

# RESEARCH PROPOSAL REVIEWS ONLINE PRESENTATION

## ZOOM CHEAT SHEET FOR CHAIR

### INITIAL SETUP

To access the Zoom UOW institutional licence:

1. Go to <https://uow-au.zoom.us>
2. Click Sign in link
3. Enter your UOW username (see below) and password and click Sign in



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

Sign in with your organizational account

Sign in

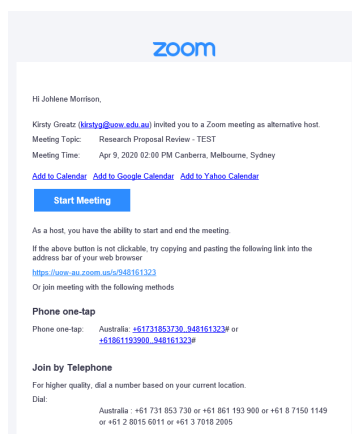
4. You will be asked to confirm your email address
5. Your profile page will be displayed.

If you encounter any problems with getting started, please refer to the Zoom support link <https://support.zoom.us/hc/en-us>

### RPR PRESENTATION MEETING SETUP

The Faculty Research Unit (FRU) will set up the Zoom meeting for all participants and will assign you as the **Alternative Host**.

1. You will receive an email from LHA Research (see example below)



2. Click on 'Add to Calendar' and retain this email

### **DAY OF RPR - TIMING**

1. Oral Presentation - 20mins
2. Panel Q & A - 20mins
3. Panel Discussion (without HDR candidate and HDR Student Rep) - 20mins
4. Outcome/Feedback - 10mins

### **DAY OF RPR - PRESENTATION**

1. You will receive a calendar reminder of the presentation
2. Click on Start Meeting
3. Participants will appear on your screen
4. Once all panel members, the HDR candidate and HDR Student Representative are present, proceed with the presentation

### **DAY OF RPR - PANEL DISCUSSION**

1. Advise the students that they will now leave the meeting and they will receive an email to rejoin in approx. 20mins.
2. You will notice that both students will have left the screen.
3. At the conclusion of the panel discussion email both students and ask that they rejoin the meeting via the original invite link.
4. The HDR candidate and HDR Student Representative will now rejoin the meeting for feedback.
5. You will notice that both students have reappeared in your Participants list.

### **NEED HELP?**

If you experience technical difficulty during the Research Proposal Review, please contact the IMTS Service Desk +61 2 4221 3000.