

Virtual Judging Guide - FOR STUDENTS

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Introduction

WSSEF (and CSRSEF) ARE HAPPENING VIRTUALLY. THERE IS NO PHYSICAL LOCATION FOR THE FAIRS.

GoToMeeting is a virtual meeting application that WSSEF will be using to facilitate a “virtual fair.” We will be using a video conference program called “GoToMeeting” to facilitate this. If you’ve used Google Hangouts, Skype, Zoom, or anything similar to that, it’s pretty similar.

Students will be assigned a [project ID number](#) and [scheduled](#) for a **5 – 10 minute presentation** and **5 minutes for questions**. There will be 5 minutes between sessions for set up and ensuring everyone is online (Students and Judges). There will be a volunteer room monitor who will be monitoring the conference calls to assist with tech support.

Judges will be assigned a judge ID number. Our policy is that students should not know what your name is. In the GoToMeeting application, judges will be identified by your ID number. Please refer to them as “Judge #” (ex: Judge 9).

Important Links

- Practice GoToMeeting Room: <http://bit.ly/wsf-prac-rm>
- Practice Calendar: <http://bit.ly/wsf-prac-cal>
- Orientation room (webinar): **Check your STEMWizard Message “Final Student Logistics” for the link!**
- [Project Number](#)
- [Judging Schedule](#)

Orientation Room

There is an orientation room (webinar): **Check your STEMWizard Message “Final Student Logistics” for the link!**

The orientation room will not let you speak. You will have to use the chat box for the webinar to communicate with administrators. The way this works is very similar to GoToMeeting rooms.

- ★ **If you join with a tablet or a mobile device, you will not see the chat box.** If you don't see the chat box, you should use the “Questions” feature to let the administrator know, and they will use that to “chat” with you.
 - Unfortunately, you cannot easily copy text from this “Questions” feature. We will try to shorten all links to you.

There is an orientation for all students on March **27th, 8AM**. Sign into the Orientation room. Orientation will be 1 hour, or shorter.

Category Judging

March 27th (Friday) is category judging. There are potentially three times you will have to log in on the 27th.

1. Orientation starts at **8AM**. Sign into the Orientation room. Orientation will be 1 hour, or shorter.

2. **40 minutes** before your judging session, you must join back into the orientation room. You should be there **40 minutes early** because there may be no-shows and your session may be bumped up.
 - When your project is ready to be judged, an orientation room administrator will verbally check if you are in the orientation room. You should reply in the text chat. If there is no answer, you may be considered a no-show.
 - They will directly send you a link to your GoToMeeting room on the chat. **You will not receive the GoToMeeting room link before this.**
 - If you have MULTIPLE team members joining your session separately, please let the orientation room administrator know.

3. A certain number of you may be called back for a second round of judging, so block out your schedule. If we want you to participate in the second round, we will **message you through your STEMWizard account.**
 - It is a good idea to check your STEMWizard messages often after 3:00 pm!

- Physical project boards are not necessary.
- Judges will have access to uploaded files (project board, logbook, your picture), as well as your title and abstract.
- You can use screen-sharing to share your project board to judges.
- Having a camera is **recommended**, but we understand some students do not have a functioning camera.
- If your computer does not have a microphone, you can [dial-in with a phone](#).
- The time limit of **15 minutes per session** will be upheld even if there are technical difficulties. The 15 minutes is broken up as a **5 – 10 minute presentation** and **5 minutes for questions**. There are 5 additional minutes at the beginning to get you in the room and settled in. We strongly recommend practicing.
 - You will not receive a “second chance” or be able to “postpone” your session due to any issues, technical or otherwise.
- After judging is over, you will be removed from the room.

Final Judging

Finalists for Saturday 28th will be contacted separately by **8:30PM** on Friday the 27th.

Information for Project Team Members joining separately

If you have multiple team members joining separately for the call, **each and all** team members should join the call separately.

All of you should have your display name set as your **project number**, with a small differentiator.

- E.g. HS-BMED-0102-TA, HS-BMED-0102-TB, etc...

In the orientation room let the orientation room administrator know that you are a separated team, and how many separate people there are.

Your team will still give **one presentation**. We strongly recommend practicing.

Before joining a GoToMeeting room

GoToMeeting is best experienced on a computer. Please make sure that you have an audio input (microphone) and an audio output (speakers). Computer speakers can work, but earphones, headphones, or a headset is ideal to prevent audio feedback issues.

