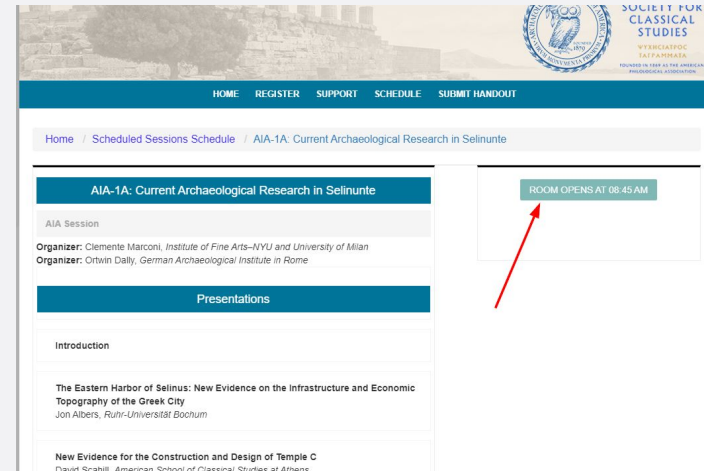
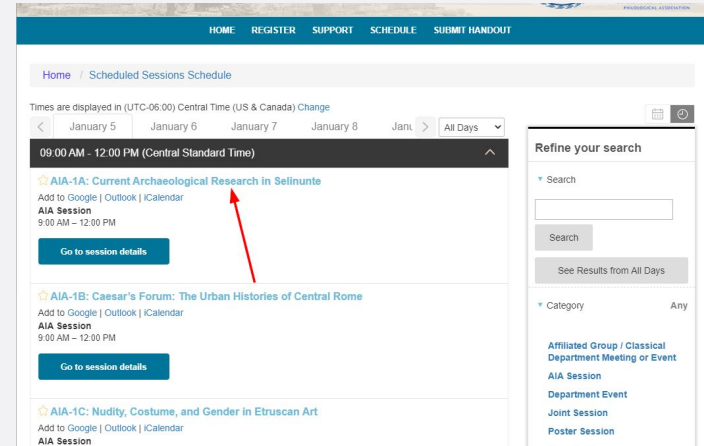
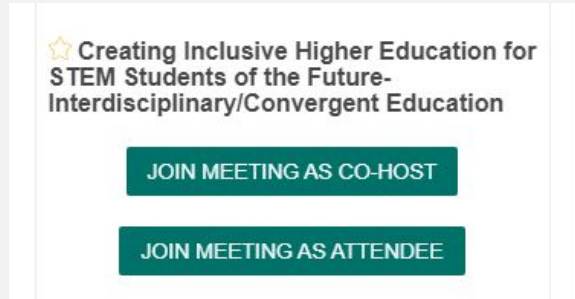
# How We Work With You - Live Event

- Once you are signed in, select **Schedule** to find the conference schedule.
- Browse through the schedule to find your session.
- If you run into any issues, select the **Live Chat Widget** on the bottom right of the gallery. This will connect you with OpenWater Live Support who can point you in the right direction or send you direct links to any session.



# Joining Your Session

- If you are a **Presenter/Speaker**, you will be able to join your session **15 minutes before the official start time**.
- Find your session and select **The title of the session**.
- On the left side of the screen is your **Session Information**. On the right side of the screen is where you will be able to start your meeting.
  - As a Presenter/Speaker you will be able to join your meeting **15 minutes** prior to the schedule start time. Before the 15 minute mark a message will display reading **ROOM CLOSED UNTIL X:XX AM / PM**
  - When it is 15 minutes before the scheduled start time, that message will change to two buttons:
    - **JOIN MEETING AS CO-HOST**
    - **JOIN MEETING AS ATTENDEE**
  - Select **JOIN MEETING AS CO-HOST**
  - Please try to join your session as soon as you see the **JOIN MEETING AS CO-HOST** button, so 15 minutes before the official start time.



