To start a Summer Institute meeting, you will be given a meeting abbreviation from the conference calendar and a Zoom account. Zoom accounts are confer1-9@nber.org and confera-d@nber.org. The password is Conf1050!!

You should be setting up approximately half an hour before the published start of the meeting.

First, open the conference drive to 2020/SI2020 and find your meeting’s folder. Open the folder and drag the Powerpoint slides to the desktop. Open the slides on the desktop in a small window and leave the folder open.

Open Zoom and login to your account. Choose today’s meeting and click start. Join with audio and video. Click participants to show the list of people at the webinar and rename yourself by holding the mouse over the default name (something like “NBER Meeting”), clicking “More,” and “Rename.” Please use your first name, dash, and NBER staff (Mary – NBER Staff).

Start the livestream to YouTube. Please be careful to choose 1050meeting@nber.org (Password 1050Mass.). The livestream should be “Public.”

Copy the YouTube url and then close the YouTube window (the time lag to YouTube creates audio havoc).

Go back to the conference drive and open the YouTube folder (2020/SI2020/YouTube). Open the word document for today’s links (LinksJulyXX) and paste the YouTube url right under your meeting code. Hit save and we are pretty much done with the conference drive folders.

Return to the Zoom meeting. Check to see if there are any participants yet. Promote any presenters to panelist status. Promote any panelists who are also organizers to co-host status. More on this later.

Click Share Screen. You should see the Powerpoint slide that you opened earlier among the choices offered. Click the slide, click “Slide Show” on the top menu, and “From the Beginning” at the left side of the choices that appear right below that.

With your cursor in the tiny shared screen header, you should be able to click the participant button and drag the participant list to one side. Now, as people start joining the meeting, you need to keep your eye on the “Attendees” list in the participant window. All meeting organizers need first to be promoted to panelist, and then made co-hosts. Some speakers will log in automatically with the status of panelist which allows them to share their screen and speak. Everyone with a speaking role needs to be made a panelist. Check the participant list against the list of speakers, and promote people as they arrive. Pay particular attention to the speakers early in the program. We need to be sure the first authors and first discussants are present and promoted. Later presenters, especially for multi-day meetings may not arrive promptly, but the participant list needs to be monitored until every speaker is made a panelist.

Unshare your screen shortly before the meeting starts. Keep the slide handy to show again during breaks. Breaks need to be monitored. Some are long enough that showing the slide is required. Some short breaks will be eaten into by questions. Your screen should be shared and the slide should be shown during any break that is long enough. It is important to stop sharing the screen before the meeting resumes.

When the meeting ends first stop the livestream, then end the meeting.