GoToMeeting also has features to check your audio settings, described in the [Troubleshooting](#) section of this document.

Before joining a GoToMeeting room, it is best to download the GoToMeeting app on the computer you will be using.

1. **Go to this link:** <https://global.gotomeeting.com/install/989295141>
2. Your browser should automatically start downloading the GoToMeeting computer app. Accept any prompts.

Note: You do not have to open the GoToMeeting app manually from your computer. When joining a GoToMeeting room, the app will automatically start.

GoToMeeting also has android/iOS apps that you can use as a backup, but note that the explanation of how they work will not be in this document.

Android app: [GoToMeeting – Video Conferencing & Online Meetings](#)

iOS app: [GoToMeeting on the App Store](#)

Joining a GoToMeeting room

Each virtual GoToMeeting instance is called a “meeting room.”

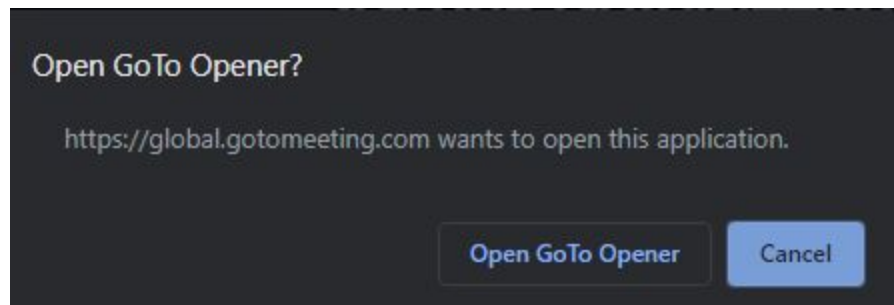
To join a room, you will receive a link in this format:

<https://global.gotomeeting.com/join/#####>

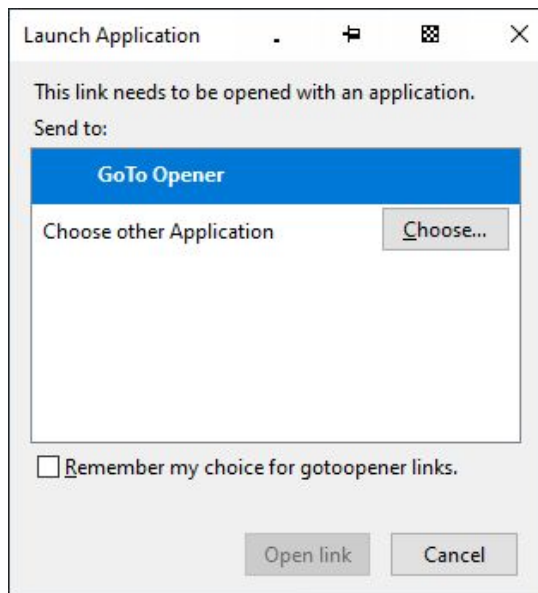
Where the ##### is a number called the “Meeting ID.”

1. Open the GoToMeeting link in a web browser. We **do not recommend using Microsoft Edge** as there have been reports that the link does not work. We recommend Google Chrome, Mozilla Firefox, Safari, or Opera.

