Speaker and Moderator Training

Please use this deck to remind yourself of how to use the platform on the day of the webinar.

Source: AMI Global Meeting Services

Best Practices

Tips for a successful webcast:

- <u>Carefully</u> read the instructions in the live day calendar invite
- Hardwire connection preferred over Wi-Fi
- Be in a quiet space (silence cell phones, computers, etc.)
- Login using the Google Chrome web browser

- If you're at home, ask others to reduce their internet use to increase your bandwidth
- Land line telephone with a handset will offer the best audio quality
- Have a printout or accessible version of your PowerPoint on hand
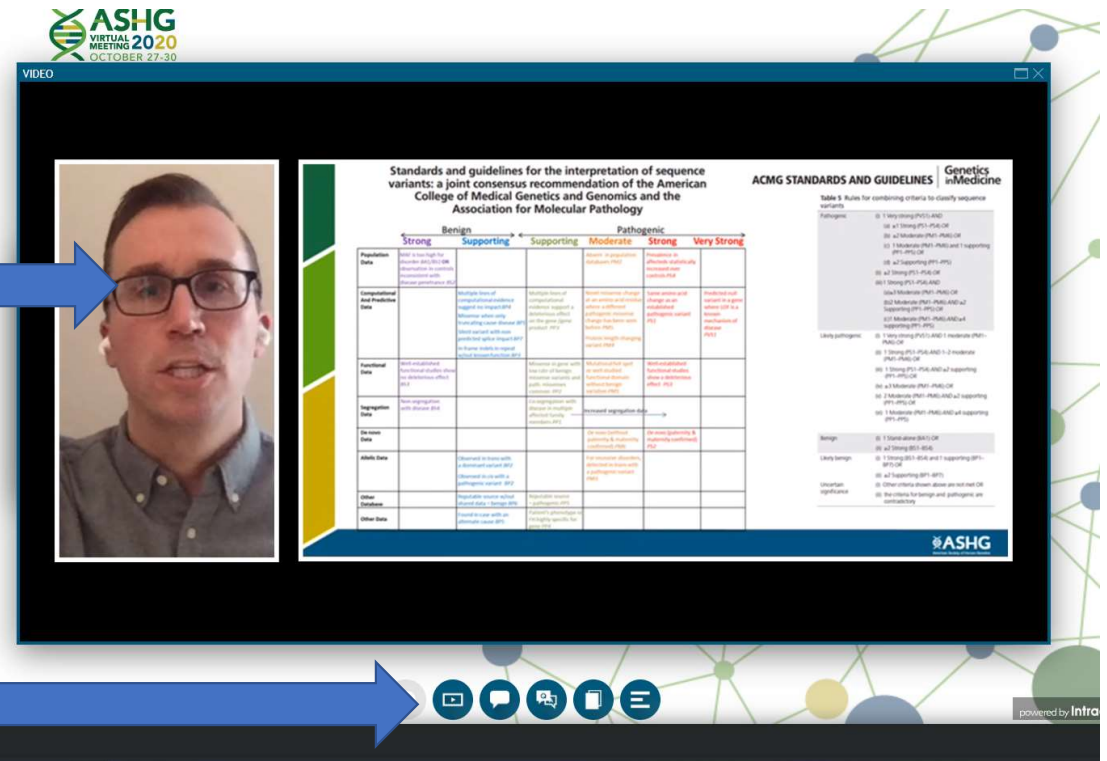- Disconnect from any VPNs

Section 1: Platform Function & Layout

Attendee View

Audience sees…

- Media
- Speaker & Slides
- Q&A window
- Handouts
- Speaker bios

- Engagement/Resource Buttons (see next slide details)

Backend/Speaker View Bottom Buttons

Q&A: Submit questions here. Only moderators should use this button, not speakers

Public Chat (visible to audience and speakers)

Displays handouts, if any provided

Minimize /show slide deck

Displays abstract for speaker's presentation

Backend/Speaker View

Speakers and moderators see...

