

Instructions for In-Person Presentation

Technical Meeting of the Western States Section of the Combustion Institute

March 21-22, 2022

If you plan to attend the conference in person, please follow these instructions for preparing for your presentation.

1. Prior to the day of your presentation:
 - a. Make sure all presentation content is downloaded to your computer to ensure a smooth presentation.
 - b. Ensure Zoom is installed on your computer: <https://zoom.us/download>
2. Before your session begins:
 - a. Arrive 15 minutes early and introduce yourself to the session chair.
 - b. Connect your computer to the “Stanford Visitor” Wi-Fi network.
 - i. For further instructions and information, see here: <https://uit.stanford.edu/service/wirelessnet/access>
 - c. Connect your computer to the conference Zoom:
 - i. <https://stanford.zoom.us/j/93714132041?pwd=MVhPN2RrQ2pkOHpzYzdTRHZPMzJxQT09>
 - ii. Password: 101325
 - d. Join the appropriate **breakout room** corresponding to your session
 - i. Breakout rooms will be titled “380-380X”, “380-380Y”, and “420-041”.
 - ii. For additional help: <https://support.zoom.us/hc/en-us/articles/115005769646-Participating-in-breakout-rooms>
 - e. **Mute** your microphone and **turn off** your video.
3. At the start of your presentation:
 - a. Connect your computer to the media console.
 - i. Your computer must have either an **HDMI** or **USB-C** port.
 - b. Ensure the proper content is displayed on the projection.
 - c. **Share your screen**, and ensure the correct content is being displayed in Zoom.
 - i. <https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen-or-desktop-on-Zoom>
 - d. When you are finished with your presentation, **stop sharing** your screen.