

## To think about when organising a GlobeLife seminar

- The seminar should be maximum 2,5 hours long, with time for a discussion.
- 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>
- Decide if you would like participants to register or not. Registration takes more work, but is safer and necessary if there will be a hall booked and catering in connection with the seminar. If the seminar is on Zoom you have the possibility to share the link only with those who register.
- Create a flyer and invitation text and send it to [GlobeLife@uadm.uu.se](mailto: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.
- Order catering if you would like to have this.

### Seminars on Zoom:

Before the seminar:

- The organizer creates the Zoom link. Passcode is optional. Think beforehand if you would like to share the link freely (on websites), or only in mail lists etc.
- For more information on how to use Zoom, go to this page: <https://mp.uu.se/en/web/info/stod/it-telefoni/resfria-moten/e-mote/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 if possible (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.
- 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.

- For more information, see this page: <https://mp.uu.se/en/web/info/stod/it-telefoni/resfria-moten/e-mote/zoom/moten/spela-in-mote>

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 participant'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.
- "Spotlight" the person/persons speaking at the moment during the seminar if needed, so participants can see them. This is especially important when having a panel discussion and many people are talking at the same time.

After the seminar:

- Save the recording as "Optimize for 3<sup>rd</sup> party video editor".
- The file will take a long time to save afterwards, so plan for this.
- Send the file/files to the GlobeLife box to be published on [the GlobeLife website](#). Contact [GlobeLife@uadm.uu.se](mailto: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](mailto:GlobeLife@uadm.uu.se) to get the link to upload them.