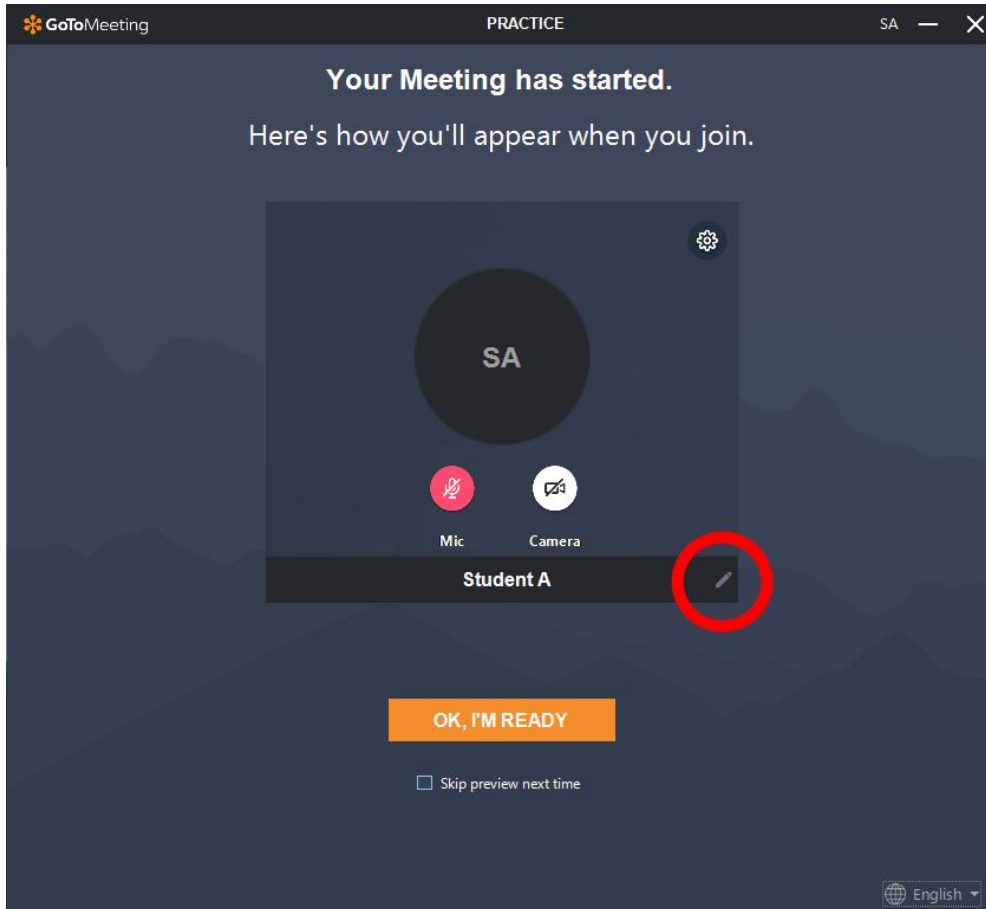
After opening a GoToMeeting link, you will be faced with a web page with a prompt similar to the picture on the left, near the top of your web browser:



Firefox Users may see the prompt below instead:

