ILC Diliman Zoom Conferencing Policy

Important:
- ○ ILC Diliman has the following:
  - ○ Zoom webinar license for 1,000 participants only
  - ○ Zoom meeting for 500 participants only
- ○ Since ILC Diliman is working with limited capacity, requests that are in accordance with ILC Diliman's mandate* and those that are spearheaded by ILC Diliman and OVCAA offices will be prioritized

*To support, enhance, and advance teaching and learning through the use of EdTech and be responsive to emerging changes and needs on methods and practices of teaching and learning

	Webinar	Meeting
The role of ILC Diliman will be limited to the following	● Scheduling the webinar / meeting using Zoom, and providing the webinar invite link ● Initiating and starting a short practice session before the webinar / meeting date ● Initiating and starting the webinar / meeting on the scheduled date ● Assigning the host role to one of the Organizers at the start of the webinar / meeting	
Role of the requesting party	● Provide at least one (1) presenter and at least one (1) organizer/moderator ● The Organizer will be selected as Zoom Webinar's Alternative Host, upon whom the control of the webinar will be transferred to	
	The presenter will be selected as a Zoom Panelist	The presenter will be selected as a Zoom Co-host
	● Note – while it is possible for the Organizer and Presenter to be one and the same person, it is up to the requesting party to make sure that person will be able to handle presenting and moderating at the same time ● Organize the webinar / meeting, contact/confirm presenters and invite/confirm attendees, and disseminate the Zoom link. ● Advice participants/attendees to register/use Zoom-enabled accounts ● Alternative hosts and co-hosts are advised to join Zoom using the application (not the web browser).	

	- Make available their own devices which can run Zoom (with the latest version recommended) - Make sure that both Organizer and Presenter** already have their Zoom-enabled account - If the webinar requires more than 500 attendees or the meeting requires more than 500 attendees: - ILC Diliman can advise the organizer to seek assistance from the University Computer Center. The UCC has the capacity to provide more attendees for Zoom webinar / meeting - If the UCC cannot accommodate such a request, ILC Diliman may still provide assistance. However, the Organizer needs to write a letter addressed to the UCC Director requesting ILC Diliman's Zoom account to temporarily upgrade its license to accommodate the expected number of attendees. Once the letter has been approved, the Organizer is to furnish ILC Diliman a copy.
Scheduling and Registration	- Organizer sends a request to the ILC Diliman (ilcdhelpdesk.upd@up.edu.ph) to schedule a webinar / meeting. The request should be sent at least five (5) working days before the actual webinar date and must be endorsed by the Organizer's Head of Unit and or Project Leader - The webinar is confirmed once the request and its details are acknowledged by ILC Diliman, and has been scheduled via Zoom. - As ILC Diliman only has one (1) Zoom account, all webinars / meetings will be scheduled on a First Come First Serve basis and any previously booked time slot, including that reserved for a practice session, is unavailable for future requests - Kindly refrain from requesting webinars that are scheduled beyond office hours or during weekends. If unavoidable, we will consult the details of your webinar first to our Director - Organizer provides the following information: - Date and Time - Duration - Topic - Description of the webinar - Zoom-enabled UP Mail address of one (1) of the Organizer
	Zoom-enabled email address of the panelist/s (can be to follow)

	• The Organizer can add a banner which will be displayed at the top of the registration page. It needs to meet the following requirements:
	  ○ Format: GIF, JPG/JPEG, or 24-bit PNG (alpha/transparency allowed)
	  ○ Dimensions: 640px by 200px
	  ○ Maximum file size: 1024KB
	• If the Organizer opts to use Zoom's Registration feature, indicate the questions to be asked on the registration form (e.g. Name, Email, Affiliation, etc)
	• As the Zoom webinar console is not available to the Organizer, they may periodically request the current list of registrants for filtering or approval
	• The Organizer may provide a link to a feedback form for the attendees to redirect to after the webinar

Before the Webinar date	• ILC Diliman will schedule the webinar / meeting and provide the invite link to the Organizer. • On the practice date, ILC Diliman initiates the practice session. • During this session, the Organizer/Moderator/Presenters can familiarize themselves with the platform and debug issues. • At this time, the Organizers should try out their audio and video performance, screen sharing, attendee control, Q&A, and other Zoom functionalities. • ILC Diliman will not be able to assist the Organizers in debugging their own equipment, including but not limited to audio and video, and network connectivity.
On the Webinar date	• ILC Diliman starts the webinar 15 minutes before the scheduled start time • At least one (1) Organizer should connect at this time

○ ILC Diliman will NOT broadcast the webinar to the attendees without the presence of the Organizer, even if the scheduled time to start has lapsed	○ ILC Diliman will NOT admit attendees without the presence of the Organizer, even if the scheduled time to start has lapsed

• ILC Diliman assigns the Organizer as host. Organizer should now have control of the webinar / meeting and will

	be responsible for the webinar / meeting
	○ Once ready, the Organizer may start the broadcast to the attendees | ○ Once ready, the Organizer may start admitting attendees
	● ILC Diliman will not be able to assist Organizers in the moderation of the webinar / meeting

Livestream and Recording	● Upon prior request, a Youtube Livestream may be initiated by ILC Diliman on the actual webinar / meeting
	● The link will then be forwarded to the Organizer for their dissemination
	  ○ The Youtube link cannot be prepared beforehand and is only available once the livestream is triggered
	  ○ Upon prior request, a recording of the webinar / meeting may be initiated by ILC Diliman and is available once done. The Organizer may download a copy of the webinar for this documentation.
	  ○ ILC Diliman does not keep a copy of the recordings.
	  ○ All local recordings, whether copied by the Organizer or not, will be unavailable 14 days after the meeting. Cloud recordings are stored on Zoom's servers for up to 120 days (webinar) and 28 days (meeting).
	  ○ If a Youtube Livestream was requested, it will serve as the Recording as well as the latter need not be requested anymore.
	  ○ Both the Livestream and Recording may also be initiated by the Organizer once control has been transferred to them
	    ● Youtube Livestream requires permission on the Youtube Channel account, which takes 24 hours to update once applied for. It is up to the Organizer to make sure this is already enabled and working for their account should they choose this option

Other Notes	** If the Presenter does not have a UP Mail account (i.e. not from the University), their account may still be added as a panelist before the webinar, or they can be promoted from attendee and rejoining the webinar as panelist | ** If the Presenter does not have a UP Mail account (i.e. not from the University), their account may still be added as a Guest, or they can be promoted from attendee and rejoining the meeting as co-host

	○ However, the latter option means that the Presenter would be unable to join the webinar before the Webinar is broadcasted to all attendees	○ However, the latter option means that the Presenter would be in the waiting room unable to join the meeting unless manually admitted
	● This is a beta service and ILC Diliman is still exploring all its features ● ILC Diliman updates this policy to reflect and define new details and functionalities learned through past webinars ● ILC Diliman reserves the right to refuse hosting an unconfirmed webinar should the requested time slot, or personnel be unavailable	