

GUIDELINES AND RECOMMENDATIONS FOR VICE-PRESIDENT RESEARCH SEARCH CANDIDATE PRESENTATIONS

ZOOM INFORMATION

The University of Regina utilizes Zoom for web conferencing. A Zoom meeting link and password will be provided to faculty, staff and graduate students prior to the meeting through email.

We recommend everyone download the Zoom app to your device (desktop, laptop, iPad, etc.). Additionally, you may sign up for a (free) Zoom account by going to: <https://zoom.us>.

You will receive a meeting invite, which will include the **meeting ID, password, and URL** to join to meeting room. Access to the meeting may require a password.

It is recommended that you connect to the meeting room 10-15 minutes prior to the meeting time. This will allow for extra time to connect into the meeting room and for check in. If you have any issues with Zoom, please contact Darcy.Schauerte@uregina.ca at least 1 hour prior to meeting for troubleshooting/testing.

ATTENDANCE

A Zoom Waiting Room has been established for the meeting. Upon logging into the meeting, you will enter the "Zoom Waiting Room." The waiting room will be used to establish attendance. Once checked in by the Zoom host, you will enter the meeting.

The presentation will be recorded on Zoom and posted online for open feedback. By joining the presentation, you grant your permission for the University of Regina to record the session.

ONLINE ETTIQUETTE

Please ensure your microphone is on **MUTE** and your video camera is **TURNED OFF** for the entire meeting, until you are called upon to speak. We are trying to minimize background noise and meeting distraction as much as possible to ensure meetings are being conducted in a timely fashion.

PRESENTATION AND Q&A

A twenty-five minute presentation will be given by each candidate, followed by a question and answer period.

If you would like to ask a question, please place your question in the Zoom chat. This will allow questions to be addressed as they are received. Zoom chat will be available to everyone. The Chair will then determine next steps on addressing the question. If you are called on by the Chair to clarify, address, or respond to a question please **TURN ON** your video camera so you can be seen.

IMPORTANT ZOOM BUTTONS