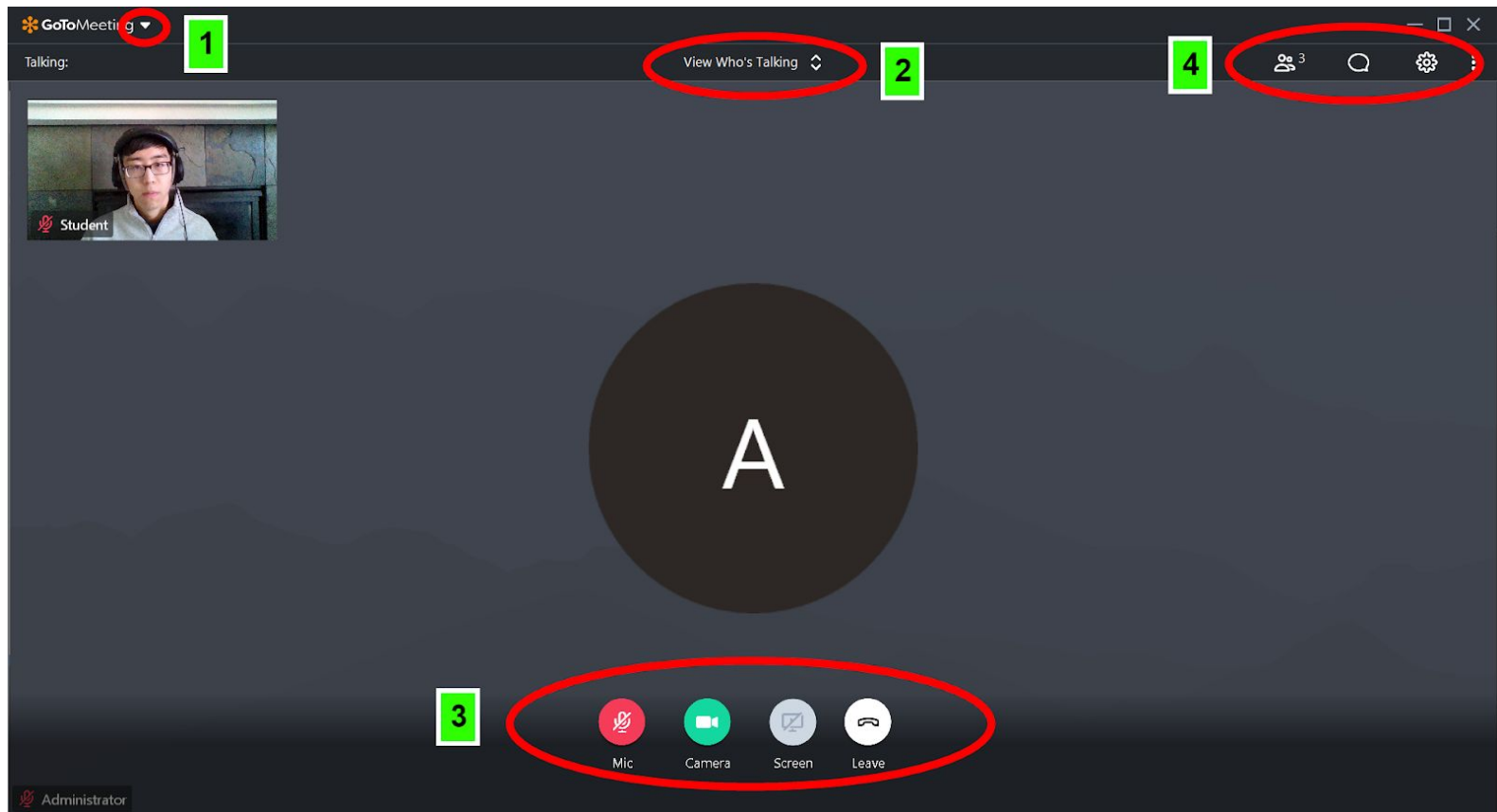



2. “GoTo Opener” is the GoToMeeting App. **Click Open GoTo Opener.** After the GoToMeeting app opens, you will be shown the following window.

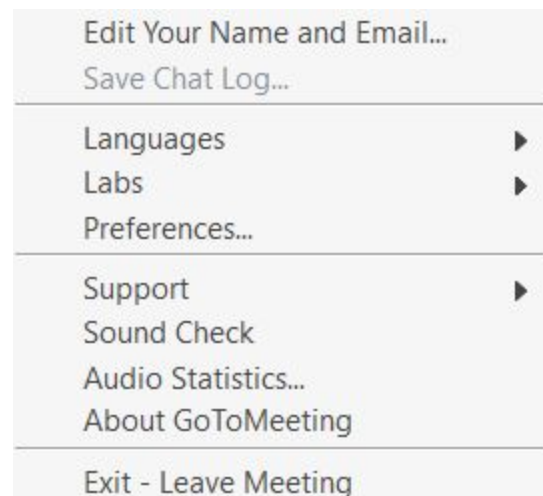


3. **VERY IMPORTANT:** In this screen, select the **pen icon** (circled in red in screenshot above) and it will allow you to change your display name. Change your display name to your **PROJECT NUMBER**. It should not be your name(s) or your project name. Press the check mark when done to confirm your display name.
 - a. **If you have multiple team members** joining separately for the call, each team member should have the project number, with a small differentiator.
 - i. E.g. HS-BMED-0102-TA, HS-BMED-0102-TB, etc...
4. Choose “**OK, I'M READY**” when you have finished changing your name, adjusting your camera and microphone.
5. You are now in the GoToMeeting room. Make sure your display **ID is correct**. If not, instructions on how to change your name are in the next page (1. Menu Bar).

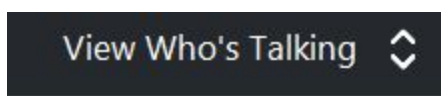
GoToMeeting room interface



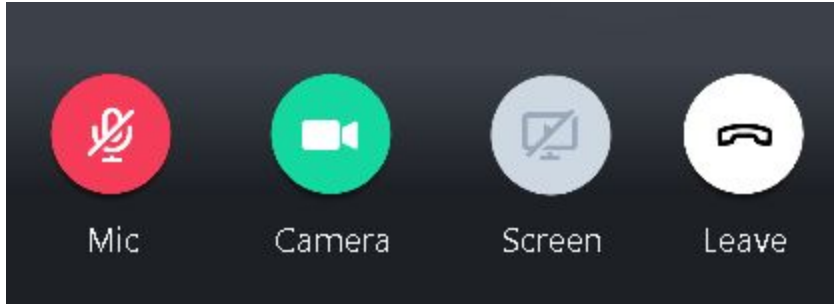
1. Menu Bar - Click the  button to see a menu as shown to the left. **You can use this menu to change your “display name”** and perform a sound check.



