

Guidelines concerning distance presentations in the academic year 2022-2023

(Updated on 21 September 2022)

Please make sure to always inform the Admission Services (admissions@aalto.fi) of the date and time of the presentation regardless of the mode of the presentation.

Online presentations will be held with the help of the communication software Zoom. Zoom offers communications software that combines video conferencing, online meetings, chat, and mobile collaboration. Zoom is available for staff members and students at Aalto University.

For more information on Zoom, please see: <https://www.aalto.fi/en/services/zoom-quick-guide>

NB! Presentations are not to be recorded.

Before an online presentation:

1. Look through the presentation slides at least once before your presentation.
2. Think of answers to questions the audience might pose, e.g. to the ones showed in the ambassador training material.
3. Make sure you are connected to the Internet and the required sound and video settings are correct. Check this well before your presentation.
4. Close redundant software on your computer/laptop and inessential websites in your browser.
5. Make sure to eliminate the risk of unwanted interruptions and distractions during your presentation (e.g. mute your mobile phone).
6. Make sure your background visible to the audience on the screen is tidy (e.g. no dirty laundry or dishes or bottles in sight).
7. Warm up your voice for 5-10 minutes before starting your presentation.
8. Make sure to maintain a straight posture and consider the camera angle during your presentation. It is recommended to place the laptop/computer screen in a way that the angle of view in relation to your face is as straight as possible (if necessary, you may raise your laptop/computer screen higher than usual).
9. Make sure there is suitable lighting in the room you give the presentation. It is important that your face does not appear dark on the screen, so look for the best angle of view in terms of lighting. Natural light coming from the front is often better than an artificial light from above.
10. If you wish, you can prepare your presentation with additional material: If you have e.g. coursework that help you demonstrate your studies better to the audience, you can show them. Please note that you do not have to show your work, but concrete examples are always interesting, and the audience can get a lot out of them.
11. If you give the presentation together with another student, please agree on the roles and turns in advance. This helps the presentation to go smoother.

ZOOM preparations:

1. Download Zoom, sign in and make sure the programme works on your computer.
2. Create a Zoom meeting as soon as you have agreed on the exact time for the presentation and send the teacher an invitation link to the meeting.
3. If you are not yet familiar with Zoom, we recommend you to first create a practice meeting so that you can test Zoom's functions before the actual presentation.

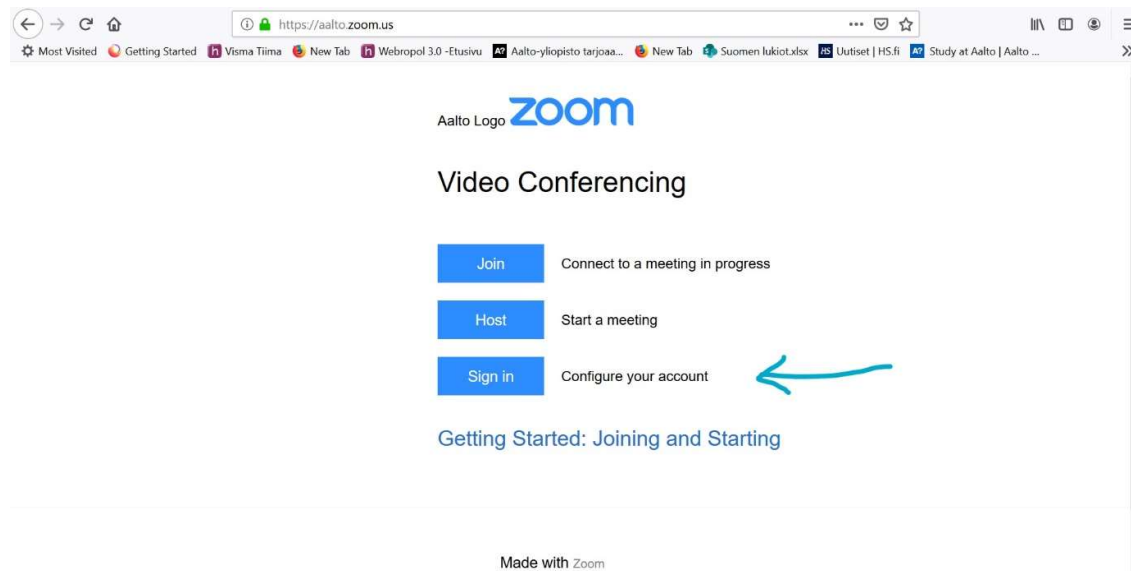
Creating a Zoom meeting

Get started by getting yourself a Zoom license. You get the license by signing in to aalto.zoom.us with your Aalto email and password.