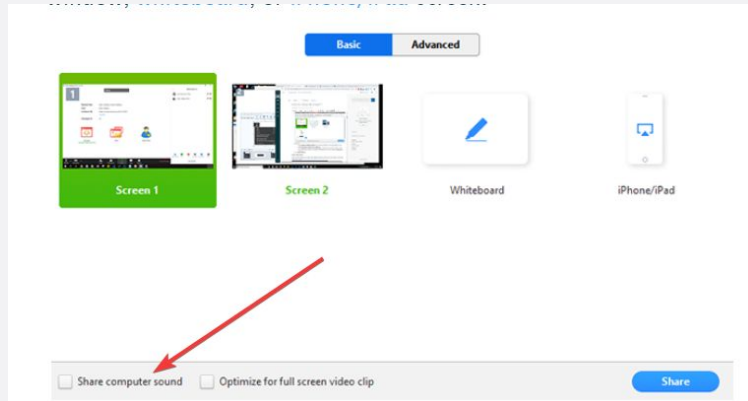
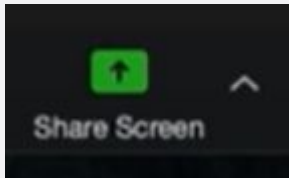
# Moderating Your Meeting in Zoom

**When you start your meeting, some default settings are applied to your room.**

- Randomized passwords are set per meeting room. This prevents “Zoom Bombing.” All attendees who login via SSO will automatically be able to join their sessions without a password.
- All participants are placed into a **Waiting Room** upon joining a session.
- All participants are **Muted** upon entry
- For most sessions we set them to ***Do not allow participants to unmute themselves*** by default

# Screen Sharing Best Practices

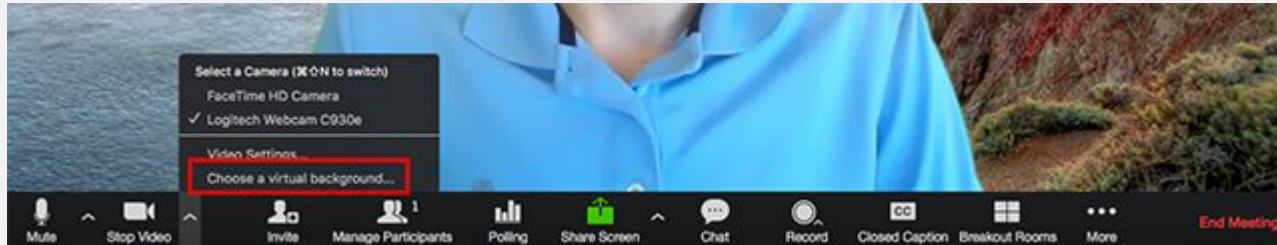
- In your meeting you may want to share your screen to show a presentations and / or a pre-recorded video.
- To do this, click **Share Screen** in the Zoom toolbar.
- You can choose which screen, application, or page you'd like to share.
- OpenWater recommends sharing an **Application** vs an entire screen, as this will limit the chances of unwanted popups or notifications from displaying in your meeting.
- If you will be sharing a pre-recorded video, **make sure you select Share Computer Sound** before you select share. This will play sounds directly from your computer rather than picking up sound from your microphone. We also recommend **Muting Yourself** to prevent any sound feedback while you're sharing.
- We **do not** recommend clicking **Optimize full screen video clip**. This will compress your video and make it too choppy and make most text in a video illegible.





# Set Your Virtual Background

- Click on the arrow next to **Start Video** and **Choose Virtual Background**

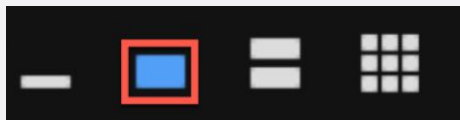


- The virtual background will work even if you don't have a green screen. If you have a bookshelf or a lot of angles, the virtual background won't work well.
- Please check our conference website for the official virtual backgrounds for download.

