

2022-2023 REX MENTOR MANUAL



UNDERGRADUATE RESEARCH OPPORTUNITIES

THE RESEARCH EXPERIENCE (REX) PROGRAM



The Research Experience (REX) program was created by Undergraduate Research Opportunities (URO), a UBC AMS club dedicated to helping students get involved in research. The primary purpose of the program is to provide an opportunity for students to get their first taste of research by fostering important skills in designing research projects and building meaningful connections between students and mentors. REX pairs undergraduate students with a graduate student or postdoctoral fellow to develop a research project throughout the year that can be presented at a conference or published in a journal.

WHAT IS A REX MENTOR?

As a REX mentor, you are a guide and resource who shares your research and education experience to help pave the way for undergraduate students to succeed at UBC and beyond.

Mentors will be matched with a small group of undergraduate students (typically 2-4 students), to collaborate on a research project that can be presented at a conference or published in a journal. You will be responsible for supervising the project and providing guidance and feedback, from formulating a research question to writing a proposal and abstract to creating the final research poster.

The REX program is flexible in that the mentor and mentee(s) can decide together the scope of research and how it will take place. Here, we offer some guidelines and suggested project deadlines based on years of feedback and successful projects.

Role of a REX Mentor

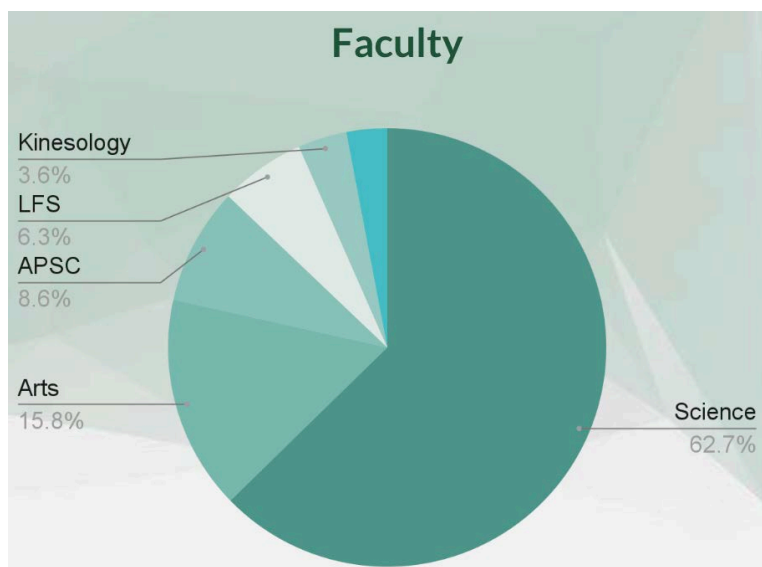
- **Resource** — teach and advise students in areas of research and the process of research
- **Supporter** — encourage respectful conversation and respond to your mentees' needs
- **Coach** — help mentees develop their research project to give them a first taste of research

REX mentors are expected to either approve research questions and project timelines or provide students with a proposed study project and timeline. During the REX program, mentors should check in with students about the literature review process, the research question, abstract write-up, research proposal, presentation and other key points during the REX program as needed.

WHAT IS A REX MENTEE?

A REX student can be any undergraduate student, from any faculty. In 2021-2022, 63% of REX students came from the Faculty of Science, 16% from the Faculty of Arts, and 9% from the Faculty of Applied Science. Despite the majority of our students being from Science, the REX program is reaching out to a more diverse population every year.

REX students are likely to be very new to research. Most would consider our students at a disadvantage, being younger and less familiar with the basic concepts of research, but they are also brave, passionate, and ready for change—as expected from a group of students willing to jump into research at such an early age. They have the heart of a researcher, already showing their eagerness to learn and explore the unknown.



WHAT IS A REX PROJECT?

REX projects are driven primarily by students' interests. Students formulate a research question, derive a hypothesis from the question, and develop a research protocol to test the hypothesis. Students conduct all these steps with guidance from mentors. URO provides workshops to aid students in acquiring a better understanding of some research skills in order to contribute more fully to the project. Your guidance as the students' mentor will be the most important piece of their learning. The students' project will be in an academic field you have indicated to us as within your expertise, so that you will be advising students on work in a field in which you are most qualified.

Students begin their projects by conducting a literature review, and mentors can contribute to this by guiding students toward important papers that will establish the current state of knowledge for them. Though students should be somewhat knowledgeable about your field, it is likely that they will need guidance about recent developments or techniques that are currently in use.

Most projects conclude with the presentation of the students' work in the form of a poster at an undergraduate research conference, generally the Multidisciplinary Undergraduate Research Conference (MURC). Certain departments and clubs on campus also host annual undergraduate research conferences which students could present at. There are cases of REX students being provided the opportunity to either assist in a research project or conduct their own research in the mentor's workplace (e.g. laboratory, clinical research office). However, mentors are not required to provide any such outcome or promise it to prospective REX students as part of participating in the REX program

If you are interested in capitalizing on the REX Program mentor experience by leveraging it as a student recruitment selection process, this can certainly be done. Historically, mentors have used REX as an avenue of research assistant recruitment in two ways. Mentors have allowed their students to learn about or collect data for their on-going research project(s) as the students' REX project itself, or, alternatively, following the academic year and completion of the REX research project, the mentor assesses the REX student as a prospective research assistant based on their performance throughout the program.



