



WSPOS World Wide Connect 26th September 2020

Instructions for Moderators

1. How to connect to the live streamed session

The day before your session

The day before your session you will receive an email from CTI Meeting Technology, our software supplier, with a Zoom link to your session's Virtual Speaker Centre^{*)}. Please look out for this email and keep it available for your session. Also test that the device you are planning to use is able to access Zoom.

^{*)} The Virtual Speaker Centre is the virtual pre-session holding area, staffed by a technical assistant whose tasks include: performing technical checks, start the pre-recorded presentations, mute and unmute microphones during the session etc.

In the Virtual Speaker Centre, the technical assistant, moderators and session speakers will meet and see each other. The technical assistant is available all times during the session to answer questions or assist you through the Zoom chat if you experience any problems during the live session.

On the day of your session

1. Access the Zoom meeting/ Virtual Speaker Centre at least **15 minutes before** your session is scheduled to start by clicking on the Zoom link in the email from the day before. You will be directly connected to your Virtual Speaker Centre and welcomed by your technical assistant.
2. Please unmute your microphone and enable your camera.
3. Once your session is about to start, the technical assistant will count down before giving a cue to the moderator to GO.
4. Once the technical assistant gives the GO cue, the moderator should count down from 5-4-3-2-1 (silently). At this stage, the video of the moderator will be streamed live on the conference platform.
5. The moderator will start with the introduction/welcome, followed by a short introduction of the speakers/ panelists.
6. After the last pre-recorded presentation, the technical assistant will count down before giving a cue to the moderator and the speakers to GO.
7. At this stage, all speakers'/panellists and moderator's video will again be streamed live on the conference platform.
8. What you see on the screen will be seen by the virtual attendees.
9. Depending on the structure of the live part, the moderator will direct questions to speakers based on the audience questions received via the chat and published to the audience.
10. After the panel discussion or Q&A, the moderator will close the session with short remarks.



11. After the closing remarks you can leave the zoom call. The room assistant will then close the Zoom call.

2. Keeping the time

Unlike an in-person event, virtual events do not have the flexibility of running over schedule. Keeping your speakers within allotted time limits is critical to a successful event. The technical assistant will send moderators 5-minute, 2-minute and 1-minute warnings before the end of a session – after which the session will be cut off.

3. What will be visible during the session?

The Zoom session will be active during the entire live session, but will not be broadcasted to the participants except:

1. At the beginning of the session for the live introduction of the moderator
2. At the end of the session, to allow discussion and Q&A between the moderators and presenters

The session attendees will see the following:

- Introduction: Video of the moderator full screen
- Pre-recorded presentation: Slides and video
- Live Q&A or panel discussion: Video of all speakers/panelists

4. Guidelines for live Q&A and panel discussion

1. If you participate in a live panel discussion or Q&A, please remain in the Zoom call during the entire session and stay attentive to the other presentations.
2. When the live interaction begins, the moderator may address you directly with a question. During discussions, the technical assistant will mute and unmute speakers' microphones as needed, so you do not need to.
3. Note that you will appear on camera throughout the discussion, even if you are not speaking.



Best practices

Internet connection

- Make sure you have a stable internet connection with a minimum of 2,5 MB upload/download. We recommend using wired internet instead of Wi-Fi.
- Mobile devices are not recommended!

Be sure to be in a quiet room or space with the fewest audio/visual distractions as possible (i.e. people, pets, TV, music, etc.)

- Ensure your computer, alarm, and device notifications/ring tones are turned off (silent) throughout the live session.

Try to avoid playing with noisy objects that might distract from your presentation (ex. clicking pens, fidget toys, etc.)

- If you plan to wear earrings, we recommend studs. Hanging earrings can distract due to movement and occasionally bump against microphones and effect the audio.

Your mic should be a desk microphone (a.k.a. a 'podcast mic'), Bluetooth earpiece, earbuds, etc.

- Please avoid using the desktop or laptop microphone as it adds ambient noise to the audio.

The tone of your voice will go A LONG WAY to engaging content and excited attendees

- Be sure to speak up and have good energy while speaking.
- Be aware of your body movements and positions while on camera. A lot of communication is processed non-verbally.

Make sure your lighting is in front and not behind of you

- Direct natural light is recommended.
- Please avoid having your window blinds cast a shadow on your face.

Make sure your background does not have moving objects, light, people, or pets

- If your background can be solid (ex. wall or screen) this allows for the fewest distractions.
- Be sure your desk and background are organized and clear of distracting clutter or objects.

Be sure to angle your camera square with your face and at eye level

- Please avoid angling the camera up at your face or looking down towards your camera.
- If you have multiple monitors, make sure you are primarily using and looking at the display with the camera.
- Be sure to look at the camera while you are presenting, not yourself.