- 2.



You can click the up-down arrows to change your meeting display mode. This allows you to change how you see other participants on your screen.



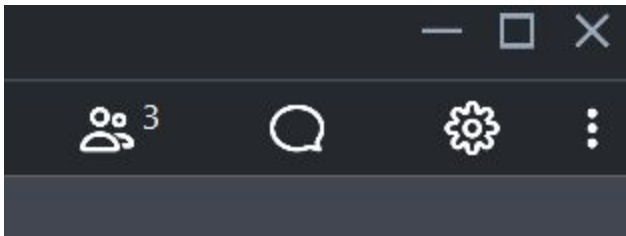
3.

Currently, the mic is muted and the camera is on.

When the **Mic** button is green, other meeting participants can hear you.

When the **Camera** button is green, other meeting participants can see you through your camera.

Pressing the **Leave** button will let you exit the meeting room.



4.

Pressing the **person** icon will let you view a list of all participants.

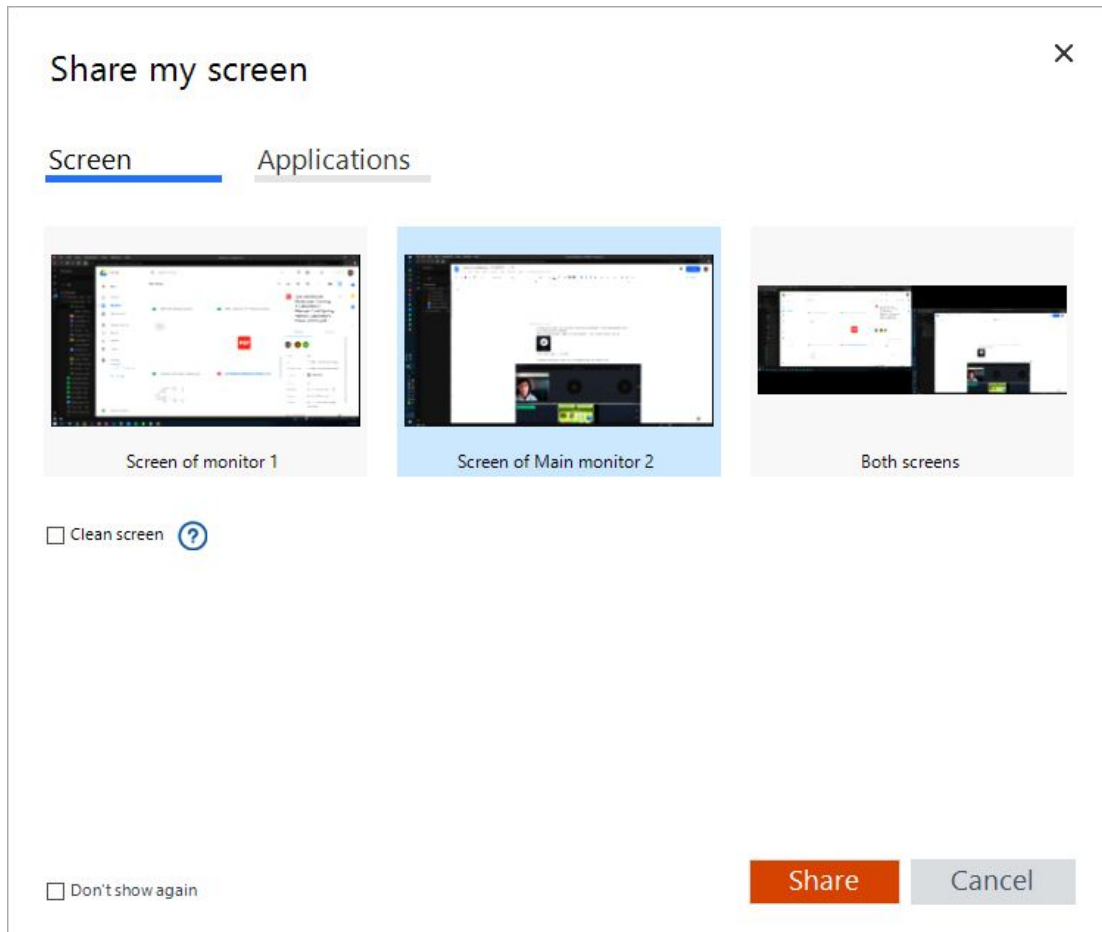
Pressing the **text bubble** icon will open up a text chat for the room.