The Final Product

Generally, REX mentees produce a poster or oral presentation that will be presented at the Multidisciplinary Undergraduate Research Conference (MURC). The poster must include all the basic aspects of a research poster, such as introduction/background, hypothesis, and experimental design/methods. The results section is optional, as many of our REX projects are research proposals which do not collect data due to financial limitations and wet-lab experience in REX is not required. An oral presentation would follow a similar format and should be under ten minutes in length. We encourage groups to come up with creative ways to simulate data collection or analysis processes if desired. In the past, groups have provided anticipated results, analyzed data provided by the mentor, and utilized computer simulations in presenting data.

An abstract must be produced and submitted to MURC in late January and posters will be due mid- to late-February. For more information, please refer to the MURC website. Although REX and MURC are not affiliated and it is not mandatory to attend, it is encouraged that mentees present their work at MURC.

THE REX EXPERIENCE

Benefits

Mentoring will be a positive and enriching experience for both mentors and mentees. In addition, participants in the program receive certification upon completion.

For the Mentor

- Bring your special skills and experiences you have received throughout your undergraduate and professional career to aspiring student scientists
- Maintain a connection to UBC and the undergraduate research community at UBC
- Contribute to efforts to build stronger industry and community
- Support the future of your field or industry by fostering the next generation of leaders
- Gain mentorship experience and hone your leadership skills
- Meet motivated students and foster lifelong working relationships
 - students who are selected to be a part of the program are driven, eager to learn, and immerse themselves in research; URO acts as a filter to find the right students to provide infrastructure and advancement in your research and career goals
- Opportunity to reflect on your own experience and research journey
- A genuinely rewarding experience
 - make meaningful connections with mentees and know that you have made a positive impact on their lives

"This is a great program, with clear structure and I really feel that many students, especially those coming into the program with no research experience will learn many skills that are important within the sciences"

- 2021-22 Mentor

Benefits Cont'd

For the Mentee

- Receive an introduction into the research and professional world
- Start building a professional network for future careers
- Opportunity to get involved in research and present their work at a conference or publish in a journal
- Develop and enhance professional and transferable skills
- Acquire advice on research, academic, and career experiences
- Explore new ideas and areas of interest
- Gain clarity on career, academic, and personal plans

"I enjoyed the REX program and am looking forward to presenting with my teammates at MURC soon this March! It was an incredible chance to learn from and with my mentor and my teammates. Thank you so much for this opportunity!" -- 2021-22 Mentee

Expectations

One of the best aspects of the REX program is that it is flexible — mentors and students can decide on how the research experience and mentor-mentee relationship will work. We do have some minimal expectations, outlined here. Throughout the year, we will be checking in with students and mentors to ensure that expectations are being upheld. Certification of participation in REX will only be granted if both mentors and mentees put in the effort and cooperation expected of them.

For the Mentor

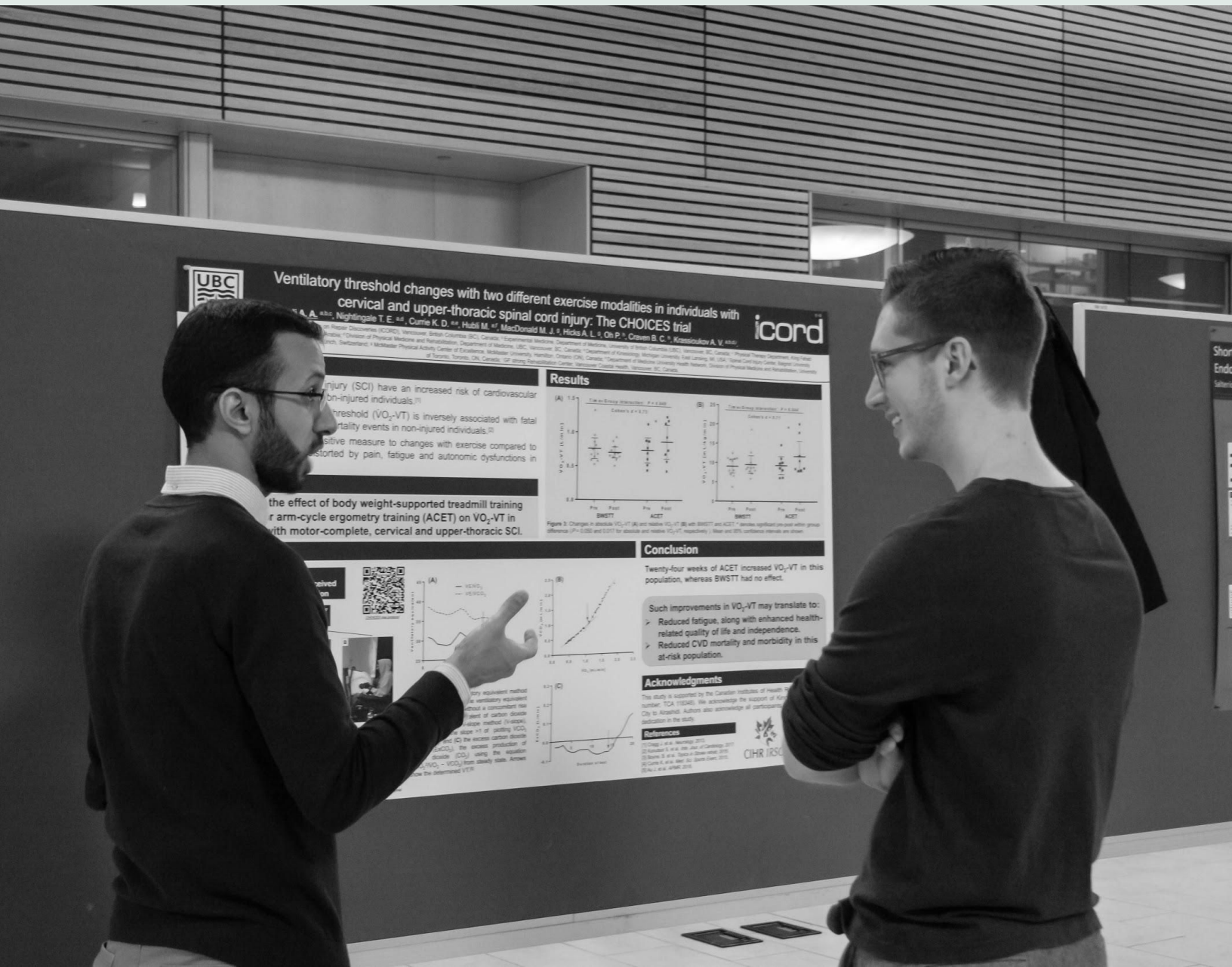
- Spend at least four hours per month building the mentoring relationship
- Set expectations with students for how and when you will contact each other
- Help your students identify and set goals, track their learning progress, and adjust your approaches to mentorship as needed
- Approach the mentoring relationship with an open mind, professionalism, and respect
- Support students' professional and personal development
- Respond to all communications in a timely manner
- Maintain and model professional behavior, and define it if needed
- Communicate any problems with the mentoring relationship to the URO REX Committee at rex.uro.ubc@gmail.com