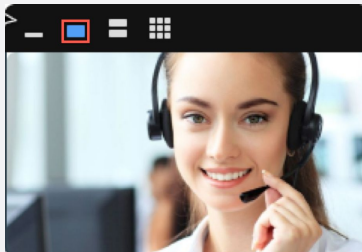


# Camera Views

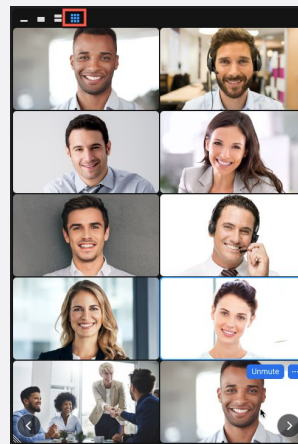
- All attendees can control their own camera views.
- There are two main camera views
  - Active Speaker view: Only the person who is currently speaking will be displayed.
  - Gallery Grid View: All active cameras will be displayed.
- Finally the **Record to Cloud** feature saves the camera view that is set in your Zoom Account. This defaults to **Gallery View** when no screen is shared
- To change the view find the **Speaker Control Strip** at the top right of the screen (only appears when there is more than one active camera)



Active Speaker View

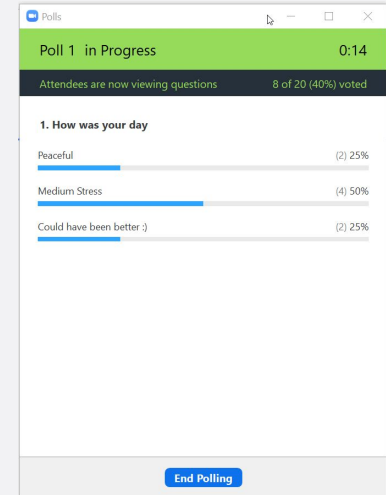
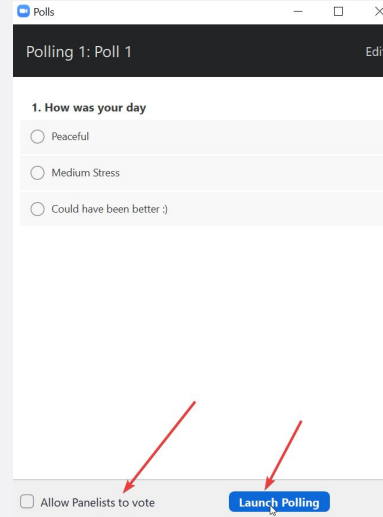
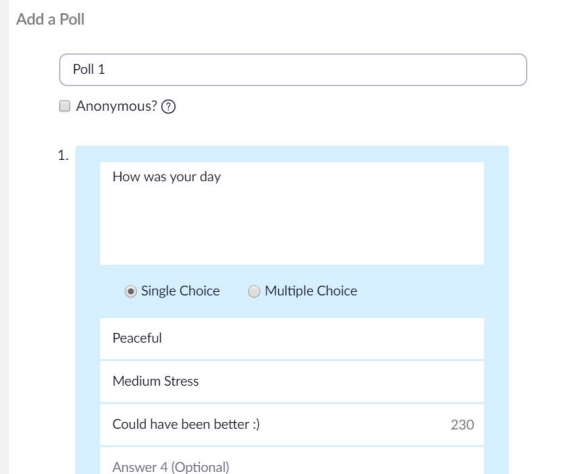
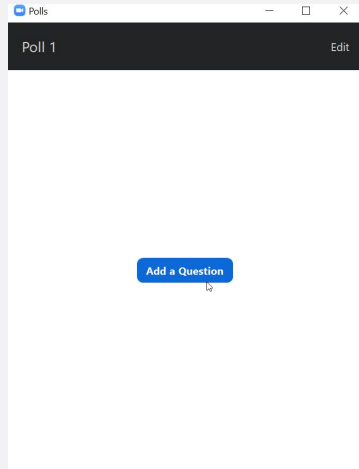
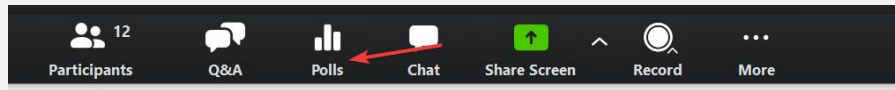