See the Zoom Quick Guide and follow the instructions there:

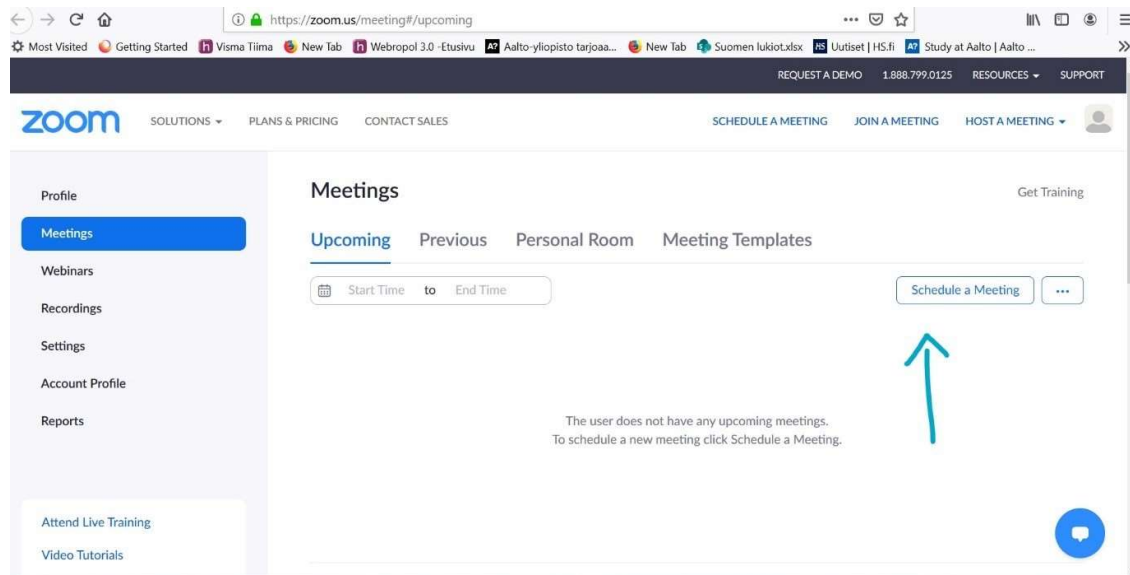
<https://www.aalto.fi/en/services/zoom-quick-guide>

After downloading Zoom, sign in with your Aalto credentials.



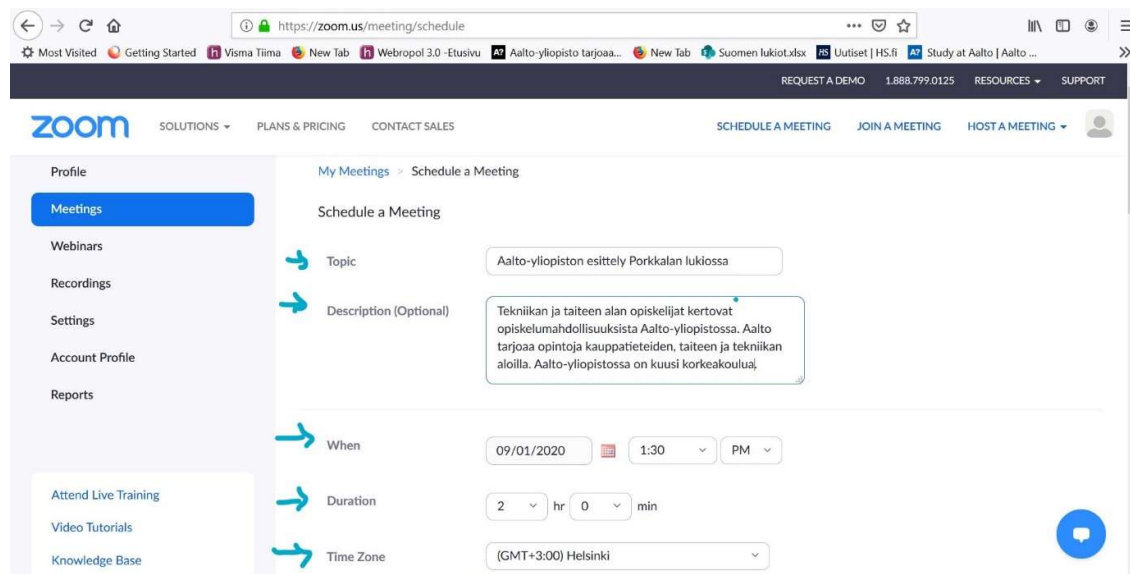
After signing in, the system opens a page where you can see your profile information. Select **Meetings** from the side menu (under **Profile**).

To create the meeting, choose **Schedule a Meeting**. NOTE! You can select this also from the top menu.

