Charles Sturt University

**Faculty of Science and Health
Higher Degree by Research and
Honours
Symposium 2024
20th & 21st November**

Room Coordinator Information

Thank you for agreeing to participate as a Room Coordinator (RC) at the Faculty of Science Higher Degree Research and Honours Symposium. RCs have been put in place to support Session Chairs and Presenters.

Please find some general information below in relation to this role. If you any questions, please email the FOSH Operations Team at FOSH-Ops-Admin@csu.edu.au .

Room Coordinator

- You will be made a ZOOM Co-host for the stream you are scheduled as RC in, as this will allow you to assist and control the session if required.
    - Please note the streams are scheduled to go across the two full days. So, if you join to watch in another session, you will still have host abilities. Please be careful if you are in a session that you aren't scheduled as RC.

- Please arrive **5 - 10 minutes** early to the session and make yourself known to the Chair.

- During the session;
    - Assist with ensuring the session commences on time and all presentations run on time;
        - Chair/Presentation speakers have been advised that presentations will comprise a total of **15 minutes**, with a recommended **10 minute** presentation and **5 minutes** of questions. There will be **5 minutes** in between presenters to allow the judges' time to complete their assessment and to allow audience members to log in and out as required.
        - There is a little flexibility here if questions run over, we are aiming to allow the assessors a minimum of 3 mins to finalise between presenters.
        - If a presenter is absent, this allows the opportunity to take a break until the next allocated presenter time.

    - We are using the Timer App within zoom this year to assist with timekeeping. Please see the instructions/information below to download the app.

        - We are asking for RCs to download this as well as Chairs.

    - Please monitor the session stream and mute anybody who is unmuted when they shouldn't be.
        - Chairs/Presenters have been advised questions can be asked through the chat and read out by the Chair or by the audience by putting their hand up and the Chair asking them to come off mute and ask.

    - If any issues or IT issues arise, please alert the FOSH Operations Team. There will be one team member in each stream, but if we aren't please email FOSH-Ops-Admin@csu.edu.au

        - Ops member: Mel Hudson, Lisa Drum, Jenny Locker, Jason Watt, Michelle Westman or Cara Platt
            - Please see who is showing attending in your stream on the day/session.

        - IT can also be called on their priority line 1300 653 088 and select option 1 (high priority)

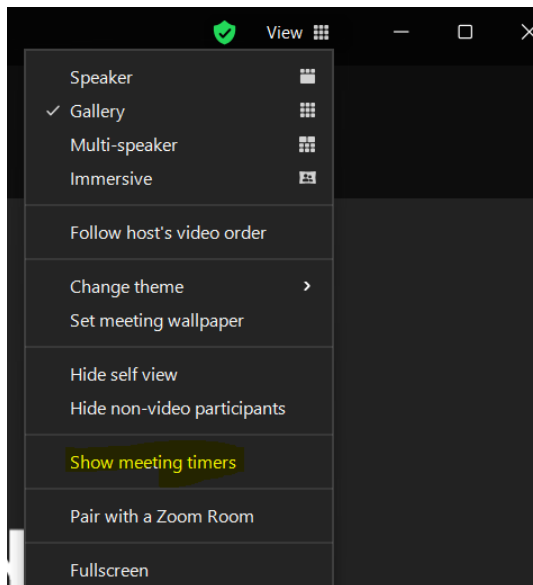- Program
    - The most current program can be found at https://science-health.csu.edu.au/research/hdr-honours-symposium

**Faculty of Science and Health
Higher Degree by Research and Honours
Symposium 2024
20th & 21st November**

- **Timer App**
  - use this link, https://marketplace.zoom.us/apps/cXw5IXmqT6SIIBQxgM_PfQ , to download/add the timer app to your zoom account.
  - Please start your own zoom meeting to test that the timer app has installed correctly. You may need to restart your system.
  - When you are in a meeting to access the timer please follow the below:
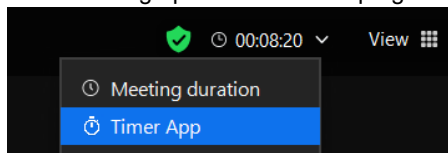   - Select "View" in the top right corner
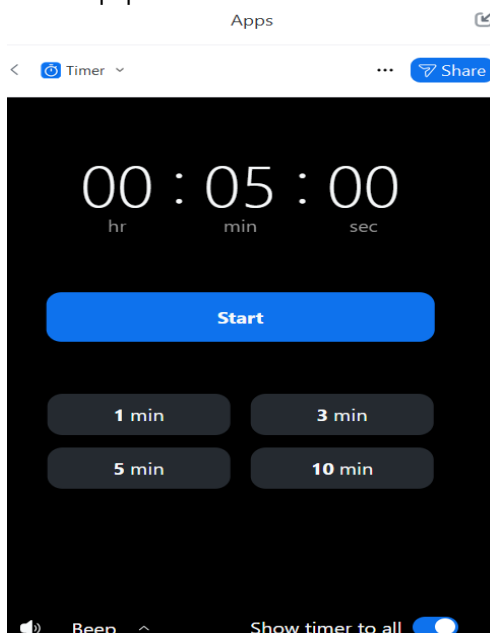

    - Select "Show meeting timers"

    - This will bring up a timer in the top right. Select the drop down arrow and select the Timer App.
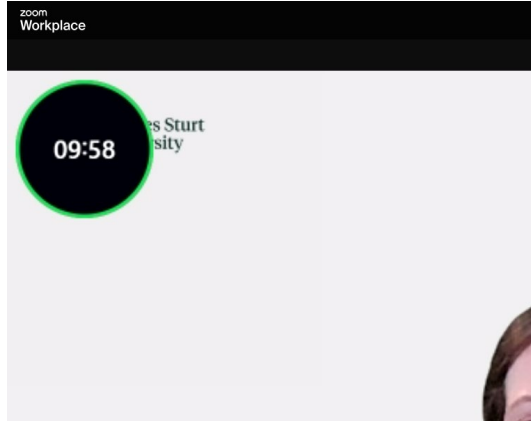

    - This will pop out the timer.

Faculty of Science and Health
Higher Degree by Research and Honours
Symposium 2024
20th & 21st November

- Please make sure the sound
  type selected in the bottom left corner is "Beep" and the "Show timer" to all is selected on the right.
- This timer can be used for the presentations. Your camera will need to be on and mirroring off, so the timer can be seen by all.
- Once the timer ends it will make a short beep sound and then the timer can be stopped.

- All attendees should see a little notification when the timer ends, but the presenters sharing their screen may not see it and you may need to say something if they keep going and not wrapping up after the beep.