- Speaker & Slides

- Rehearsal Mode
- Timer
- Slide Controls
- Presentation Notes
- Chat
- Other backend users

Slide Deck/ Presentation Timeline

- Shows thumbnail images of ALL speakers' slides
- You may advance to desired slides by double-clicking on the thumbnail
  - Note: This is recommended only when skipping slides. Use the PREV/NEXT buttons as your primary means of advancing slides
- You may also see slide notes that were saved in the PPT deck
- Can be minimized by clicking the arrow-down icon on the right
- Slides do <u>not</u> advance by clicking on slides in this section.
  You must use the previous/next buttons in the right panel

Right Panel

Rehearsal Mode orange bar
- Indicates that the webcast is not live

Timer at top
- When live, begins counting up from zero
- Does **not** reset for each speaker
- Helps keep presenters aware of their timing

Presenter/Backend Chat tab
- Private chat window, only seen by backend users
- Meant to chat privately, troubleshoot

Sources tab **(view shown)**
- Shows who is in the platform with you (speakers, moderator, staff)

Staff tab **– do not use**
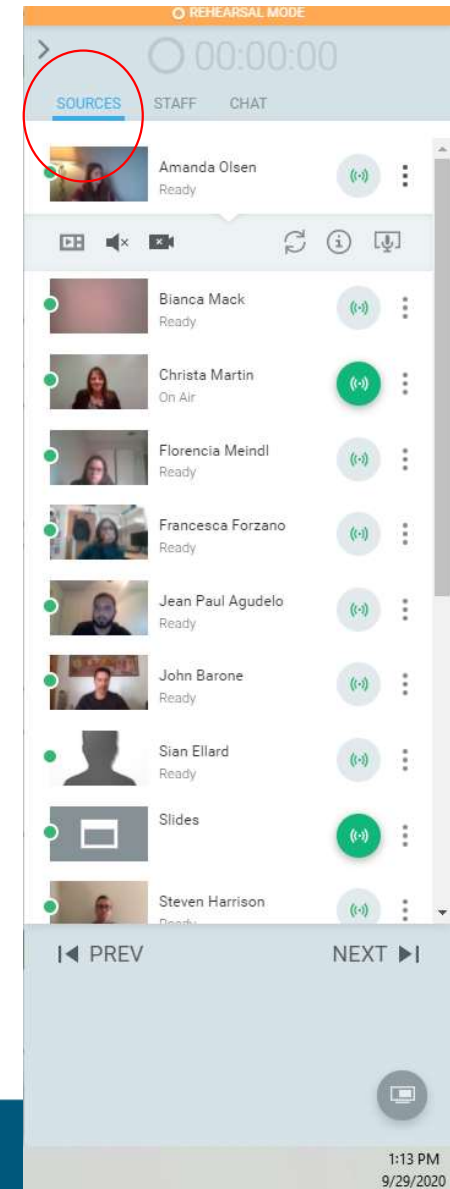
Backend Chat

- Open chat box at beginning and keep it open, other tabs are not necessary to use during event.
- You can mute your chat or hide your picture by hitting the 3 dots to the right of your name in the chat or sources box.
- This chat function does not have pop-up notifications, so you need to keep it open if you wish to see messages.

Sources tab, explained

Three dots: show/hide expanded bar shown below here with audio/video settings
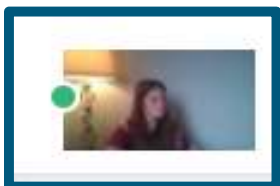
Green/yellow dot: Indicates connection strength (green = good, yellow = potential problem)