You are not expected to

- Have all the answers for your mentees
- Initiate all contact with your mentees
- Provide wet-lab experience for your mentees

For the Mentee

- Spend at least eight-ten hours per month working on the project
- Respond to all communication in a timely and professional manner
- Set specific goals for the mentoring relationship with mentor and group members, and commit to them throughout the year
- Provide feedback to REX regarding progress in the program
- Be appropriate in their requests of their mentor
- Be receptive to suggestions and feedback
- Communicate any problems with the mentoring relationship to the REX Committee at rex.uro.ubc@gmail.com



THE REX PROCESS

The Matching Process

Aug - Oct

*Mentor Profile Due:
August 29th*

*Student Application
Due: September 30th*

- Mentees are matched with mentors based on mentee and mentor preferences
- After attending the mandatory orientation sessions, mentors are required to submit their profiles by August 29th, 2020
- Students can search through the mentor profiles and select their top 5 mentors; their applications are due by September 26th, 2020
- The mentor selects their top student choices between October 3rd and October 10th
- Matching results will be announced by mid October
- Two parts:
 1. 200 words max. about your research
 2. 400 words max. about what you want to do with your mentees
- Provide link to webpage (if possible), and 2-3 citations for further background reading
- Include enough information for undergraduates to understand your research
- If there are special circumstances, such as only being available for consultation via Skype, please mention this here
- If you have a specific research project you would like your mentees to work on, you can mention it in your profile
- Students will answer questions like "What interests you about this mentor's research?" for each mentor that they apply to.
- Students may choose to suggest projects they are thinking of doing or have already undertaken
- Mentors receive responses from all students who applied to work with them in a document several days after mentee registration closes
- Mentors should pick their top 10 mentees within a week (will be submitted through a form)

Once a Match is Made

- Mentors are expected to initiate contact with their mentees and arrange a time to meet as a group
- We encourage the student to send an introductory e-mail to the mentor and their peer group, but mentors should take the lead on coordinating a meeting time and place
- If there is no response within a week, please contact URO at rex.uro.ubc@gmail.com

The First Conversation

We strongly suggest that you have a conversation early on in this relationship in-person, over the phone, or via Skype. This personal interaction will go far in creating a connection and setting up a good foundation for your relationship. Here are some guidelines for the conversation:

- Voice your excitement!
 - Sharing your enthusiasm will help reassure your mentee that you are committed to making the relationship succeed
- Build rapport with each other by asking questions about their background and experiences
 - Remember, you have UBC and your curiosity/passion for research in common, and that is a great place to start!

It is important at the beginning of the relationship to talk about expectations and goals for the REX program. Make sure to either start this dialogue in this first conversation or set up another time to do so. You can use our REX Mentorship Agreement and Goal-Setting Sheet, which can be found in Appendix A and Appendix B, or on the Resources page of our website.

Mentor of the Year

The REX Committee presents a “Mentor of the Year” award to a mentor who not only fulfills the expectations of the REX program, but surpasses them, providing their mentees with an unforgettable research experience.

Mentors are nominated for Mentor of the Year by their mentees at the end of March. The REX Committee reviews the nominations and announces a winner and runners-up in early April. Mentors of the Year receive a reward and special certification from the REX program.

THE RESEARCH PROJECT

Project Goal: Proposal-type research project to be presented in poster or oral presentation form. The presentation will be geared towards the general public at MURC in late March, which is to be held in an online format for the 2022-23 cycle.

****NOTE:** "Deadlines to REX" are the deadlines set by our program. These dates act as a guideline that are intended to help students manage their time wisely and prevent procrastination. "Deadlines to MURC" are the tentative deadlines set by MURC (more information and specific dates should be released by December 2022, on the MURC website: <https://students.ubc.ca/career/career-events/multi-disciplinary-undergraduate-research-conference>). **Students who are unable to meet the MURC deadlines will not be able to present at MURC.**

Selecting a Research Question

Deadline to REX: Nov 11th

K Y'fYVt a a YbX'h Uhinc i \Uj Y'U'fYgYUfVW'dfc'YVh'UbX'ei Ygh]cb'h Uhighi XYbhtg'Wb'di fgi Y'' b' dfYj]ci g'mYUfgzk Y'Zci bX'h Uhia Ubm[fci dg'Z]bX'hVWU'Yb[]b['hc'Zcfa 'U'fYgYUfVW'ei Ygh]cb' k \]VW']gi bUb]a ci g'mU[fYYX'cb''H'i gzk Y'fYVt a a YbX'h Uhia Ybhtfg'dfcj]XY'UXX]h]cbU' [i]XUbW'VmifYVt a a YbX]b['UW]j]h]Yg'UbX'dfc'YVh'Uh'h Y'ghUfhcZ'h Y'dfc[fUa "