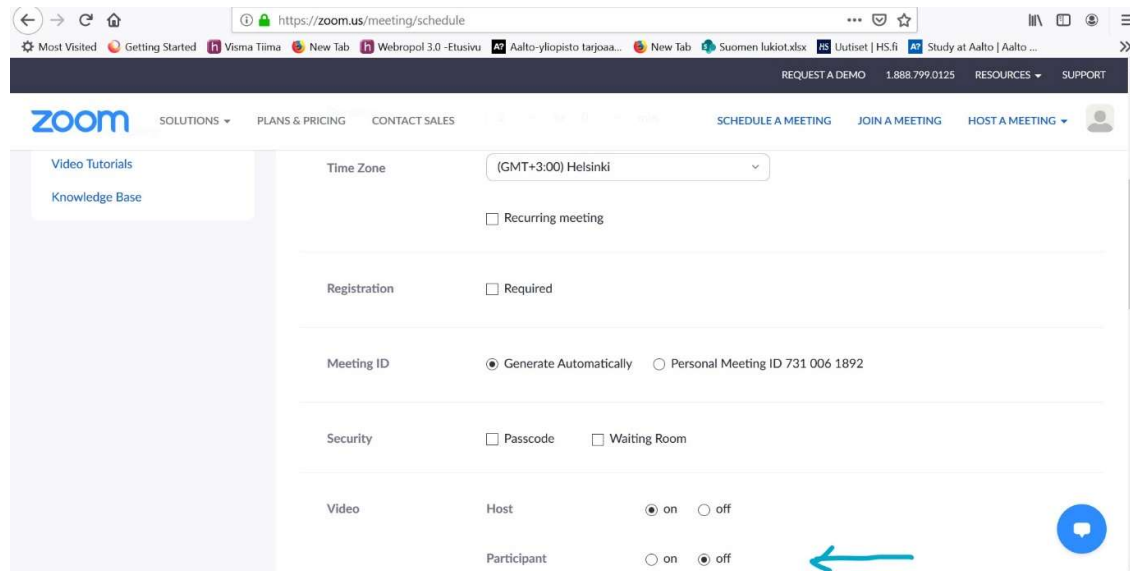


Add a topic for the meeting as well as a short description of the presentation. Also, specify the time, the duration and the correct time zone.

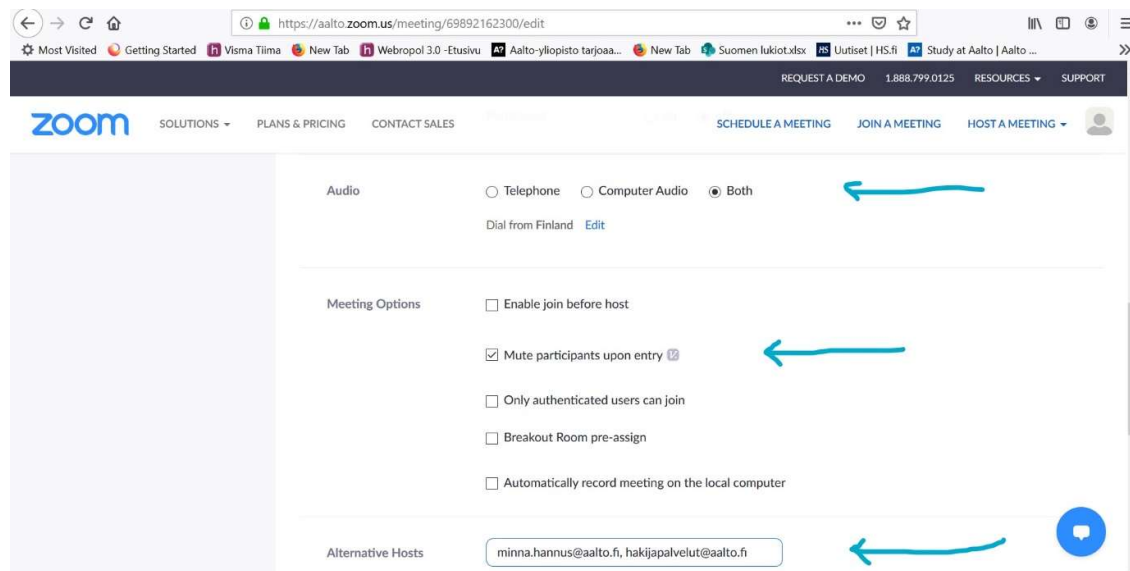
NOTE! It is good to reserve two hours for the meeting, even if it took less time.



