

Virtual Workshop
“Air Pollution, Plastics, and Global Health”
Organized by Savannah Schaufler
November 29, 2023

Workshop Guide

I am pleased that you chose to participate in the workshop “Air Pollution, Plastics, and Global Health,” held online via Zoom on November 29, 2023.

I have outlined some key points for presenters and participants. This workshop will take place via the online tool Zoom. I hope that most participants are already familiar with the Zoom platform. Nevertheless, alongside general information about the workshop, this guide will highlight some relevant information regarding the use of this platform.

How to Access Your Workshop Session

Please go to

<https://airproject.univie.ac.at/workshop-air-pollution-plastics-global-health/workshop-program/>

The Zoom link for the workshop will be available on this webpage and will redirect you to the workshop session. This Zoom link will be emailed directly to all presenters in the days prior to the workshop.

Attending a Session

Sessions will start at the time specified in the workshop program to ensure speakers have sufficient time to present (15 to 20-minute papers, with a total of 30 to 40 minutes per session for discussion).

To avoid background noise, please make sure to mute your microphones unless you are speaking. Q&A sessions will be moderated by the chairs—I kindly ask that you please raise your digital hand or engage in the chat to ask questions, share ideas, relevant resources, and insights.

Key Points to Keep in Mind during Your Presentation

Screen Sharing: Each presenter has the ability to share the screen. If you wish to use slides or other visual/audio content, you are primarily responsible for ensuring that you have the proper settings in place for sharing.

Video and Audio Content: Please test this feature prior to your presentation to make sure it works and the video and audio quality is clear for the audience. Please be sure to have a backup plan in case there are any technical issues. Links and other relevant content/materials can also be shared via the chat.

Presentation Length: Each panel is comprised of three to four 15- to 20-minute presentations, plus 10 minutes each for Q&A. Please help the panel chair by being mindful of time and by keeping track of time during your talk.



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Zoom offers various “How to” guides on their website. I ask, if you are not familiar with Zoom, that you practice and prepare prior to the workshop.

Here are some helpful links:

<https://support.zoom.us/hc/en-us/articles/360034967471-Getting-started-guide-for-new-users>

- [Zoom system requirements: Windows, macOS, Linux – Zoom Support](#)
- [Joining a Zoom meeting – Zoom Support](#)
- [Getting started with Android – Zoom Support](#)
- [Getting started on Windows and macOS – Zoom Support](#)
- [Getting started with the Zoom web client – Zoom Support](#)
- [Enhancing your video in Zoom – Zoom Support](#)
- [Zoom Rooms User Guide – Zoom Support](#)
- [Sharing your screen or desktop on Zoom – Zoom Support](#)

Questions? Please email air.anglistik@univie.ac.at and I will try to respond as soon as possible.