VIRTUAL Moderator Responsibilities & Instructions

VIRTUAL SYMPOSIUM ON ZOOM: March 22-25, 2021

Moderators play a crucial role in the success of a conference. As the point person in charge of managing a session, especially now that we are using a virtual platform, we are relying on you more than ever – not just for your professional expertise but for your ability to use Zoom to facilitate the session, introduce speakers, manage Q&A, and keep sessions on time. Co-moderators are equally essential for tracking attendee comments and questions during presentations and serving as a backup should the moderator loses their internet signal.

We appreciate all of you for making these sessions possible, and for completing advance preparations as follows.

Please Mark Your Calendar Now for Two Practice Sessions to be held live via Zoom

Moderator Training Session: Tuesday, March 2 | 3PM-5PM   Dry Run with Speakers: Tuesday, March 9 | 3PM-5PM

- Moderators and co-moderators should make every effort to attend both meetings.
- On March 2, we will review the process for handling sessions, managing Q&A and maximizing attendee interaction.
- On March 9, we will brief speakers and then divide into breakouts to practice using the remote and navigating controls.
- Please also block all scheduled symposium activities on your calendar as per the agenda-at-a-glance.

Advance Preparation

- Review the Zoom Pre-Meeting Checklist and verify the Zoom application works properly on your PC.
- Make sure your Zoom account is updated with the latest version and allows participation for the full two hours.
- You are also encouraged to schedule a private Zoom session with your session presenters to practice in advance.

Session Management Overview

- Each Zoom meeting opens one hour prior to go time at which time moderators and speakers should log in so we can finalize session arrangements. At that time, we will create breakout groups, rename each breakout according to session # and moderator name, and make sure all speaker presentations are loaded, operational and everyone is in the right room.

- Speakers will have submitted their PowerPoint files 10-days prior. These files will already be downloaded into folders and listed in presentation order for each breakout (Zoom session).

- AV Tech Staff are responsible for opening speaker files. Speakers will be given remote control so they can advance their own slides. If their internet signal is weak, and they prefer, the Tech can advance slides for them.

- Speakers with weak internet will be given the option to submit a recording of their talk ahead of time, but they still need to be present in person during the session to answer questions after their talk.

- We suggest you print speaker abstracts in advance and have them handy for introductions. Abstracts will be emailed to you as a PDF two weeks prior to your session. NOTE: Introductions should not promote organizations or projects.

- Speaker Timing: We have multiple sessions running concurrently.

    o Speakers are to start and stop at the published time.
    o If a speaker continues speaking past their allotted time, the Tech will mute their mic and close the PowerPoint file.
    o All speakers should begin speaking at the time on the agenda. Use your computer clock for timing.
    o Give speakers a warning at the 10-minute mark, allowing 2 minutes for wrap up. The final three minutes are for Q&A.

- Q&A: At the end of each talk, the Moderator will ask attendees to hit the "raise hand" button in Zoom if they have questions and call on them one by one. The Co-Moderator should also track questions and comments in the Chat feature during the talk. If no one raises their hand, the Co-Moderator will then pose questions. Q&A is three minutes long.

- Open Discussion: At the end of a session, you are encouraged to facilitate moderated discussion and interaction. The goal is to have people turn on their cameras and engage on the subject matter being discussed. The Zoom meeting link will remain open until 4:30PM eastern to promote interaction and engagement. *Post session discussion will not be recorded.*

- Moderators will be asked by the organizers to make announcements at the beginning and end of a session.

Questions? Email: mailto:bmt@ufl.edu | Web Site: http://conference.ifas.ufl.edu/BioGeo2021