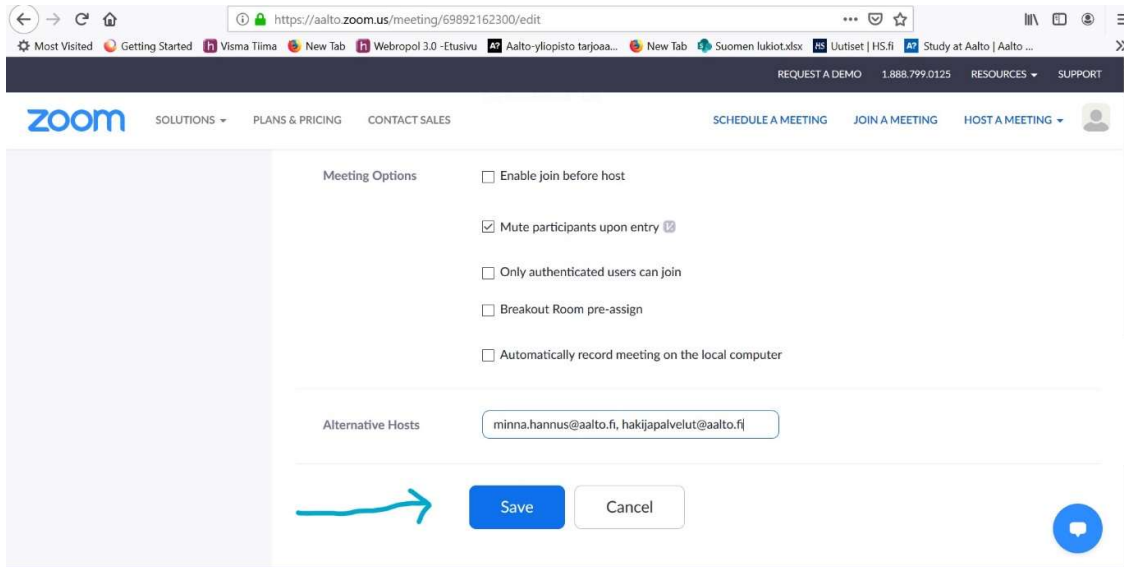
Then define the video settings for the meeting.



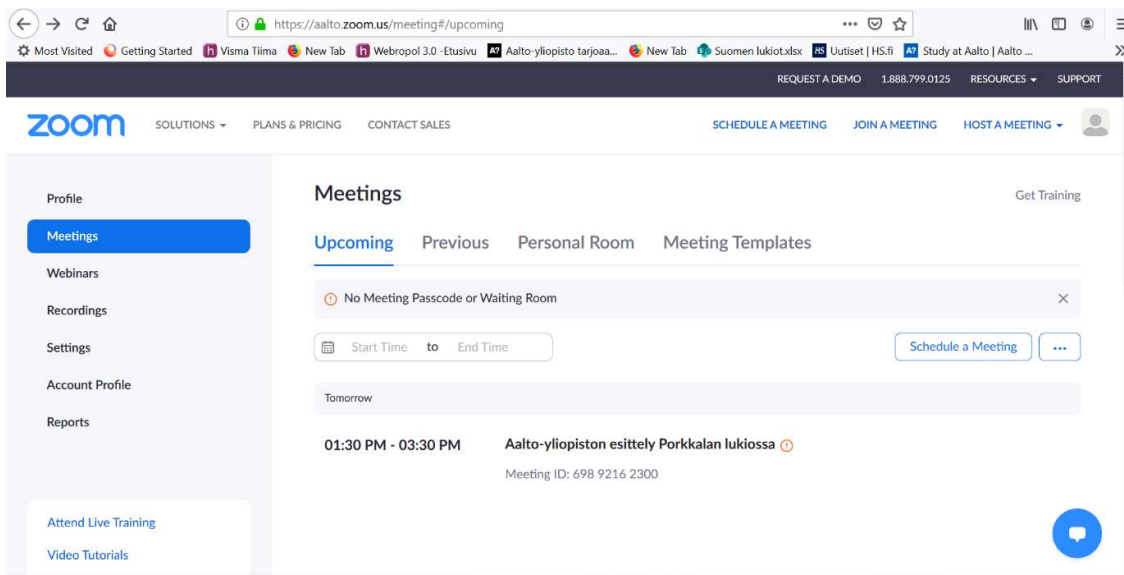
Next define the audio settings. Note! It is good to mute the participants' microphones when they join the meeting at **Mute participants upon entry**. If you give the presentation together with another student, you can add them as the second host by adding their email address to the section **Alternative Hosts**.



Lastly, create the meeting by pressing **Save**.



Once you have saved the meeting, you can find it in the main menu's **Meetings** section.



By taking the cursor over the listed meeting you can view the meeting's information, start the meeting or edit it.

The screenshot shows the Zoom web interface. The left sidebar contains navigation options: Profile, Meetings (selected), Webinars, Recordings, Settings, Account Profile, and Reports. The main content area is titled 'Meetings' and has tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. A notification at the top says 'No Meeting Passcode or Waiting Room'. Below this, there is a search bar for 'Start Time to End Time' and a 'Schedule a Meeting' button. A list of meetings is shown for 'Tomorrow', with one meeting highlighted: '01:30 PM - 03:30 PM Aalto-yliopiston esittely Porkkalan lukiossa'. This meeting has a 'Start' button and an 'Edit' button. The meeting ID is '698 9216 2300'. There are also links for 'Attend Live Training' and 'Video Tutorials' in the sidebar.

On this page you can copy EITHER the meeting's direct invite link, which you can send in your own free-form email to the teacher, OR the Zoom meeting invitation and email it to the teacher.