1. Show/hide your video on main screen (do not use)
2. Mute/unmute your audio
3. Start/stop your video feed
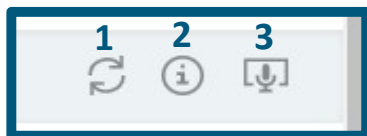
1. Refresh
2. Source Details
3. My Devices
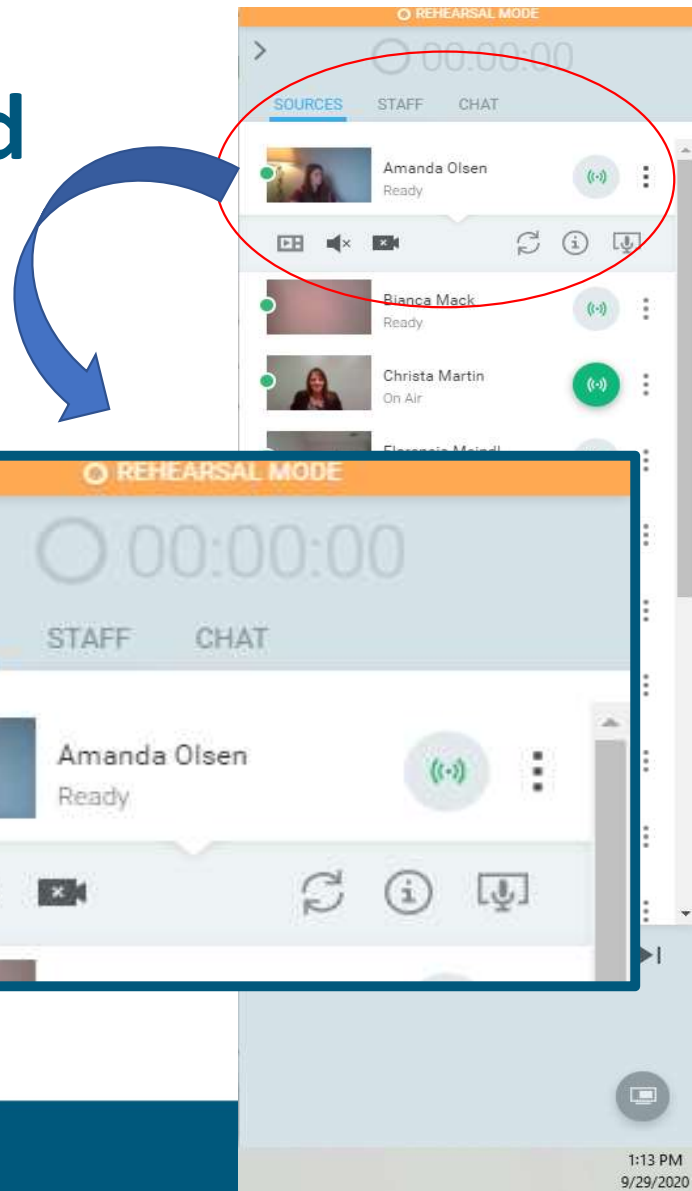
Right Panel, cont'd

Prev / Next Buttons
- Advances slides and animations forward/backward
- Only advance when it is your turn to present as it will advance for all speakers and all audience members
- IMPORTANT: these advance slides for ALL presenters, no matter who is presenting. Do not touch these buttons unless it's your turn to present!

Animations
- Counted in the top left-hand corner of the slides window. Clicking NEXT advances an animation

Screenshare
- Only to be used if you plan to share your screen during webcast
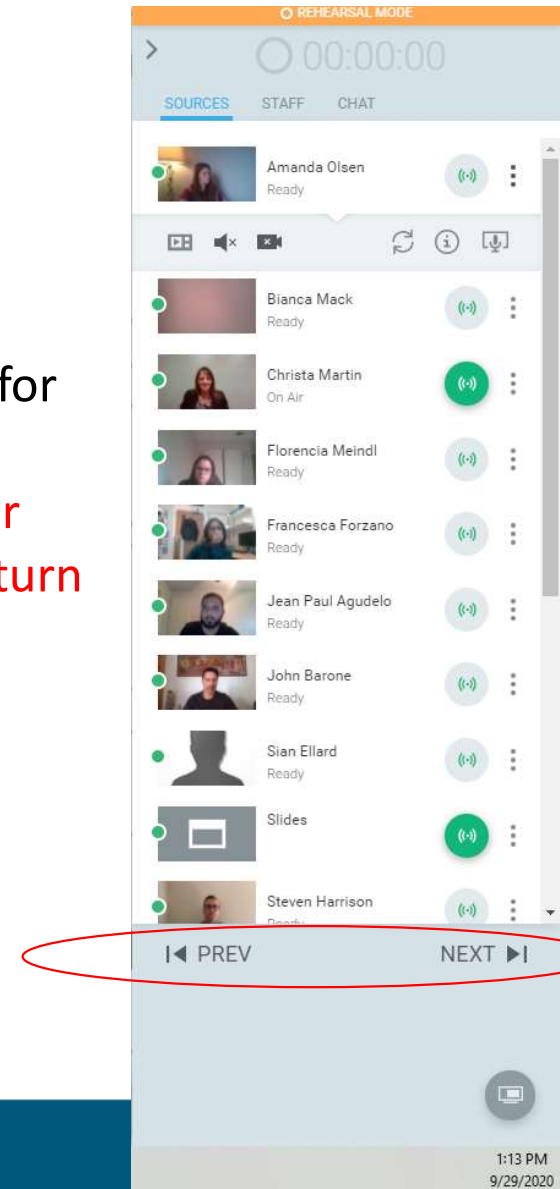
Q+A Window – Moderators Only

