



# 2021 WINTER LEADERSHIP WORKSHOP

4-7 DECEMBER 2021 · WASHINGTON, DC

## FAQ (Frequently Asked Questions)

### WHEN WILL THE VIRTUAL LEADERSHIP WORKSHOP TAKE PLACE?

Virtual Leadership Workshop will take place:

- Saturday, Dec 4th, with networking from 12:30 - 1:00 pm EST and the formal program starting at 1:00 pm EST.
- Sunday, Dec 5th begins at 11:00 am EST
- Monday, Dec 6th begins at 11:00 am EST
- Tuesday, Dec 7th begins at 11:00 am EST

### HOW DO I REGISTER FOR THE VIRTUAL LEADERSHIP WORKSHOP?

- The registration link is on the Virtual Leadership Workshop [agenda](#) webpage.
- Email reminders, including a Zoom Workshop link will be sent prior to the start of each days' session.
- For [registration help](#), contact Jo Davis at [jdavis@sgmeet.com](mailto:jdavis@sgmeet.com).

### WHAT IF I HAVE DIFFICULTY CONNECTING ON THE DAY OF THE WORKSHOP?

We recommend you attempt to login at least 30 minutes before the start of the first session. If you have trouble, technical support will be available and can be reached via

- phone and/or text support can be reached at: 202-630-3455
- email at [support@sciencepresidents.org](mailto:support@sciencepresidents.org) or
- View a short Zoom tutorial on YouTube. [Here](#) is one example that runs about 8 minutes long.
- If you need to call in by phone, please look for the phone numbers, meeting ID and password that will be included in the confirmation email sent following Zoom registration. (We prefer to have you connect via computer but do understand that there may be internet connectivity issues.)

### WHAT IS THE FORMAT FOR THE VIRTUAL LEADERSHIP WORKSHOP THIS SPRING?

We are excited for our second virtual Workshop. A great deal of effort has been put into making this as interactive as possible.

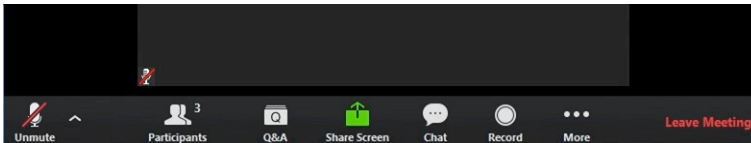
The Workshop will be presented as follows:

- **Though registration will be required, you will not need to register in advance unless you plan to join us ONLY by phone (the phone number will be in the confirmation email).** For security, upon "arrival" all participants (including speakers) will automatically enter a waiting room. After your name is confirmed you will be directed to a random breakout room (unless we are in session) where we strongly encourage you to get to know others in the room. Breakout rooms will also be employed during all breaks. We encourage your participation as a chance for networking.
  - Following a 30 second alert, all breakout rooms will be automatically closed, and you will be back in the main workshop space.
- Each speaker/panel will be introduced by a moderator, frequently a CSSP Board member, followed by presentations and moderated panel discussions.
- Questions, including those entered the "chat" feature during presentations, will be answered during the Q&A portion for each session. (CSSP will have someone monitoring the "chat" window for questions.)

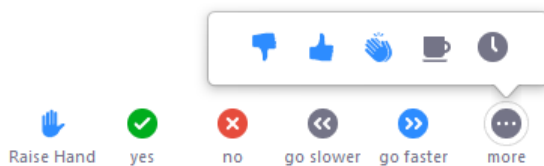
- Remember to unmute when you are “given the microphone” to ask a question.
- The “hand raising” feature found in the participant window (see below), should be used during live Q&A times.
- The agenda was created to help avoid virtual “fatigue” with breaks scheduled following each session. At that time, we encourage you to participate in the small breakout rooms established to allow time to interact with other CSSP members.
  - Before joining others in the breakout rooms, we recommend taking a moment for a bio-break, and to get something to drink and/or eat.

## HOW DO I USE BASIC ZOOM FEATURES?

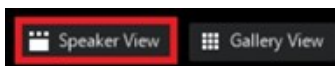
- We recommend using headphones, as they will help reduce the occurrence of echo/feedback.



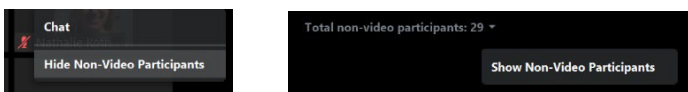
- Locate the Zoom tool bar on a computer by hovering at the bottom of your screen until it becomes visible.
  - Click on the Chat icon to be able to ask a question.
  - Click on the Participants icon to be able to “raise your hand” and to see who else is in attendance at the workshop
  - To contact the host (CSSP) or SUPPORT from within breakout room, send a private message via the chat feature.
- From the participants’ window, you will be able to give non-verbal feedback using the icons shown here. We ask that you **raise your hand** either virtually or physically to ask a question.



- We recommend you set your view to the speaker setting during presentations.
- To switch to gallery view for Q&A, and breakout rooms, hover on your screen to locate this icon.



- Right click on any non-video participant to be able to hide them all from your view. Click on the down arrow, located at the top of the screen to show (unhide) them.



- We recommend you take the time to update to the newest version of Zoom [here](#), to ensure you are using the most current version that will include the most current security.

## WHAT’S THE DRESS CODE?

As a virtual conference, we encourage you to dress comfortably.