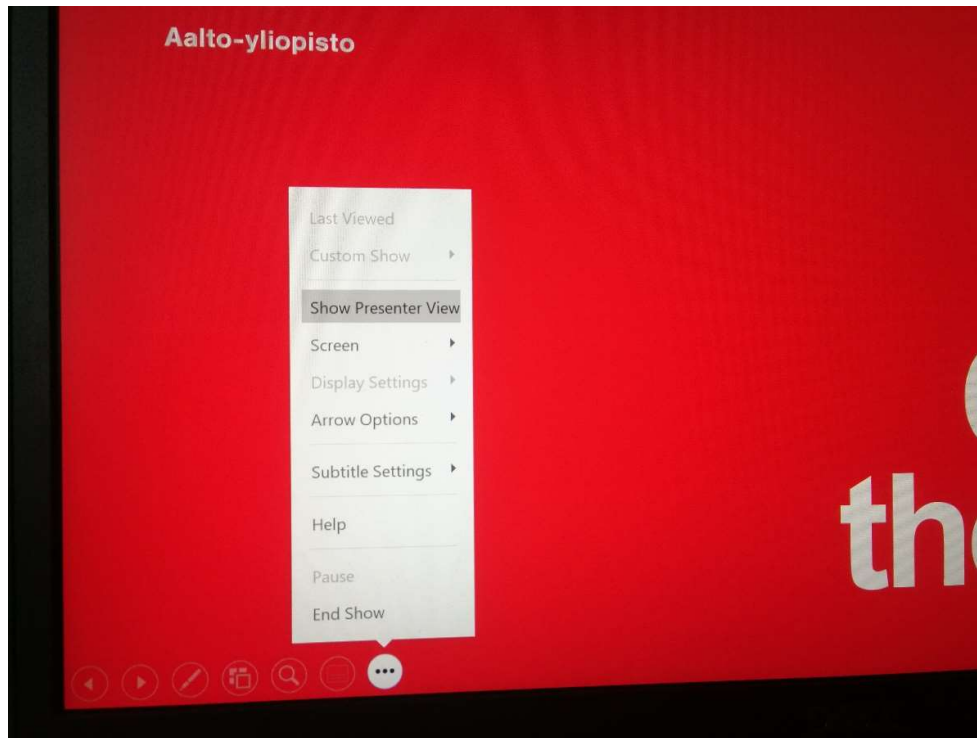
The screenshot shows the Zoom meeting details page for the meeting 'Aalto-yliopiston esittely Porkkalan lukiossa'. The page title is 'My Meetings > Manage "Aalto-yliopiston esittely Porkkalan lukiossa"'. There is a 'Start this Meeting' button in the top right. The meeting details are as follows:

- Topic:** Aalto-yliopiston esittely Porkkalan lukiossa
- Description:** Tekniikan ja taiteen alan opiskelijat kertovat opiskelumahdollisuuksista Aalto-yliopistossa. Aalto tarjoaa opintoja kauppateiden, taiteen ja tekniikan aloilla. Aalto-yliopistossa on kuusi korkeakoulua.
- Time:** Sep 1, 2020 01:30 PM Helsinki
- Add to:** Outlook Calendar (.ics) and Yahoo Calendar
- Meeting ID:** 698 9216 2300
- Security:** Passcode and Waiting Room
- Invite Link:** <https://aalto.zoom.us/j/69892162300>

There are two blue arrows pointing to the 'Invite Link' and the 'Copy Invitation' button in the bottom right corner.

Please also remember to inform Admission Services of the agreed time for the presentation.

NB: During your presentation in Zoom, share the **PowerPoint presentation** only, not the whole screen. Then you can switch on **Presenter view** during your presentation by following these steps: in the PowerPoint presentation, click **Slide show**. In the menu at the bottom corner on the left side of the Slide show view, click the menu item furthest on the right (three dots) and select **Show Presenter View**.



Increasing interactivity during your presentation

If you wish, you may make your presentation more interactive for example by posing the audience some predefined questions. You can ask the audience to, for example, submit comments through the chat function. You may use for example:

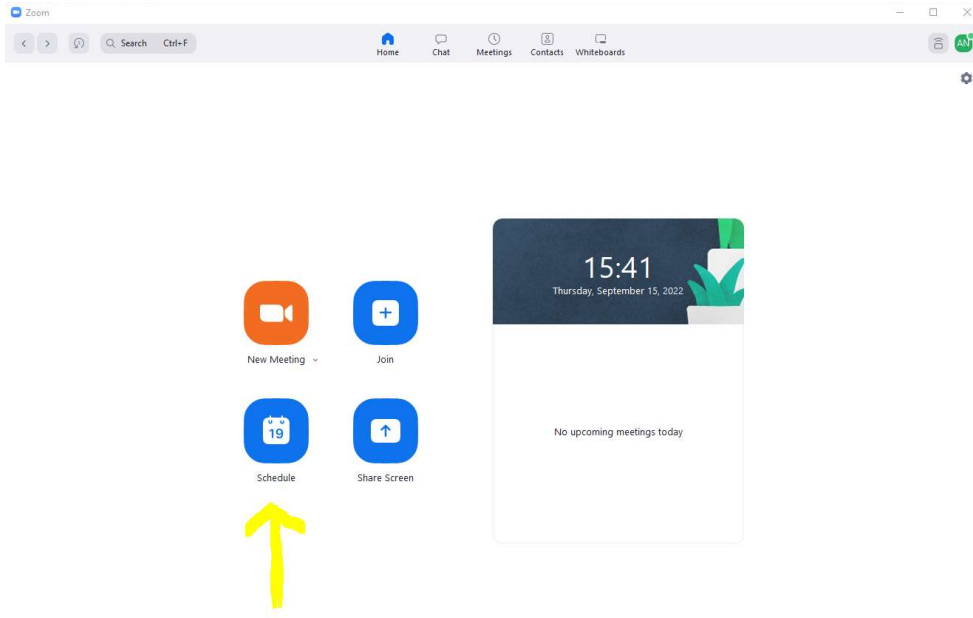
- chat in Zoom
- poll / quiz in Zoom
- “voting” in Zoom by turning camera on / off or using the reaction function
- an anonymous platform such as Flinga or Mentimeter

