

dance studies association

Galvanizing Dance Studies, Conference 2021

ZOOM HOST INSTRUCTIONS

Thank you for agreeing to host your remote presentation via Zoom. Due to the large number of remote presenters, DSA's Zoom account is simply overwhelmed and the cost of the hybrid conference prohibits the purchase of a more robust software at this time. Your willingness to share resources is what is making the 2021 conference accessible and possible during the ongoing pandemic.

Before the session

There are two types of Zoom rooms – Meetings and Webinars.

The default DSA setting will be Webinar unless presenters request otherwise.

Meetings are ideal for more interactive sessions, as you will be able to see the audience and engage directly. If you think you will have more than 100 audience members, this is not an ideal setting.

Webinars are more like a virtual lecture hall or auditorium. Webinars are ideal for large groups, with interaction solely through the Q&A and/or chat functions.

Setting up a Meeting:

See [Zoom Meetings Training Reference Guide](#) PDF for detailed set-up instructions if you are new to this task. If you need more help, email conference@dancestudiesassociation.org.

Things to note, specific to the DSA conference:

- Topic: Name of your panel/presentation
- Description: Galvanizing Dance Studies, 2021 DSA Conference
- Date: Ensure you are using EST for the correct time zone
- NOT recurring meeting
- NO registration
- Do NOT require a password
- Enable waiting room
- Allow participants to join anytime

Once the meeting has begun, go to the “Security” tab to UNCHECK “Enable Waiting Room.” (This allows participants to come and go freely once the meeting is in progress.)

Send your Zoom invite to conference@dancestudiesassociation.org by October 4th. This will be shared via the DSA mobile app/schedule, ensuring that only paid registrants have access.

Setting up a Webinar:

See [Zoom Webinars Training Reference Guide](#) PDF for detailed set-up instructions if you are new to this task. If you need more help, email conference@dancestudiesassociation.org.

Things to note, specific to the DSA conference:

- Topic: Name of your panel/presentation
- Description: Galvanizing Dance Studies, 2021 DSA Conference
- Date: Ensure you are using EST for the correct time zone
- NOT recurring meeting
- NO registration
- Do NOT require a password
- Enable waiting room
- Enable Q&A
- Allow participants to join anytime
- Do not record without written (email is fine) permission from all your co-presenters

Under Invitations:

- Invite your co-panelists and moderator as *panelists*. These invitations are unique, so do not forward a panelist invite to anyone. Instead, ask your host to resend your invitation if necessary.

Send your “Link to join Webinar” URL to conference@dancestudiesassociation.org by October 4th. **Be sure not to send a panelist invite!** If you send a panelist invite for posting on the DSA app, then all audience members will join as panelists/speakers.

Additional Requests

Please do not post or share your Zoom URL in any public forum. DSA has worked tirelessly to produce this conference and 500+ registrants have paid to support these efforts. Free access to conference presentations undermines the administrative labor of the conference and will hurt our ability to produce future paid hybrid events. Additionally, Zoom meetings and webinars have audience limits and if you post the URL publicly you risk overfilling your Zoom room, leaving paid registrants without access.

Your Zoom link will be posted exclusively through the DSA mobile app/schedule, and emailed directly to registrants who prefer not to use the app.