

## Moderator(s)/Speaker Instructions and Tips for Zoom Webinar

### DAYS BEFORE THE COURSES:

1. **Review Pre-Conference and ICL [dates and times of sessions](#).**
  - a. All posted times are in Eastern Time; please confirm the local time of your talk using an [online time converter, if necessary](#). Please refer to the session and presentation schedules in the [AM21&IC21 – Speaker by Last Name file](#).
2. **Prepare for introductions, live-presentations, and Q&A following each presentation, including being on camera.**
  - a. Moderators will introduce the session and presenters. Once each presentation is complete, Moderator(s) will moderate live Q&A with the speaker, in the remaining time allotted.
    - i. **If you have pre-recorded your presentation, you only need to be on camera for the discussion.**
    - ii. **If you are giving your presentation live, you need to practice pressing “Share Screen” on zoom. You will be in charge of self-advancing your slides. After your presentation, turn off video and microphone. CSRS Staff will resume the screen share for the next presentation.**
  - b. Moderator(s) – Please prepare 1-2 questions for each talk in your session. Attendees will be able to enter questions into a “Q&A” module during the course, but please also prepare 1-2 questions per presentation in advance, in case they are needed.
  - c. Moderator(s) & Speakers - Please see the “Audio & Video Best Practices” (below) to set yourself up for success in terms of sound and visual quality.
  - d. Moderator(s) – please have contact information for each of your speakers in the event anyone is having trouble accessing the site. Please keep open communication with your speakers to make sure they know when to log in and be available for each Q&A.

### DAY OF THE COURSE

3. **Joining the Session**
  - a. Moderator(s) – Please log in to the webinar at least 20 minutes prior to the start of the webinar\*. (Please see tech check schedule on page 3-5)
    - i. Moderator(s) should log in using the link provided to you via email prior to the courses. If you join via the link on the Virtual Meeting Portal, you will be joining as a participant, not a panelist. Please use the emailed link and **check your junk mail if you do not receive a direct email**.
    - ii. When you are not moderating, please mute yourself and turn video off.
  - b. Speakers - Please log in to the course site as a participant at least 15 minutes before the start of the webinar. (Please see tech check schedule on page 3-5)
    - i. Speakers should log in using the link provided to you via email prior to the courses. If you join via the link on the Virtual Meeting Portal, you will be joining as a participant, not a panelist. Please use the emailed link and **check your junk mail if you do not receive a direct email**.
    - ii. When you are not speaking, please mute yourself and turn video off.
    - iii. Please confirm that your name appears correctly in your Zoom window (as opposed to your phone number or an alias) and rename yourself, if necessary. Doing so will ensure that staff can locate you in the list of participants and also that your name appears correctly when you appear on video for Q & A portion of your presentation.
  - c. **CSRS staff is available to assist with any technical issues that may arise. You may use the chat function of the webinar to receive technical assistance or email [info@csrs.org](mailto:info@csrs.org) with an urgent email.**
4. **Practice Mode** – Prior to the course start time, you will join in “practice mode,” which will allow CSRS staff, Moderator(s) and Speakers to communicate prior to the start of the session. At the start time, the course will move into “broadcast mode,” and all communication between staff, Moderator(s) and Speakers should be conducted via the Chat function.

## During the Course

1. **Cameras Off, Mute Audio** – Staff will turn off cameras and mute panelists when they are not speaking. Moderator(s)' cameras and microphones will be turned on to introduce each course and presentation and during Q&A after each presentation. Speakers' cameras and microphones will be turned on for Q&A following the speakers' own presentation.
2. **Communication** - CSRS staff, Moderator(s) and Speakers will communicate during the course via the "Chat" box, so please have this open for the duration of the Course. The Chat box will not be visible to meeting attendees.
3. **Moderator Responsibilities**
  - a. **Welcome Attendees to the Course** - When the Course begins in broadcast mode, please welcome attendees to the course, like you would at an in-person meeting. You have time for a brief introduction of the Course (see the Final Program agenda for the specific time allotted), including an overview of course learning objectives and housekeeping notes. Please also encourage attendees to ask questions throughout the course using the Q&A feature. CSRS staff has included slides for these items to assist you.
  - b. **Introduce each presentation** – Staff has included a "session overview slide" with the presentation title and speaker's name. When the title slide is displayed, please introduce the speaker and presentation. Following your introduction, CSRS staff will advance the slide and the presentation recordings will play. Please mute yourself and turn off video during the recorded presentations.
  - c. **Monitor Q&A Box** - Moderators are responsible for monitoring questions entered by attendees during the pre-recorded presentations and selecting the most frequently-asked or most interesting questions for discussion with speaker following the presentation. Time for questions is limited, so you may have to leave some questions unanswered and we ask that you use your judgement to select the best questions.
  - d. **Moderate Live Discussion** – Following each recorded presentation, please "unmute" yourself and moderate the discussion by asking questions to the speaker from the "Q&A" box.
  - e. **Concluding the session** – Again, please consult the Final Program for the time allotted for concluding remarks. Staff will include at the end of each course a plug for the next day's courses.
4. **Speaker Responsibilities**
  - a. **Monitor Q&A Box** - Speakers may also wish to monitor the questions received to prepare themselves for the discussion.
  - b. **Participate in Live Discussion** – Following each recorded presentation, please "unmute" yourself and participate in the live discussion, led by the moderator addressing attendee questions.

## **Audio & Video Best Practices**

### **Room:**

- Be aware of your surroundings and what is in the background of what your video camera will be capturing
  - CSRS can provide a [Zoom background](#) for any speakers interested
- Put yourself in a secluded area and/or close the door so you have no distractions or background noises
- Silence your mobile phone

### **Video:**

- Lighting should be in front of you, but not directly on you
- There should be no windows or lights behind you
- Wear a color that contrasts with your wall color so you stand out
- Be far enough from the camera that you can move a bit in any direction and don't "fall off" the screen
- Clean your video camera lens prior to starting the video

### **Audio:**

- A headset with a microphone works best for sound quality, alternately, air buds with a microphone or a laptop microphone also work
- Do not write, type, eat, or play music/TV during your talk since all of these sounds will be heard, in particular if you use a laptop microphone

### **Internet Connection:**

- The best solution is hard wired internet
- If WiFi is the only option available, make sure you are close to your router (5-10 feet or 2-3 meters is the ideal distance – you do not want to be closer or farther than this)
- Make sure your connection is as fast as possible by turning off other devices that use the internet, such as phones, smart TVs, tablets, smart watches, other computers, etc.
- On your laptop or computer, close other windows and programs

### **Sitting vs Standing:**

- You may decide your preference, but if you stand, make sure the camera is set at an appropriate height so it is facing you at eye level