



Holding remote / virtual events with Zoom & IMarEST TV

Overview

There may be times when your speaker and/or audience is not able to attend a meeting in person, so you might wish to consider an entirely remote meeting.

Using technologies available to the Institute, the IMarEST Events Team are able to assist IMarEST Branches & SIGs to hold remote lectures and technical discussions, which are webcast live to wider members / public audiences via IMarEST TV. Both speaker(s), host and audience can therefore be entirely remote, enabling a completely virtual meeting to take place.

Timing of remote meetings need to be considered in order to work for staff, speaker, host & the audience. However where possible, IMarEST Event staff will endeavour to be flexible to accommodate times of meetings.

Process

- A request for a “remote / virtual lecture” should be sent via the normal online Event request submission form through the SIG/Branch Toolkit.
- Names + email addresses of the speaker(s) and a host from the Branch/SIG should be included in this event request, so that the Events Team can discuss the minimum requirements in terms of home internet speed & required IT / software for the remote meeting (such as a webcam, laptop and PowerPoint).
- And as with all IMarEST TV recordings / webcasts – speakers must be asked to complete and sign the IMarEST TV Consent Form in advance of the meeting: <https://www.imarest.org/events/event-calendar/av-consent-form.html>
- Assuming requirements are met and timings are agreed, an IMarEST Events staff member will then set up the IMarEST TV live-stream link and online registration via the IMarEST website for your audience, and also send your speaker and your Branch/SIG host a Zoom remote meeting invitation, so that they can connect at the time of the meeting. Hosts/speakers are asked not to share the Zoom link, but will be able to invite others to participate via the IMarEST website.

- There is scope also to conduct a test/rehearsal, but otherwise on the day, your speaker and your host will connect remotely (using their webcam & microphone) via the Zoom link.
- An IMarEST Events Team member will then assist your speaker to share their screen so that they can then present from PowerPoint from their own computer. They will also assist your host to provide an introduction to the meeting and to monitor questions via Slido and facilitate the Audience Q&A session at the end.
- Once the speaker & host are connected and ready, the IMarEST staff member will initiate the live-stream from Zoom to IMarEST TV, where members and/or public audiences will be ready and waiting to watch live (sent to them when registering via the IMarEST website).
- As per all IMarEST TV live-streams, the audience will be able to see & listen to the presenter and their slides, as well as ask questions via Slido, which the host will be monitoring and then put to the speaker during the Q&A session.
- Following the meeting, a recording will then be made available on IMarEST TV (for members) and if permission is granted, on YouTube as well (for wider audiences).