HIGH/MID/LOW

- HIGH: question pushed to top

- MID: questions in middle (default)

- LOW: questions pushed to bottom

APPROVE

- Makes question visible to entire audience
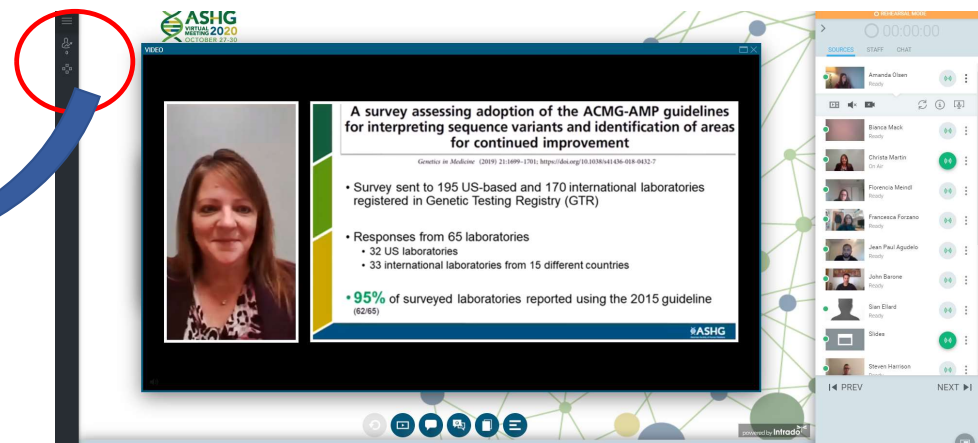
Please note…
- Questions only seen by backend users as they arrive
- Please ignore technical support requests