Gh XYbhtg'a UmXYj Y'cd'h Y'fYgYUfVW'ei Ygh]cb'VUGYX'cb'h Y]f'a i H'U']bhYfYghg'cf'a Um\Y'd k]h' d'fc'YVh'Ugg[]bYX'Vmih'Y'a Ybhtcf''H'Y'a Ybhtcf'g'fc'Y'\YfY']g'hc'\Y'd'gh XYbhtg'bUffck Xck b'h Y'fYgYUfVW'ei Ygh]cb'hc'gca Y'h]b['ZYUg]V'Y'Zcf'Ub'Uj YfU[Y'i bXYf[fUXi Uh'fYgYUfVW [fci d''6ch' F9L'UbX'A I F7 YbVt i fU[Y'WYUhj Y'UbX']a U[]bUhj Y'dfc'YVh'g'Z'UbX'h]g'g\ci 'X'VY df]cf]h]nYX'c] Yf'ZYUg]V']h'm'5g'U' [YbYfU'fi 'Y'cZ'h i a VZUbmdfc'YVh[cYgZ'Ug'cb['Ug'h Y hYVW.bc'c[mYI]ghg'UbX'hVt i 'X'VY'Vt a d'YhYX']b'h Y'Xi fUh]cb'cZUb'Uj YfU[Y'D\8 "



Conducting a Literature Review:

Deadline to REX: Nov 22nd

Students are encouraged to explore areas of your field that interest them, as well as to keep track of their literature for the final presentation.

- As mentors, you may want to provide suggestions and feedback as to how they would approach a literature review and provide links to key papers which pertain to the research question. To encourage active learning, mentors may suggest that students focus their literature review on answering certain questions (decided by the mentor) and highlighting or sharing key findings from their literature review.
- The goal of this step is to provide your students with enough knowledge of your field that they can ask a novel research question.

Once a research question is chosen (see below), mentees conduct an increasingly focused literature review to find scientific literature pertaining to the research questions and to determine which methods have been/could be used to collect and analyze data in the field of study.

Choosing the Research Method:

Deadline to REX: Dec 16th

The bulk of most REX projects is the literature review. We encourage students to propose a feasible experiment based on their research in their poster or oral presentation, but do not expect participants to have collected or analyzed their own data (though we encourage this for very active groups, if feasible). The methods submitted here can be theoretical but should be reasonable to be conducted by a graduate student within their years of study.

Anticipated Results

Most REX projects will not include results, but some students choose to write about anticipated results. This section will talk about and discuss the significance and meaning of either supporting or opposing evidence for your hypothesis. Anticipated results should be based on informed inferences and previous cited research.

If the mentor feels comfortable and/or if it is applicable, mentors may choose to provide their own data for their mentees to analyze and present.

Writing an Abstract:

Deadline to MURC: Late Jan

All students are required to write and submit a proposal-type abstract to MURC if they wish to present. More info and submission available at: <http://students.ubc.ca/career/murc/present>

Preparing the Final Research Presentation: Deadline to MURC: Late Feb

The abstract submitted in January will be reviewed and returned to the group around the beginning of February. Students can choose to present their research project via poster OR oral presentations.

- If you and your mentees decide to present with posters: MURC participants will get their posters printed for FREE! The deadlines for free printing posters will be approximately 2 weeks before the conference. Please check our newsletter and the MURC website for updated information.

MURC takes place in Mid-March. Students presenting with posters will have the posters put up already by MURC. Refer to the MURC website for more information on the format and timeline.

PAST PROJECT EXAMPLES

Father involvement in HIV-related care and antiretroviral (ARV) medication adherence in South Africa (Anita Bal, Bianca Yeung) – 2014 MURC poster presentation winner

https://www.roubc.com/wp-content/uploads/2018/11/REX_example_poster_1.jpg

The Activity of the Brain Dopamine System Correlates with Memory Retention in Humans (Ana Ivkov, Solana Cheng, David Lindenbach)

https://www.roubc.com/wp-content/uploads/2018/11/REX_example_poster_2.jpg

The Byzantine Pilgrims of St. Stephen's Monastery: Understanding Historical Migration through Strontium and Oxygen isotopic Analysis (Hannah Guo, Sophia Ly) – 2013-2014 REX poster

https://www.roubc.com/wp-content/uploads/2018/11/REX_example_poster_4.jpg

REX RESOURCES/SUPPORT

Workshops

Workshops are hosted by REX periodically to better prepare and assist either mentors or students with their research project. The workshops available for this year are:

- REX Mentor Orientation
- How to: Research Questions and Literature Reviews
- How to Read a Research Paper
- Writing an Abstract (*By MURC*)

Monthly Newsletters

URO will be sending out a newsletter to all URO students at the beginning of each month. The newsletter will announce opportunities, resources, and updates. Profiles of projects and/or mentor/mentee highlights may also be featured. A section of this newsletter will be dedicated to REX events and deadlines.

In addition, REX will be sending out periodic emails to inform participants of events and deadlines.

URO Website

The REX page of the website will hold information and resources for mentors and mentees, including a calendar, guidelines, reminders, and links to registration forms. Please check the website regularly for updates, as it will be an important method of communication between the REX Committee and REX participants.