Gallery Grid View



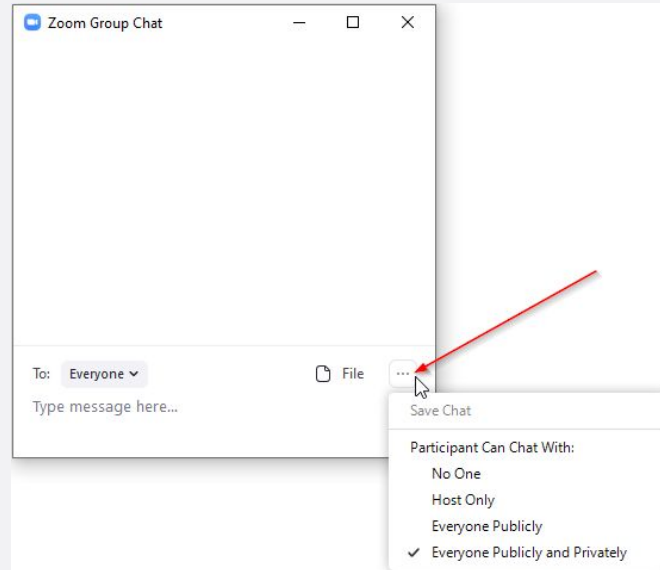
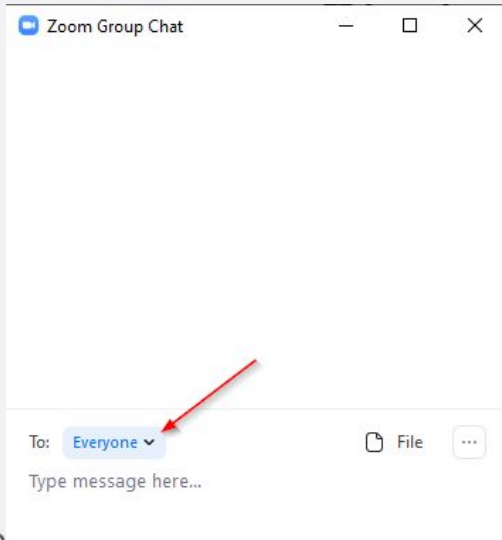
# Polls

- Polls can be setup in advance or during a meeting by the **Primary Host**
- **Co-Hosts** can launch polls.
- To launch a poll click the **Polls** icon in the Zoom toolbar, then **Add a Question** if you have not set one up in advance. Once the question is created, click on **Launch Polling**.



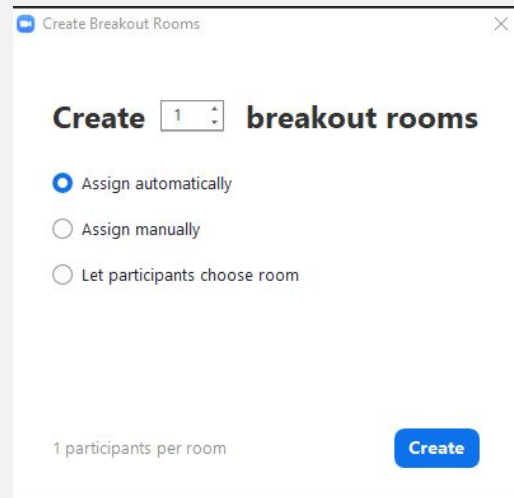
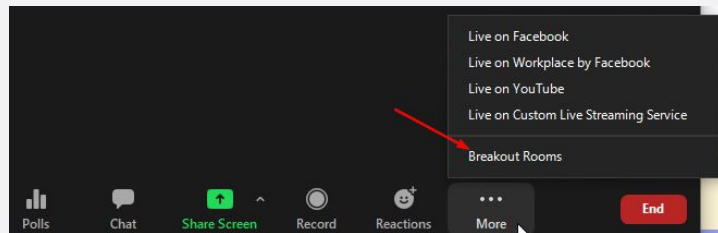
# Chat

