



VIRTUAL EVENT BEST PRACTICES

Virtual events are new and navigating them can be a challenge. That is why we created this one-pager to help student supporters and students actively participate in our 2020 SUTIL Virtual Events! In this document, you will find: extra information about our website, instructions for using the Zoom Webinar platform, and tips for preventing and troubleshooting technical issues.

START AT SUTIL.CA!

The best way to prepare for a SUTIL Event is for students to spend time on our website, exploring the different virtual booths. By watching the brief introduction videos and perusing the additional resources, students can make informed decisions regarding which presentations they would like to attend. The virtual booths are built to act like the physical booths we typically have at career fairs and traditional in-person events: provide students with a quick overview of the opportunities the institution can provide.

ZOOM MEETINGS VS. ZOOM WEBINARS

The Meeting and Webinar platforms offer similar features and functionality but have some key differences.

MEETINGS: Are designed to be a collaborative event with all participants being able to screen share, turn on their video and audio, and see who else is in attendance. Put simply, Zoom Meetings are similar to a high school classroom in size and function. Zoom Meetings will be utilized for SUTIL Drop-in Days in order to allow for personalized one-to-one service.

WEBINARS: Function more like a university lecture theatre - more people are able to take part and there is more anonymity. The biggest difference is that in a Webinar, students will be able to see the presenters, but not each other. The presenters will also not be able to see the students - this protects students' identities and privacy. SUTIL has chosen to use the webinar platform for presentations for this reason, as there is a possibility that there could be students from different school divisions also attending the presentations. Webinars still provide access to interactive functions such as the Q/A, chat, and polling options.

DON'T FORGET:

Students will need to download the FREE Zoom App to their desktops or phones, but are not required to have a Zoom account. When they select the link to join a Zoom Webinar, the webinar will open in their internet browser and then ask to open the meeting in the Zoom app. Before they join the webinar in the app, they will be asked for their name and email address. This is for tracking purposes only - the information is not released.

HOW WILL THE WEBINARS WORK?

JOINING WEBINARS: Once a student has chosen which presentations they would like to attend, they simply need to click on the link located on the post-secondary institutions' virtual booth. If a webinar has not started yet, there will be a message that appears on the screen notifying the attendee.

INTERACTIVE WEBINAR CONTROLS: Students will have access to some interactive controls while participating in the Zoom Webinar sessions:

- **CHAT:** This function allows students to send chat messages to the presenters.
- **Q/A:** Allows students to ask questions to presenters.
- **Raise Hand:** Students can raise a virtual hand if they have a question or as a response to a question asked by the presenter.

Some institutions will be hosting their sessions through a platform other than Zoom Webinars. Additional instructions and reminders for joining these sessions will be listed in the institution's booth along with the link to join their live sessions.

ENGAGEMENT PRACTICES

While it might seem difficult to engage with presenters now that our sessions are being held virtually, we still encourage students to ask us questions, both in the live presentations and during the drop-in hours. During the presentations, there will be someone from each post-secondary institution who monitors the chat and Q/A function. They will either respond to students over through the platform, or have the presenter answer the questions live.

Built into each presentation is a 15-minute time period for questions. This is the perfect time for students to ask all of their burning questions. We are here to help! Here is a sampling of questions that students are encouraged to ask:

- When are applications open for your institution?
- Are there important deadlines that I need to keep in mind?
- Are there waitlists for your program?
- What types of averages do I need to gain entry into your programs?
- How do you calculate those averages?
- Do you have equity seats in your competitive programs?
- What types of housing options are available on your campus?
- What types of scholarships are available and how can I apply for them?
- How will I know if a program is right for me? Can I change my mind?
- What accessibility services does your institution offer?
- What transcripts do you need? How can they be delivered to your institution?
- Are there any information nights or open houses that I can attend to explore my options further?

VIEWING AS A GROUP?

Planning to watch the presentation as a group in your classroom or with members of your covid bubble? Have students check out the booths and plan in advance which presentations they want to attend. Students can create small groups to watch sessions together.

During the presentation, have an assigned person to ask the questions in the chat or Q/A area! This could be yourself, another supervising teaching, or a student. Students are encouraged to take notes - there could be an assigned note-taker or they could all take notes and share them with each other after viewing the presentation.

BASIC TECH HELP

Haven't downloaded the FREE Zoom app yet? No worries! When you click on the link to join the presentation for the first time, the web browser client will download automatically. If you are on your mobile device, you will be prompted to download the app from your mobile's "app store."

Can I Use Bluetooth Headset? Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

Do I have to have a webcam to join on Zoom Webinars? Since presenters cannot see attendees and attendees cannot see each other, you do not need to have a webcam to join Zoom Webinars.

What if I can't join a session? There are various reasons that you may not be able to join a session. Not every associate member institution is presenting in every time slot. The webinar rooms themselves do have a maximum capacity, so there is a slight chance a session may be full. If you cannot join, you are encouraged to access the booth information for the institution (maybe even book an appointment with an enrolment advisor!) and join an alternate session that you are interested in.

What type of device can I use for virtual SUTIL events? To view the booths, you can use any device that has internet and web browser access. For the live sessions on Zoom Webinars, you can use any device that has the free Zoom app. This could be a laptop, desktop computer, cell phone, tablet, or ipad!