TIMELINE

AUGUST	
SEPTEMBER	
Mid-Sep	EVENT: Mentee Info Night + Mentor Panelists
30th	Mentee Application Closes
OCTOBER	
8th	Mentors receive applications from students
10th	DEADLINE: Student rankings submitted by mentors
17th	Matching completed-REX groups announced
Late October	WORKSHOP: Research Question and Lit. Review (For Mentees)
NOVEMBER	
1st week	Second round of matching
3rd	WORKSHOP: How to Read a Research Paper (For Mentees)
4th week	DEADLINE: Submit lit. review to REX
DECEMBER	
6th	DEADLINE: Submit research question to REX
JANUARY	
Mid-Jan	WORKSHOP: Writing Abstracts hosted by MURC (For Mentees)
Late-Jan	DEADLINE: Submit Abstracts to MURC
FEBRUARY	
Early Feb	MURC Abstracts reviewed and returned
Late Feb	DEADLINE: Submit poster to MURC
MARCH	TBD
APRIL	TBD

THANK YOU!

We want to express our deepest gratitude for your participation in the URO Research Experience Program. This program would not be possible without your commitment and enthusiasm.

This guide will evolve with the REX Program. As we work together throughout this year, we welcome any suggestions for the improvement and growth of our resources and program. Your participation in this process will help the REX Program become a best practice model for UBC and other universities.

If you have any questions or concerns, please do not hesitate to contact us at rex.uro.ubc@gmail.com.

Matthew & Emma

Research EXperience Program Co-Chairs

Undergraduate Research Opportunities



APPENDICES

The following appendices are meant to provide guidance in dealing with some of the challenges that frequently arise during the REX program. Communication between mentors, group members, and URO is essential to a successful REX project. We encourage groups to meet frequently, discuss their schedules early, and suggest that any difficulties are reported to URO as soon as possible. We work hard to provide mentees and mentors with the best possible experience, but much of the program's success depends on the mentor/mentee relationship.

Appendix A: REX Mentorship Agreement



To get the most out of your REX experiences, URO strongly recommends that you:

1. talk about the expectations and goals both the student and mentor have for the mentoring relationship.
2. commit to the communication plans discussed and decided upon by the mentor and mentee
3. renegotiate as needed

Addressing expectations: How will the relationship work?

1. Meeting together: How will we meet together?
 - In Person
 - Skype, Zoom, Google Meet, Slack
 - E-mail
2. Frequency of interaction: How often would we like to meet/interact?
 - Once per week
 - Every other week
 - Once a month
3. If an e-mail/voice mail is received, we will respond within:
 - a. 24 hours
 - b. 1-2 days
 - c. 3 days _____
 - d. Other: _____
4. If we cannot make an expected meeting, how will we get in touch?
5. When will we meet/talk next?

Agreeing on goals — What do you hope to gain from the relationship?

1. What are the mentee's goals for mentoring relationship?
2. What are the mentor's goals for mentoring relationship?



3. What are some initiatives and support we can both take to help achieve these goals?

*NOTE: If one party is unresponsive at any point in the relationship, initiate contact. If the mentor/mentee does not respond after multiple attempts, please do not hesitate to contact the REX Committee.



Appendix B: Goal Planning Sheet

Setting goals at the beginning of the REX relationship is critical because it gives direction to the relationship and informs the mentor how to better support their mentee(s). Remember that goal setting is a process, meaning that the priorities of the mentee can change and evolve. A skill that successful goal setters have is knowing when to change or set new goals.

Creating SMART Goals

SMART is:	Action:	Consider:
Specific	Specify how goals will be accomplished	What specifically am I trying to accomplish?
Measurable	Create criteria for how to achieve a goal, or to measure success in completing a long-term goal	How can I measure whether or not I achieve my goal?
Action-Oriented	Result-driven actions to be taken	What concrete results or skills will I have as a result of my time and energy?
Realistic	Strive for attainable goals, considering resources and constraints relative to the situation	Is the goal realistic?
Timely	Allow a reasonable time frame to complete each goal	By when do I want to accomplish the goal?

Appendix C: Tech Support

The following resources have been compiled to support your transition to an online REX program. Undergraduate Research Opportunities (URO) is not affiliated with the organizations or resources listed in this document. Resources provided in this document are only compiled by URO and owing to the format of the resources, they are susceptible to change. Thus, URO is not liable for any supposed inaccuracies in these resources. URO also does not endorse any of the resources provided in the document and cannot be held legally accountable for any views or actions of the concerned organizations.

Tech Support & Resources for Zoom

Features:

- Compatibility: Windows, Mac, Linux, Android, IOS.
- Collaborative Whiteboard sharing and annotation.
- Live polling, public and private chats.
- Screen Mirroring (for Apple devices).
- Security Compliance with FERPA/HIPAA and UBC Information Security Standards

Getting Started with Zoom:

- Downloading Zoom:
 - Go to zoom.us and sign up for a free zoom account by clicking at the "SIGN UP, IT'S FREE" button on the top right corner. You can either use your UBC email or your personal email to sign up for Zoom.
 - Download Zoom at zoom.us/download. You can also download Chrome and Outlook extensions if you would like to schedule meetings directly from your calendar.