- The **Chat** feature can be used to communicate with attendees and vice versa.
- Hosts can select who to chat with, either everyone or a specific attendee privately, and can also upload files if it is enabled.
- Clicking the ellipses icon in the chat allows you to chose who people can chat with during the meeting.



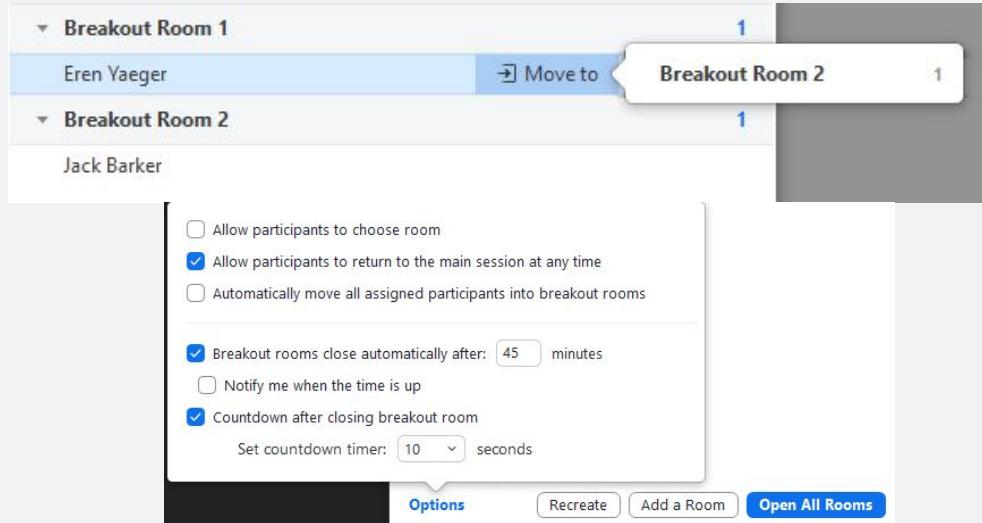
# Advanced Feature: Breakout Rooms

- Breakout Rooms allow you to split your meeting into smaller sessions. For example if you have a meeting with 60 people you can split it into 10 rooms of 6 with just a few clicks.
- Breakout rooms can only be created by the **Host**, **Co-hosts cannot create breakout rooms**.
- Select the **Breakout Room** icon in your Zoom Toolbar. If you cannot see it, find it under **More** in the far right side of you Zoom Toolbar.
- Choose how many breakout rooms you'd like to create and if you'd like to automatically assign, manually assign, or let participants choose their own rooms.



# Special Feature: Breakout Rooms

- You can move people around by hovering over them and choosing **Move to**
- Under **Options** you can choose some additional settings such as **closing rooms automatically after a certain amount of time and allowing participants to choose rooms.**



- Click **Open All Rooms** to move people into the breakout rooms.
- Note: Automatic recording does not work in breakout rooms

# Breakout Rooms

- You as the host can join any breakout room. To do this click **Join** next to the breakout room you wish to join
- You can also **Broadcast Message to All Rooms** by selecting **Broadcast a message to all**.
- You can also **Close All Rooms** to bring people back into the main room
- Participants in a breakout room can message the host as well by clicking the question mark icon in the Zoom toolbar.



▼ Breakout Room 1	Join
● Eren Yaeger	
▼ Breakout Room 2	Join
● Jack Barker	

Broadcast a message to all ^

Close All Rooms