

To think about when organising a GlobeLife seminar

- The seminar should be maximum 2, 5 hours long, with time for a discussion. Do not extend this time! We also recommend a break if the seminar is 2 hours or more.
- Decide if the seminar should be on Zoom or not. Book a hall if necessary based on this. Here you can find halls adapted for video conferencing at Uppsala University: <https://mp.uu.se/sv/web/info/stod/konferens-resfriamoten/resfriamoten/videokonferens/videokonferensanlaggningar>
- Create a flyer and invitation text and send it to GlobeLife@uadm.uu.se. It should be finished if possible before the GlobeLife seminar that takes place before your seminar. This is so that your seminar can be advertised here. The GlobeLife Working group has a template that should be used.
- Order catering if you would like to have this.

Seminars on Zoom:

Before the seminar:

- The organizers requests a webinar link from the GlobeLife Working group. Send a list of names and email addresses of speakers and organizers to the working group to get a **special link for panelists**.
- For instructions on how to use Zoom, go to this page: <https://mp.uu.se/en/web/info/stod/it-telefoni/e-moten/zoom>
- Contact IT-support if the seminar should be “blended” (both physical and on Zoom) if needed. Preferably, do not use blended seminars, because this is complicated technically and the speakers present in the room can be difficult to hear on Zoom.
- Ask someone to be a co-host
 - Set this person as Co-host (alternative host) in Zoom. Go into the meeting details in Zoom, click on Edit, then at the bottom under Advanced Options add the co-host’s email address. It can also be done when the meeting has started.
- Ask all speakers to check so that they have a good Internet connection and to use **headphones with a good microphone** (to reduce noise and make it easier to hear).
- Ask all speakers for their phone number in case anything goes wrong with their connection. It is also possible to call in to the meeting.
- Ask all speakers to connect at least 15 minutes before the meeting starts to check the sound and sharing of the presentation.
- Hold a test and go through the room’s audio visual equipment set up and together with the IT-support make sure everything is working with Zoom including the ability to show the presentation. (Only if you have a blended meeting.)

- Ask someone to record the seminar. When the Zoom meeting is started, this person can be given the ability to record with the *Allow recording* setting by the host or co-host.
 - Test recording beforehand to know how it is done.
 - See this page for more instructions: <https://mp.uu.se/en/web/info/stod/it-telefoni/e-moten/zoom>

During the seminar:

- Mention at the beginning of the seminar that it will be recorded. Also let everyone know the procedure for asking questions. Usually questions are asked in the chat and brought up later by the host.
- Start recording shortly before the seminar starts, and stop for breaks if possible.
- Show the flyer/program before the first speaker starts, and perhaps also during the break.
- Host and/or Co-host is responsible to manage the cameras and microphones under the seminar. This includes moderating turning off/on panelist's video and microphones during the seminar (should be turned off if they are not speaking) and see if anyone would like to ask questions (via a raised "blue hand") or in the chat.
- Make sure that the names of the speakers are correct in the participant's list. A number can be placed before their names, to make it easier to find them in the list.
- The host is also responsible for keeping track of questions asked by the audience in the Q&A function.
- Someone should mention the next GlobeLife seminar/s and if any other activities of interest is going to take place. Show the flyer for the next seminar if this is finished.

After the seminar:

- Save the recording as "Optimize for 3rd party video editor".
- The file will take a long time to save afterwards, so plan for this.
- Send the video file/files to the GlobeLife box to be published on [the GlobeLife website](#). Contact GlobeLife@uadm.uu.se to get the link to the box upload folder.
- If it is ok for the speakers, the presentations can be published at the GlobeLife website (as ppt files). Contact GlobeLife@uadm.uu.se to get the link to upload them.