Scheduling a Zoom Meeting:

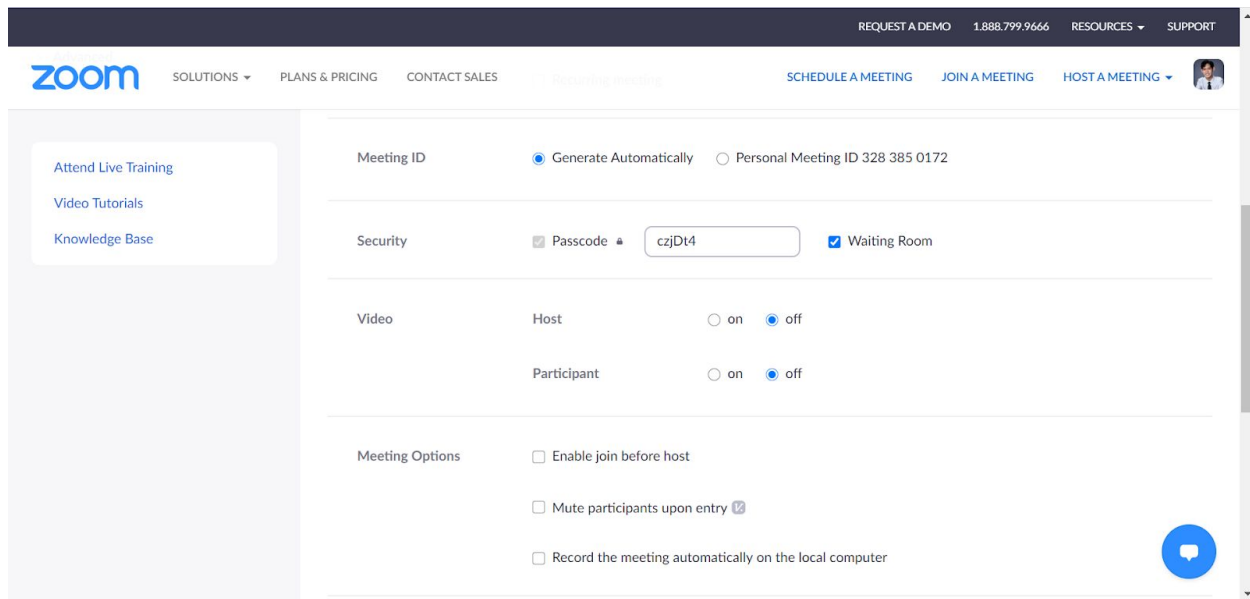
- Log into your Zoom account in the online portal, select the meetings tab and click 'Schedule a New Meeting'
 - Or: open the Zoom application on your device and instantly host a meeting by using the "New Meeting" button
 - Or: schedule your meeting for another time using the "Schedule" button. You can schedule Zoom meetings from your calendar by downloading appropriate extensions to your browser and signing into the Zoom account through the browser to schedule it.

Zoom interface showing the 'Upcoming Meetings' tab. The 'Meetings' button in the left sidebar is highlighted. The 'Schedule a New Meeting' button is also highlighted. The main content area displays a message: 'The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.' Below this is a link to 'Save time by scheduling your meetings directly from your calendar.'

- Within the 'Schedule a New Meeting' Page you can decide on the topic, date and time and if the meetings need to be recurring.

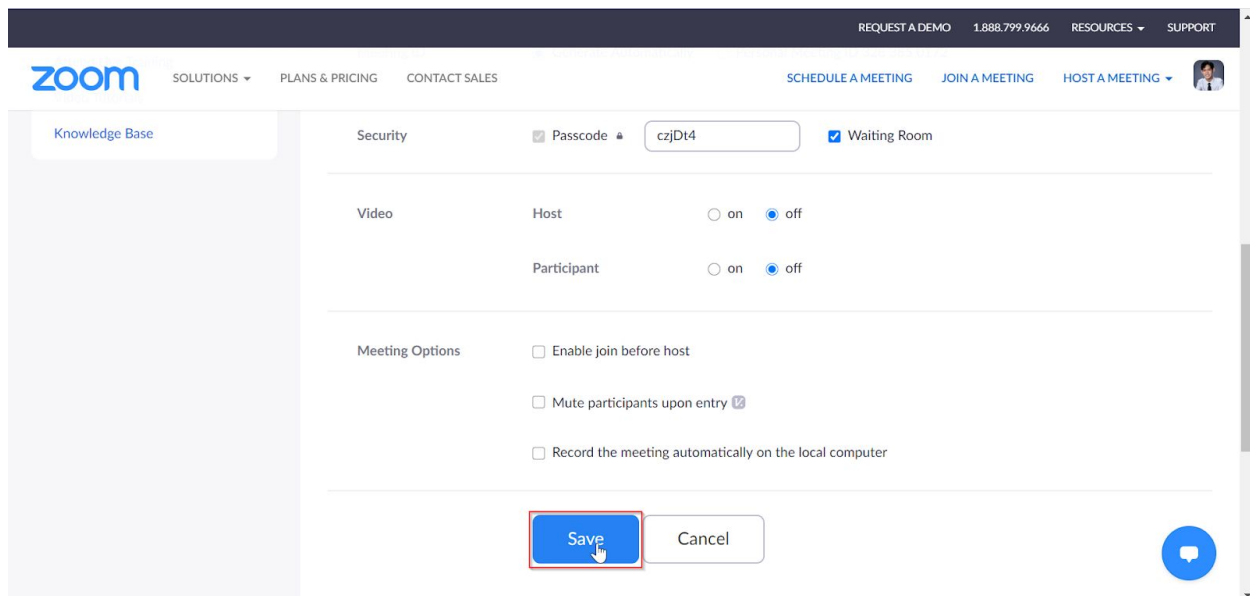
Zoom interface showing the 'Schedule a Meeting' page. The 'Meetings' button in the left sidebar is highlighted. The 'Schedule a Meeting' form is visible, with fields for Topic (My Meeting), Description (Optional), When (08/08/2020, 3:00 PM), Duration (1 hr, 0 min), and Time Zone (GMT-7:00 Vancouver). A checkbox for 'Recurring meeting' is at the bottom.