Pressing the **gear** button will let you choose your mic and speaker sources. You can also see instructions for **dial-in** if needed.

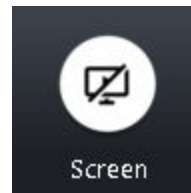
Sharing your screen

To share your screen, you will have to become the presenter. Let the room monitor know to be made into the Presenter.

When the room monitor makes you the presenter, a new window should come up asking you which screen to share:



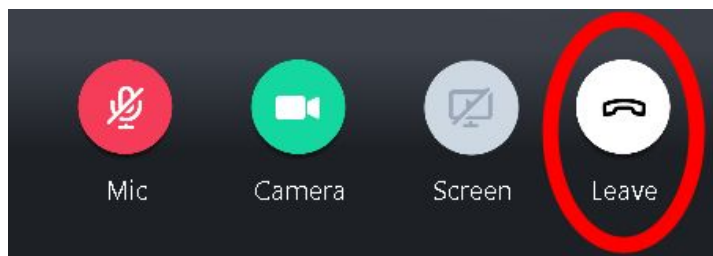
Alternatively, you can also click the **Screen** button near the bottom of GoToMeeting. If the screen button is not white, you will not be able to share your screen. Ask the room monitor for assistance.



When sharing your screen, the GoToMeeting app will change views. The GoToMeeting app controls will become smaller. The GoToMeeting controls will NOT be shared in your screen-share -- it will look to others like the controls are not even there. To stop sharing, click the green **Screen** button.

Exiting the GoToMeeting room

To exit the meeting room, press the **Leave** button at the bottom of the app screen:



Practice Room

Practice GoToMeeting Room: <http://bit.ly/wsf-prac-rm>

Calendar: <http://bit.ly/wsf-prac-cal>

There is a practice GoToMeeting room open for **practice before the fair**. This room is **unattended** and is free to use by anyone to test GoToMeeting. **WE HIGHLY RECOMMEND EVERYONE TO TEST GOTOMEETING WITH THE ACTUAL HARDWARE YOU WILL USE.**

Practice GoToMeeting Room: <http://bit.ly/wsf-prac-rm>

If the above link doesn't work: <https://global.gotomeeting.com/join/989295141> Meeting ID: 989-295-141

What should I test?

We highly encourage you to test with a friend, pretending to log in as a judge. They will be able to give you feedback on how you look and sound.

You should test:

- Your video quality + internet speed.
- Your audio quality + clarity.
- Also test to make sure you can hear other people on the call.
- Test the controls, such as screen-sharing.
- Be familiar with the interface.

Testing also ensures that you have the program downloaded and ready to go. If you made it to the GoToMeeting interface, the program is downloaded on your computer and will open.

Etiquette

Please be mindful of others, and if someone else comes on to test, finish in a couple of minutes. **You should not have to use the practice room for more than 5 minutes.** It is not a space to

practice your entire presentation, only to test technical setup. If you want to practice your entire presentation, you can do so in a private video chat.

Open Hours

The practice room will only be available during Open Hours listed in the calendar below. The Open Hours *may change*, but the hours for a day will be locked in by 7PM the previous day. It is your responsibility to check that your intended testing time is during open hours.

Calendar: <http://bit.ly/wsf-prac-cal>

If the above link doesn't work:

https://calendar.google.com/calendar/embed?src=8o4miefhofgi3et0h5l41h6l8%40group.calendar.google.com&ctz=America%2FLos_Angeles&mode=WEEK

Support

We offer the practice room primarily as a **self-service testing** opportunity. Sometimes, there will actually be an administrator there, sometimes not. Immediate help or support is not guaranteed. However, if you do have a technical issue that you really cannot figure out an issue, you can:

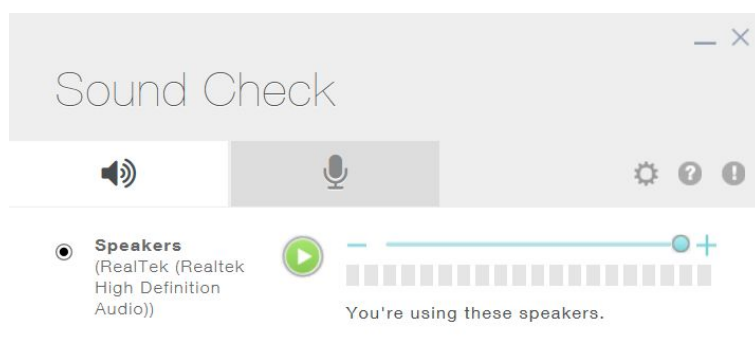
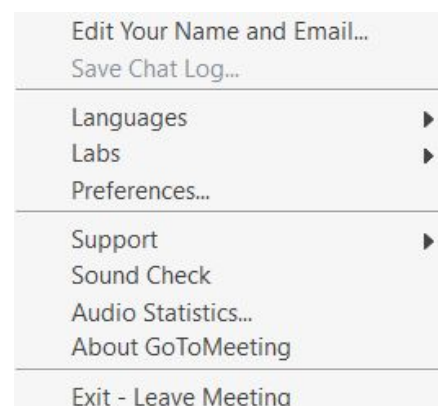
1. Leave a message or question via the chat window, with your contact info, and we'll get back to you as soon as possible, possibly directing in the chat.
2. Email info@centralsoundfair.org with an explanation of your issues.
3. **DO NOT CALL FAIR PERSONNEL FOR ASSISTANCE WITH THE PRACTICE ROOM.**

Requests for live feedback or opinion will be ignored, such as asking "can you see if I sound ok?" or "does my poster look ok from your view?"

Troubleshooting:

I cannot hear and/or my microphone is not working!

Go into the Menu - Click the ☐ button at the top left of the app to see a menu as shown to the left. Click **Sound Check** to open the Sound Check troubleshooter (shown below).

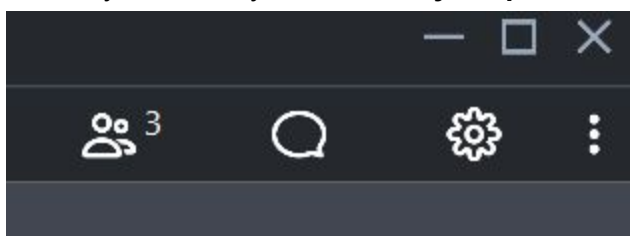


Use this troubleshooter to test which speaker you need to use.
You can also check the mic with the troubleshooter.

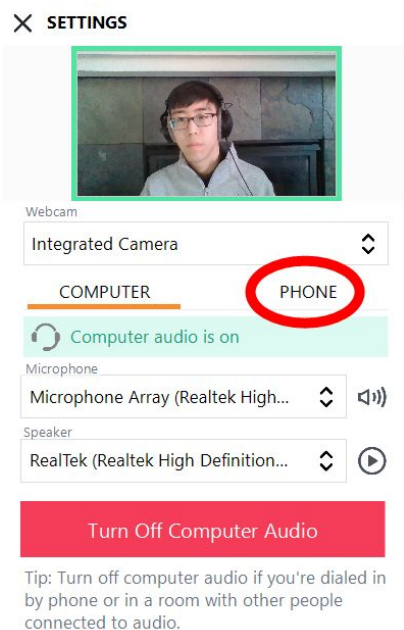
Select the right speaker output or mic input, and you should be good to go.

I have followed the above steps, but I still cannot hear or talk.

You may need to try **dial-in with your phone**.



Click the **Gear Icon** on the top left of the app. This will bring up the **settings panel** as shown below..



Click the **PHONE** button to see dial-in information.

Dial the listed number, and use the access code and Audio PIN to call into the meeting room.

I am getting lots of feedback or hearing someone twice.

Let the **room monitor** of the meeting know. They will diagnose and figure out

My problem is not listed here.

First, let the **room monitor** of the meeting know. 90% of problems can and should be solved by the room monitor .

If the room monitor really cannot fix the issue and it is an emergency, contact:

- Yoshi Goto, CSRSEF Assistant Fair Director: 914-218-7514 (cell, **TEXT ONLY**)
- Lois Lugg, WSSEF Fair Director: 360-551-0012 (business)