

# virtual SCHOLARSHIP CELEBRATION

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Dear Mariah,

Each year, we look forward to a special evening where we can personally thank our generous donors for their impact on the lives of Rowan students. Unfortunately, due to the ongoing pandemic, we have made the difficult decision to cancel our Annual Scholarship Reception & Dinner.

Although we will not be able to host our traditional in-person celebration, we have taken this opportunity to re-envision this special event. This year, we will coordinate virtual meetings between donors and students, who will be joined by a development officer. We are optimistic that this format will allow participants to engage in meaningful conversations. A separate invitation will be sent with information regarding your **personalized** virtual meeting.

See the video below to hear special messages from Dr. Ali Houshmand, President of Rowan University; Brandon Hickson '22, Scholarship Recipient and the 2020 Scholarship Celebration Student Representative; and myself.

To our donors, thank you again for your commitment to providing affordable, accessible and quality education to Rowan students. To our scholarship recipients, best wishes for a successful academic year.

Sincerely,



R.J. Tallarida, Jr.  
*Vice President for University Advancement, Rowan University*  
*Executive Director, Rowan University Foundation*

# virtual SCHOLARSHIP CELEBRATION

## Donor Meeting Guidelines

Thank you for attending the 2020 Virtual Scholarship Celebration! In lieu of an in-person reception, we hope to keep our donors and students connected by facilitating meaningful virtual conversations.

Please review the following guidelines prior to the event:

### 3 days prior to the meeting

- Learn your student's name, major and basic information.
- Visit *Test a Webex Meeting* to obtain the appropriate downloads and plugins.\*
- Determine your preferred call-in method (computer or phone).
- If you choose to appear on video, activate your webcam by clicking the camera button near the bottom of the screen.
- If you are using headphones or other external devices, be sure to switch the input in the audio settings at the bottom of the screen.
- Find an area that will allow light to shine on your face (not behind you). Avoid sitting in front of a lamp, window or any other lighting source, if possible. This will ensure even lighting on screen.
- Take note of the best angle or seating position so you are visible on screen during the meeting.

### Day of the meeting

- Click on the link provided by University Advancement to start the Webex meeting.
- Allow 10–15 minutes of time prior to the meeting to troubleshoot and resolve potential technical issues.
- If you are using a laptop, keep a charger plugged in or nearby.

### During the meeting

- At the start of the meeting, state your name so those without video capabilities will know who is speaking.
- Mute audio when you are not speaking for a long period of time. This will avoid inadvertent background noises from distracting or interrupting others.

### What to do

- Speak clearly at a normal volume
- Be courteous to others
- Avoid frequent movement
- Maintain eye contact by looking into the camera
- Dress professionally and avoid noisy jewelry or accessories
- Be yourself and have fun!

### What not to do

- Make distracting sounds or movements
- Shout or speak too loudly
- Whisper or mumble
- Interrupt others
- Engage in other conversations
- Cover the microphone while speaking

#### For questions, more information and to request special accommodations, contact:

Marie Polk '08  
Events and Special Projects Manager  
University Advancement  
O: 856-256-4059 | C: 609-706-6440  
polk@rowan.edu

*\*The Test a Webex Meeting link will be emailed to all event attendees.*

# virtual SCHOLARSHIP CELEBRATION

## Student Meeting Guidelines

Thank you for attending the 2020 Virtual Scholarship Celebration! In lieu of an in-person reception, we hope to keep our donors and students connected by facilitating meaningful virtual conversations.

Please review the following guidelines prior to the event:

### 3 days prior to the meeting

- Prepare questions and research your donor's history and background.
- Visit *Test a Webex Meeting* to obtain the appropriate downloads and plugins.\*
- Determine your preferred call-in method (computer or phone).
- If you choose to appear on video, activate your webcam by clicking the camera button near the bottom of the screen.
- If you are using headphones or other external devices, be sure to switch the input in the audio settings at the bottom of the screen.
- Find an area that will allow light to shine on your face (not behind you). Avoid sitting in front of a lamp, window or any other lighting source, if possible. This will ensure even lighting on screen.
- Take note of the best angle or seating position so you are visible on screen during the meeting.

### Day of the meeting

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### What to do

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### What not to do

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