- You can also customize the passwords, audio, video, and meeting options if desired.



The image shows the Zoom meeting setup form. The top navigation bar includes links for REQUEST A DEMO, 1.888.799.9666, RESOURCES, and SUPPORT. The Zoom logo is on the left, followed by SOLUTIONS, PLANS & PRICING, and CONTACT SALES. The main heading is 'Scheduling meeting'. On the right, there are links for SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING, along with a user profile icon. The left sidebar contains links for Attend Live Training, Video Tutorials, and Knowledge Base. The main form area has several sections: Meeting ID (with radio buttons for 'Generate Automatically' and 'Personal Meeting ID 328 385 0172'), Security (with a checked 'Passcode' field containing 'czjDt4' and a checked 'Waiting Room' checkbox), Video (with radio buttons for 'Host' and 'Participant', both set to 'off'), and Meeting Options (with checkboxes for 'Enable join before host', 'Mute participants upon entry', and 'Record the meeting automatically on the local computer'). A blue speech bubble icon is in the bottom right corner.

- Once you have scheduled the meeting, select save.



The image shows the same Zoom meeting setup form as above, but with the 'Save' button highlighted by a red rectangle. The 'Save' button is a blue button with the word 'Save' in white text. The 'Cancel' button is a white button with the word 'Cancel' in black text. The rest of the form and navigation elements are identical to the previous image.

- After you have scheduled and saved your meeting, you have the option of saving it to the online calendar platform of your choice as indicated in the red box.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

PERSONAL

- Profile
- Meetings**
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

My Meetings > Manage "My Meeting"

Start this Meeting

Topic My Meeting

Time Aug 8, 2020 03:00 PM Vancouver

Add to Google Calendar Outlook Calendar (.ics) Yahoo Calendar

Meeting ID 749 6049 2778

Security Passcode ***** [Show](#) Waiting Room

Invite Link <https://us04web.zoom.us/j/74960492778?pwd=TW9DRHR4eGF5aEplWlc1c0YyV1BBQT09> [Copy Invitation](#)

- You will also have the option to copy the meeting invitation link and paste it to your preferred platform or send it out for others to use.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Recordings

Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Attend Live Training

Video Tutorials

Knowledge Base

Aug 8, 2020 03:00 PM Vancouver

Add to Google Calendar Outlook Calendar (.ics) Yahoo Calendar

Meeting ID 749 6049 2778

Security Passcode ***** [Show](#) Waiting Room

Invite Link <https://us04web.zoom.us/j/74960492778?pwd=TW9DRHR4eGF5aEplWlc1c0YyV1BBQT09> [Copy Invitation](#)

Video Host Off

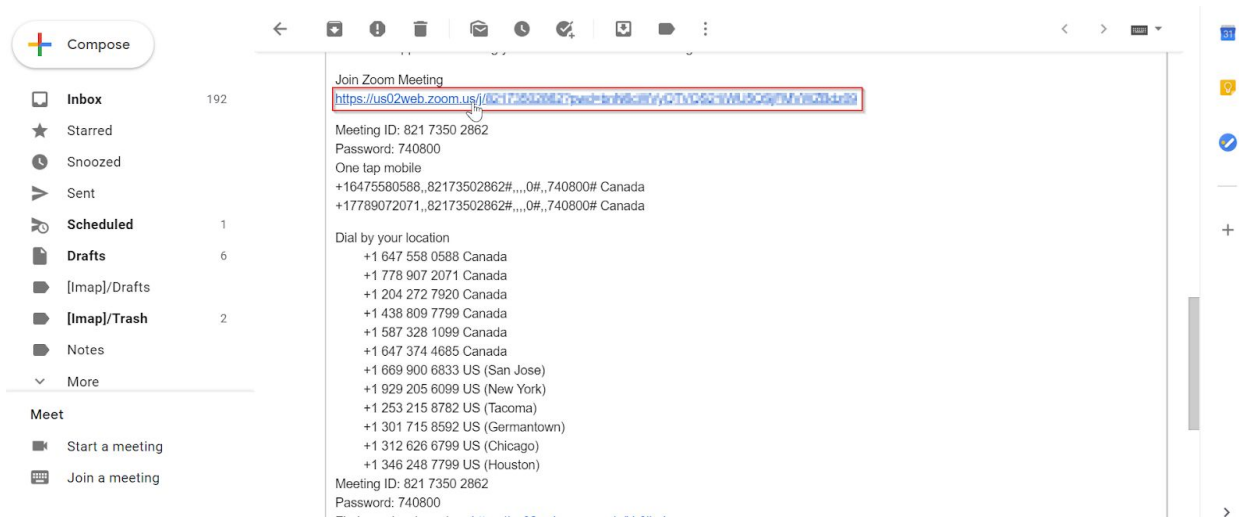
Participant Off

Meeting Options

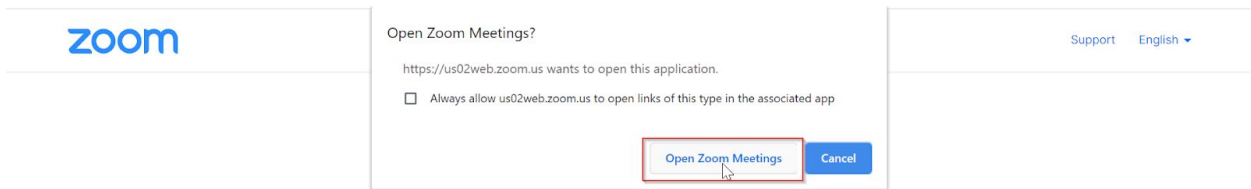
- × Enable join before host
- × Mute participants upon entry
- × Record the meeting automatically on the local computer

Joining a Zoom Meeting:

- You should receive a Zoom meeting link. Once you find it, click the link to join as indicated below.