Left bar

of attendees: click to see who is attending the session

Section 2: Session Flow Guidance

General Information

- ASHG will provide a **title slide** for the session that will be pre-loaded and available for the live event.
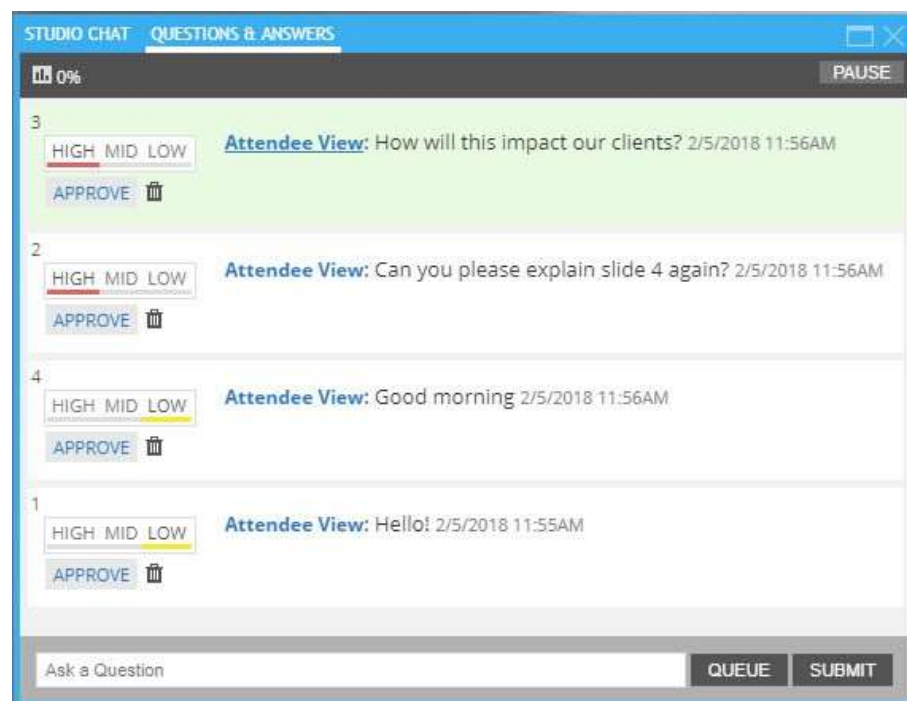- ASHG will also play a video at the beginning of the session with some **housekeeping notes**. The housekeeping notes/policies will also be available within the platform.
- ASHG will also contact each moderator with a housekeeping notes slide prior to the day of the event. The slide with the housekeeping notes should be used as a script for the beginning of the session.
- On the day of your session, it is recommended that you **login 60 minutes in advance** of the official start time of your session to reacquaint yourself with the system and to make sure your connectivity is working.

Participants

- On the backend, you'll see a number of individuals in the "sources" tab, including:
  - Speakers and moderators
  - A web producer
    - Will help guide the session behind the scenes. They are available to make you live in a session, help you with connectivity issues and bring items on screen.
  - A member of ASHG staff
    - Available for non-technical issues

Session Flow

Platform Session:

- Platform presentations are six (6) presentations per session that are **15 minutes in length**: 10-minute presentation, 5-minute questions and answers.
- Moderators should present their disclosure slides at the beginning of the session. The introduction should not exceed one minute. Moderators have been instructed to stop speakers from speaking if they go over the allotted time.

Plenary Session:

- Plenary presentations are four (4) presentations per session that are **20 minutes in length**: 15-minute presentation, 5-minute questions and answers.
- Moderators should present their disclosure slides at the beginning of the session. The introduction should not exceed one minute. Moderators have been instructed to stop speakers from speaking if they go over the allotted time.

  ***Late-breaking COVID Session** has six (6) presentations that are **15 minutes in length**: 10-minute presentation, 5-minute questions and answers. Moderators should follow the instructions above.

Moderators

- Moderators have a heavy lift and are responsible for keeping up with presentation time (Platform 10 min presentation; Plenary 15 min presentation) *Late-breaking 10 min presentation
- At the end of the presentation time the moderators should chat the webcast producer to inform him/her that the presentation time has expired.
- The webcast producer will bring both moderators on screen to indicate to the speaker that their presentation has ended. This will let the speaker know their time has expired and they should finish their last sentence.
- Once on screen, either moderator can open up the 5-minute Q&A session. This should be completed for all 6 presentations for platform sessions and all 4 presentations for plenary sessions.

FAQs

Q: If the moderators don't get to all of the questions, is there a way for them to follow-up on what's outstanding?

A: No, but the moderators can ask the audience to chat the speakers with any follow-up questions via the chat function in the networking lounge of the platform.

Q: Will attendees have the ability to talk via microphone during a session to ask questions?
A: No. Attendees will only be able to view the session, participate in the chat, and ask questions through the Q&A tab. The moderators of the session will monitor the Q&A and pull questions for the live Q&A portion of the session.

Q: Will I be able to chat with my session speakers/moderators during the live session privately?

A: Yes. There will is an internal chat between the moderators, speakers, virtual technician and ASHG staff during your session (see slide 9).

Q: Is polling available?

A: No.

Q: Is a pointer available?

A: No. The audience cannot see your mouse.

Thank you! We look forward to your presentation!

Speaker/Moderator Resource Center and FAQs:
https://www.ashg.org/meetings/2020meeting/presenters/speaker-moderator-resource-center/

Source: AMI Global Meeting Services