Most importantly, the interaction between you and your audience should feel natural and fluent. You can find further instructions and some examples of questions you can pose the audience below.

NB! Only add interactive elements to your presentation if all members of the audience have access to a device that enables taking part in the activities.

Zoom Poll Instructions

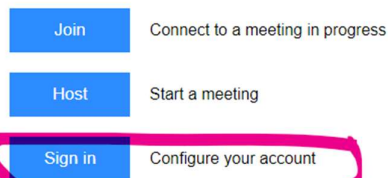
1. Schedule a meeting using Zoom Client or a web browser.



2. Go to the meeting via browser (even if you've scheduled the meeting in Zoom Client: aalto.zoom.us and click **Sign in**).

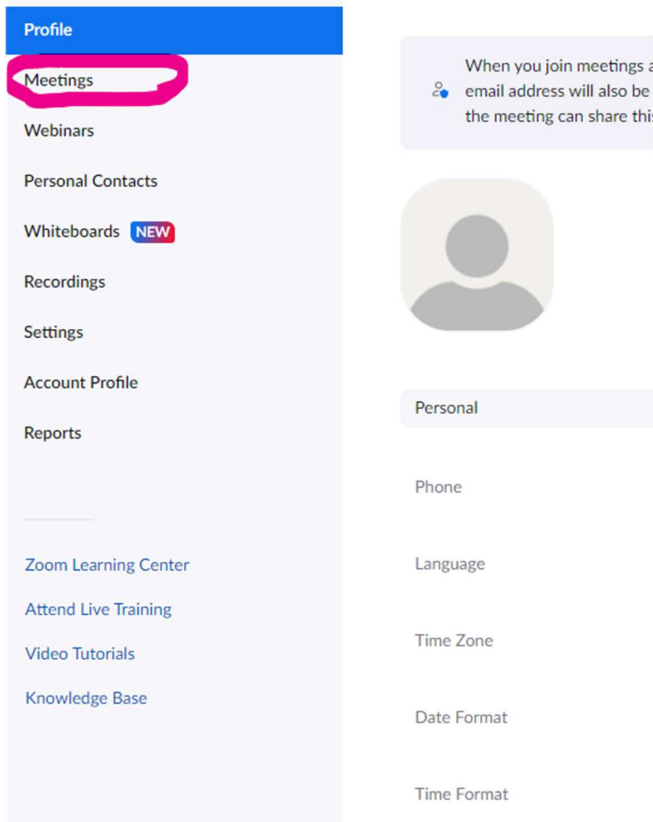


Video Conferencing

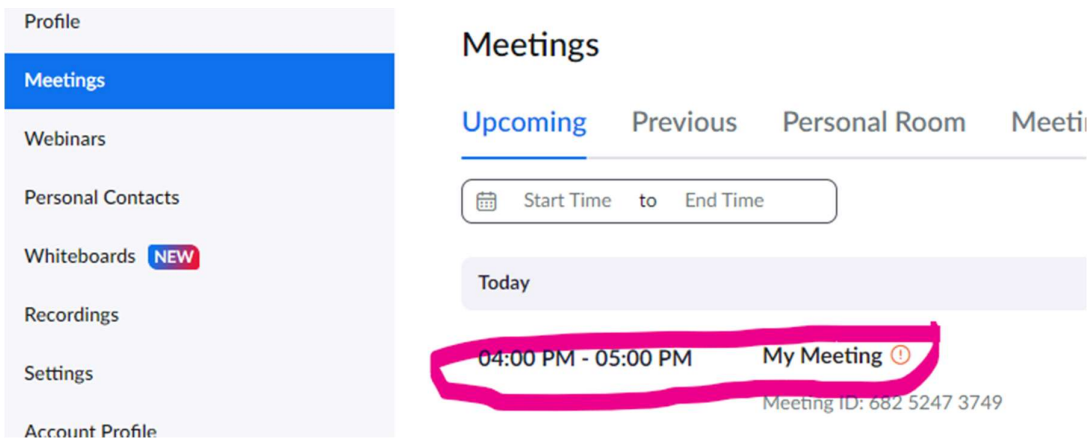


Getting Started: Joining and Starting

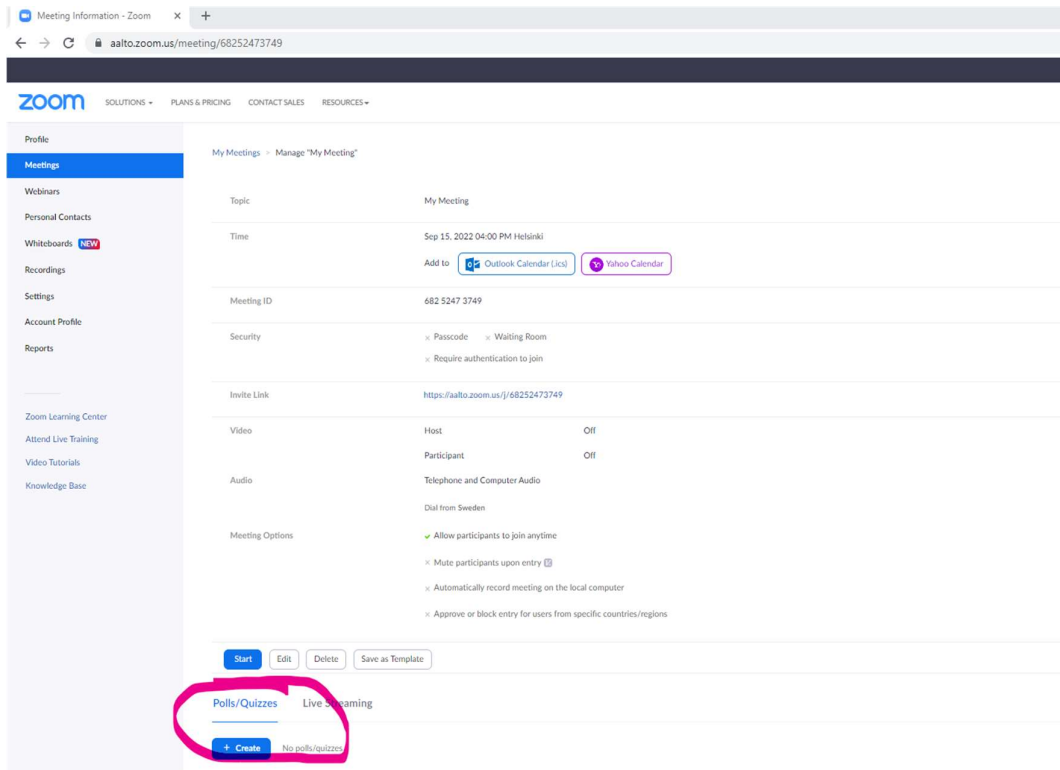
3. Click **Meetings** on the list on the left-hand side.



4. Click on the meeting you want to create a poll for.



5. Scroll down to **Polls / Quizzes**.



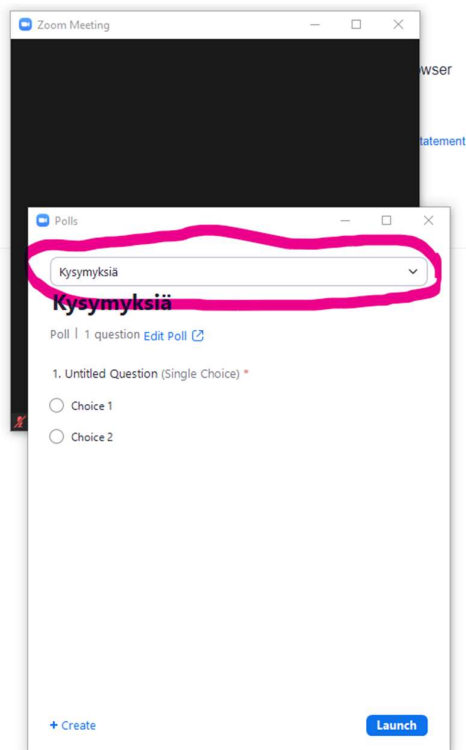
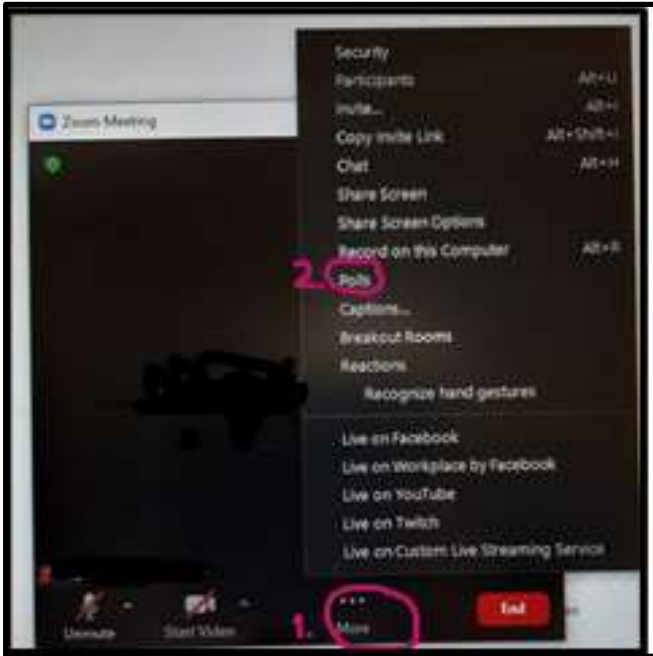
6. Create the polls you need.