- Once you have clicked the 'Join Zoom Meeting' link, you will be prompted to launch or download Zoom.

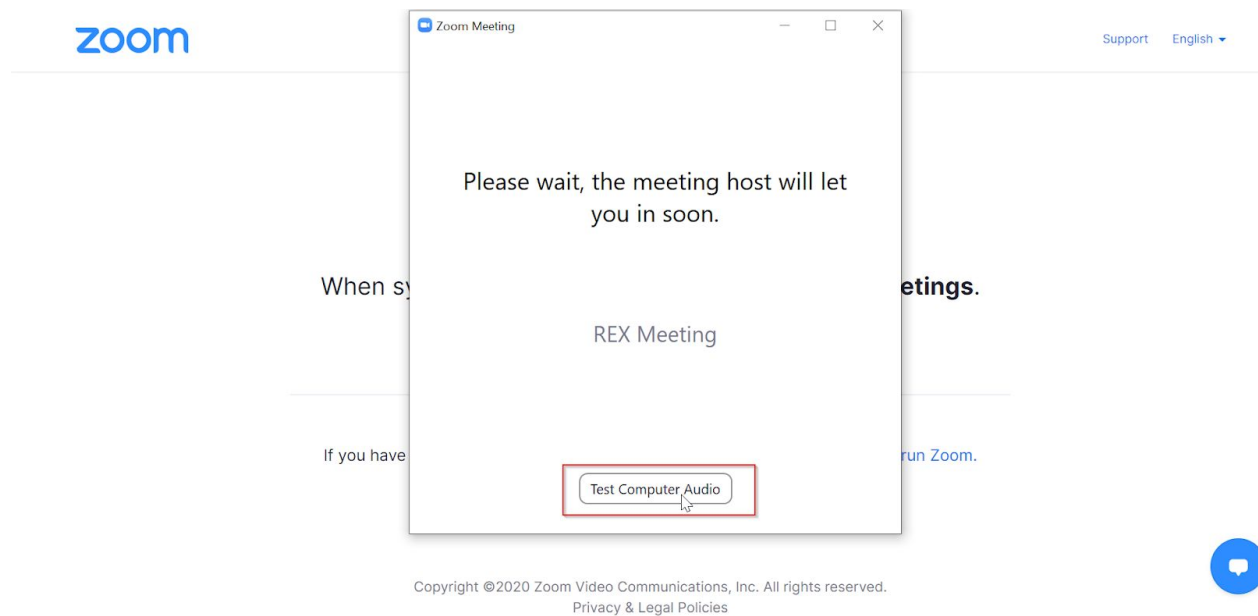


When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, **launch meeting**. Otherwise, **download and run Zoom**.



- If you see the following pop-up, wait until the host of the meeting lets you in. In the meantime, you can adjust your settings and test your computer audio by clicking the box circled in red.



- The host of the meeting needs to click 'Admit' in their 'Participants' tab to enable joining
- Manage your mic and webcam using the 'Mute' and 'Video' buttons on the toolbar at the bottom of the screen.

Screen Sharing, Breakout Rooms, Other Features:

- A comprehensive list of resources for additional features like Screen Sharing, Managing Participants, Collaborative Whiteboard, Breakout Rooms, Screen Mirroring, Meeting scheduling and more can be found at blog.zoom.us

Alternative Video Conferencing Options

Messenger Rooms

- "Messenger Rooms" is a simple easy-to-use video conferencing platform. As a result of its slightly informal setting it has some pros and cons.
 - Advantages:
 - Free!
 - No time limit.
 - Facebook account not required to join a meeting.
 - Link sharing!
 - Disadvantages:
 - Not HIPAA compliant and so participants should use platforms at their own risk.

- Due to its ever so slightly informal nature, it has less collaboration features like virtual whiteboard and annotation.

Google Meet

- Google Meet is another 'zoom-like' video conferencing service. It can be easy to set up and use for users who have a Google account. Similar to messenger, Google Meet has certain pros and cons.
 - Advantages:
 - Free! (basic version)
 - Time limit is 60 minutes for >2 participants per call (which is 40 minutes for Zoom).
 - No set up required for current Google account users.
 - Wide array of features like screen-sharing, and whiteboard options.
 - Disadvantages:
 - No breakout room option
 - HIPAA compliance is a grey area for this platform with some features complying to HIPAA guidelines while some don't. Some require the purchase of G-Suite for complete HIPAA compliance.

Supplementary Resources

This section provides resources to help you create an effective virtual workspace. Having a designated virtual workspace can improve accountability and provide a concrete task management system.

Google Calendar - Google Calendar is a time-management and scheduling calendar service developed by Google. With Google Calendar, you can quickly schedule meetings and events and get reminders about upcoming activities, so you always know what's next. Calendar is designed for teams, so it's easy to share your schedule with others and create multiple calendars that you and your team can use together.

Slack - Slack is a communication platform enabling users to discuss, share progress, send files, brainstorm and work in channels simplifying the need for many messages and emails. The URO REX Mentors Slack is available for mentors to discuss, keep up to date with announcements and ask any questions to the URO REX Committee.

Notion - Notion is an application that can be used for personal use as well as for collaborations. It has a task management system that can help teams organize tasks and adhere to timelines. It can also be embedded with other tools like Google Drive, LaTeX and CodePen.

Agenda - Agenda is an IOS and MacOS based note-taking application. It is a personal note-taking application and does not allow collaboration. However, it has a comprehensive suite of features that can be useful for making interactive notes.