

RESEARCH PROPOSAL REVIEWS ONLINE PRESENTATION

TECHNOLOGY FOR YOUR RPR PRESENTATION

As of April 2020, Research Proposal Reviews (RPRs) have moved to an online format using Zoom, a platform for video conferencing.

All UOW students have access to the UOW institutional licence for Zoom. Initial set up instructions are listed below.

WHAT YOU WILL NEED

- Access to a quiet space with reliable internet connection
- PC or laptop
- Webcam or PC/laptop with inbuilt camera/mic

If you do not have access to any or all of the above, please contact lha-research@uow.edu.au as soon as possible and arrangements will be made.

OPPORTUNITY TO TEST

A representative from the LHA Research Unit will contact you prior to your scheduled presentation to arrange a time to undertake a mock presentation. This is to ensure that you are adequately set up and comfortable with the use of this technology.

HOW TO ACCESS ZOOM

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



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>

PRIOR TO RPR - MEETING INVITATION

1. You will receive an email 2 weeks prior to your scheduled presentation from LHA Research with a link to the Zoom meeting
2. Click on the link '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 - STARTING YOUR PRESENTATION

1. You will receive a calendar reminder of the presentation
2. Click on Join the Meeting (*If you are using PowerPoint slides, please see below instructions before you complete this step*)
3. Participants will appear on your screen
4. Once all panel members and HDR Student Representative are present, the Panel Chair will ask you to proceed with your presentation

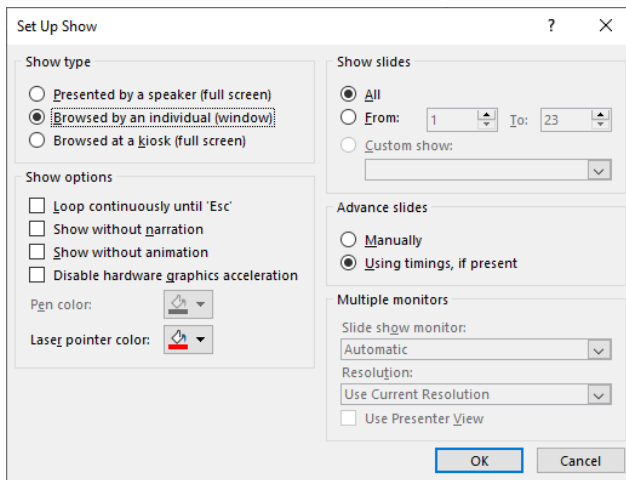
USING POWERPOINT SLIDES

If you would like to use PowerPoint slides during your presentation:

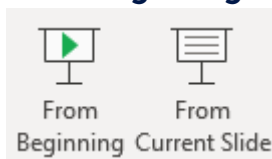
1. Open the PowerPoint file you want to present.
2. Click the Slide Show tab > Set Up Slide Show.



3. Under Show type, select Browsed by an individual (window), then click OK.



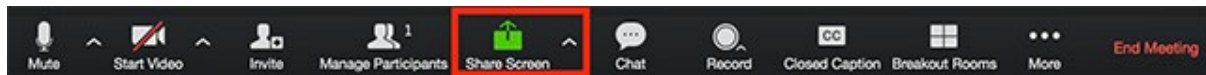
4. Switch PowerPoint to slide show mode by clicking the Slide Show tab > From Beginning or From Current Slide.



PowerPoint will display the slide show in a window

In Zoom, click join the meeting.

Click Share in the meeting controls.



Select the PowerPoint window then click Share.

DAY OF RPR - AT THE CONCLUSION OF YOUR PRESENTATION

At the conclusion of your presentation, the panel will ask you questions about your research. You will then be asked to temporarily leave the meeting. To do this, click on 'leave meeting'.

1. When instructed, click on the 'leave meeting' button
2. At the conclusion of the panel's discussion (approx. 20mins), the Panel Chair will email you inviting you to return to the meeting.
3. Click on the original invite link and rejoin the main meeting to receive feedback from your presentation.

NEED HELP?

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