Polls/Quizzes Live Streaming

+ Create 2 Items

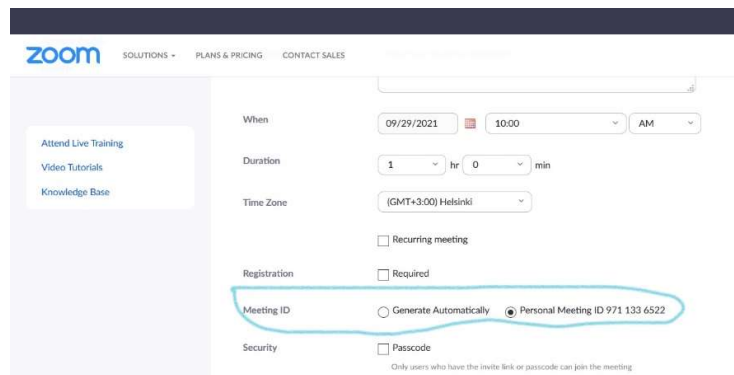
Name	Type
1 Kysymyksiä	Poll
2 Toinen kysely	Poll

7. When you start your meeting, the **Polls** icon can be found on the bottom of the window. If you can't see the icon, click **More**. You can start the poll any time during the meeting. When you click the **Polls** icon, the pop-up window will only show the first poll. The drop-down menu on the upper edge of the pop-up window will show you the rest of the polls.



A useful tip: if you wish to use the same poll in several meetings, do this:

1. Select **Schedule a meeting**
2. In **Meeting ID**, select **Personal Meeting ID** (see picture)



The screenshot shows the Zoom meeting scheduling interface. The 'Meeting ID' section is highlighted with a red circle, showing the 'Personal Meeting ID 971 133 6522' selected. The interface includes fields for 'When' (09/29/2021, 10:00 AM), 'Duration' (1 hr, 0 min), 'Time Zone' ((GMT+3:00) Helsinki), 'Recurring meeting' (unchecked), 'Registration' (Required, unchecked), and 'Security' (Passcode, unchecked). The 'Meeting ID' section has two radio buttons: 'Generate Automatically' (unchecked) and 'Personal Meeting ID 971 133 6522' (checked).

3. Create a poll / quiz
4. Save the poll / quiz
5. Select **Personal Meeting ID** every time you schedule a meeting → the polls / quizzes you have previously created will be accessible in the meeting.

Flinga

Flinga is a web-based application designed for co-creation. Login to Flinga with your aalto username and password. You can use Flinga on your desktop, phone, or tablet. To use it, log on to Flinga, create a workspace and invite participants to join you. They can edit the Flinga board after entering the workspace. All they need is a link to enter the space. Aalto ID is not required.

Additional information and the login link: <https://wiki.aalto.fi/display/OPIT/Flinga>

Mentimeter

Mentimeter is not officially in use at Aalto, but if you like, you can use it in your presentations. Take a look at the software here: <https://www.mentimeter.com/>

Questions to audience to increase interactivity

If you wish, you may, for example, pose your audience the following multiple-choice questions or come up with some questions yourself.

What are you looking forward to the most in your first year of study?

- Moving to the city/Finland/away from home
- Getting to know other students
- Interesting courses
- Participating in student life activities
- Something else

What puzzles you the most about applying for university studies / starting your studies?

- Preparing for the application process
- The workload related to studies
- Moving to the city/Finland/away from home
- Have I chosen the right field of study?
- Something else

Think about your dream field of study. What are you fascinated by the most?

- Career prospects
- Salary
- Fulfilling yourself
- Being creative
- Doing research
- Learning more about the things I'm interested in
- I don't know. It just seems interesting.
- Something else

What do you know about Aalto?

- I remember hearing/seeing the name
- I know the fields of study at Aalto
- I'm somewhat familiar with Aalto's study options
- I'm very familiar with Aalto and I've also visited the campus

Which field of study are you interested in the most?

- Science and Technology
- Business and Economics
- Art and Design
- I don't know

What would you like me to talk about today?

- The reasons I chose Aalto
- Preparing for the application process
- Campus
- Content of studies
- Employment prospects