Spring 2021
Online Participant Guidelines

The Chiang Research Festival is both a celebration of student research and a forum in which students can test and refine their ideas before submitting their final research portfolios. Historically the Chiang Research Festival runs Monday of Reading/Review/Recitation (RRR) on the 5th Floor of Moffitt Library. However, because campus is presently closed to face-to-face interactions, student research presentations will happen online.

Session Option 1
Monday, May 3, 2021
8am–10am (PST)
Zoom Online Meeting

OR

Session Option 2
Monday, May 3, 2021
4pm–6pm (PST)
Zoom Online Meeting

We have scheduled two sessions to accommodate student presenters who may be logging in from different time zones, but students only need to register for and present their research at one of the sessions; login details will be forthcoming.

How Will We Login to the Chiang Festival via Zoom?
Students will need to register in advance for either Session Option 1 or Session Option 2; instructors will provide students information for registering for their session online. After registering, students will receive a confirmation email with information about joining the Festival on May 3, 2021, at their designated time.

On May 3, 2021, students should login to Zoom a few minutes before their session’s start time, using the password they receive when they register.

What Happens When We Login to Zoom?
At the beginning of each online session, students will hear opening remarks and receive instructions for how they will be broken into breakout groups of 3–4 students. Once in their respective breakout rooms, students will have two, official roles:

**Presenter:** You will deliver a 10–12 minute presentation of your main research findings to other students in the breakout room.

**Respondent:** You will listen to and take notes on the other students’ presentations; respondents will need to email their comments to each presenter at the end of the session, so students should be sure to write their email address on the breakout group’s Chat so others in the group can send comments. Once a presenter finishes, respondents will have 6 minutes to offer comments, ask questions, and offer suggestions to help presenters test and refine their ideas.

CWR4B faculty and festival organizers may join breakout rooms during student presentations to help troubleshoot, as needed.

What Should We Do to Prepare?
You should practice presenting orally to an audience that is unfamiliar with your work and consider what feedback would
be most useful at this culminating point in the research process. Prepare questions that solicit from the audience/respondent the kind of feedback that would be most useful to you as you revise your research paper.

What Should We Have and Do for Our Presentation?
Breakout room participants will be able to hear you present your work and see physical visual aids you show through your computer/device’s camera. Students who want to use PowerPoint, Keynote, Prezi, or other digital files can also share their computer screen—or specific elements on their screen—by clicking the “Share Screen” button.

Tips for presenting in Zoom breakout rooms appear on the final page of this document.

In the coming weeks, instructors will be sharing more information about the festival in general and work they may need from their own students. Meanwhile, College Writing Programs faculty and staff look forward to celebrating your work on May 3!
Online Presentation Breakout Room Tips

Working with Presentation Materials in Breakout Rooms
Although hosting presentation slideshows online allows for ongoing edits, students have found that accessing materials in the cloud while participating in a Zoom session can strain or even freeze their internet connection. Therefore, students might want to download their presentation materials to their computer before logging into the festival.

Deciding Upon Presentation Order
Students can present in any order breakout room participants decide; however, to maximize the time students have for getting and giving feedback on each others’ research, students without a preferred order can save time by presenting alphabetically by first name.

Collecting Key Information Upon Entering Breakout Room
Because technology can be finicky, students should record their breakout room number immediately upon joining the room; if students are disconnected or otherwise need to leave and rejoin a room, Festival Organizers will ask for their original breakout room number.

Students should also exchange email addresses (posting them in the room’s Chat as students join can save time). Having this information will make it easier to exchange information (e.g., Response Sheets or other notes) or even reconnect with a breakout participant to clarify ideas or to learn more about each other’s research.

Getting Help in Breakout Rooms
Participants in breakout rooms can request that a Festival Organizer/CWR4B faculty member join their breakout room by clicking Ask for Help. An Organizer/CWR4B faculty member will be prompted to join your room. If you see the message “The host is currently helping others. Please try again later,” someone will be with as quickly as possible.

Recording in Breakout Rooms
Some students may want to record their own presentation for personal use or, perhaps, to include in their CWR4B capstone project portfolio. If you want to record your individual breakout session, you must have “Local Recording” and “Breakout Rooms” enabled in your Zoom account settings. Then, follow these instructions:

1. After you’ve joined a breakout room, click on the Record button.
2. You can see who is recording by looking for the recording icon in the participant list in your breakout room.
3. If you do not see the option to record, you will need to ask the meeting host or co-host to allow recording for your account in the meeting. You can click the “Ask for Help” button or leave the breakout room to once the meeting ends or you stop recording, you will see your meeting recording saved to a folder on your computer, typically under a parent folder titled, “Zoom.” You can then upload the meeting to OneDrive, Kaltura, or another video streaming service to share.

Rejoining Breakout Room if Disconnected (or if you leave Breakout Room)
As you accept breakout room invitations, please write down your individual Breakout Room number. If you are disconnected during the session, rejoin the session using the meeting link you got in your registration confirmation; the Festival Organizers will ask which Breakout Room you were in and reinvite you to join that room.

If you need to leave your Breakout Room, you may need to be manually moved back into that room in the main session. Give the Festival Organizers your Breakout Room number and join session once the invitation (re)appears.