



ICDM 2021 – ZOOM FACILITATOR NOTES & BRIEFING

Step 1: Log in to the Virtual Event Platform on **Google Chrome** using the auto-log in link on the attached Zoom Facilitator Schedule & Log in Spreadsheet

Step 2: Launch Zoom Sessions through virtual platform **15 minutes prior to start time**

Isobel Adamson will check in everyday before your sessions to answer any queries and provide any session specific information or updates

Your set up

- Two monitors, one with zoom open, one with the virtual event platform open
- Recommended to have 'participants' panel available in the zoom app, and "hide non video participants'

Greeting the Session Chair

- Thank for joining the session promptly
- Mention you are the zoom facilitator and are on hand to assist with any technical questions and trouble shooting
- Ask that they greet any presenters as they log in to the zoom (they should log in around 10 minutes prior to session start time)
- Mention that you will then test the presenters sound / video and sharing slides

Briefing the presenters

- Make sure you are happy with the presenters sound and video
 - o Wired headsets are best for sound, wireless can be a bit crackly. No headphone is fine if the sound is okay
- Ask the presenter to share a slide
 - o You may need to trouble shoot and assist with this

General briefing notes

- Session End time
 - o All sessions before breaks are allowed to run over time, however, as breaks are quite short please don't encourage this!!
- Q&A
 - o Attendees can use the Q&A box to leave written questions during a presentation. The session chair should keep an eye on these and ask the questions to the presenter during the Q&A session (directly after each presentation)
 - o During the Q&A sessions, participants can also un-mute themselves, turn their video on, and ask their question on screen
- Participant Video/ Sound
 - o Participants are automatically muted with video's off when they join the session
 - o During the session they see whoever is currently speaking



- It is therefore important to only have whoever is currently speaking (i.e. session chair or presenter unmuted)
- Countdown Timer
 - Keep an eye on the countdown timer on the presenter view
 - When there is about 2 minutes to go, alert the session chair and presenter there is 2 minutes to go and that they should keep an eye on the clock and start talking about 5-10 seconds after the session goes live to allow people time to join
 - You will then need to turn off your video and mute yourself.
- Recordings
 - If anyone asks about recordings, only the keynote presentations are being recorded and will be hosted on the platform for four weeks
- Any other questions – ask Isobel Adamson

During the session

- Presenter chat
 - During the session you can communicate with presenters using presenter chat
- Control room chat
 - You can communicate with the events team using Control room chat or the APRU Teams Chat
- Attendees
 - Attendees will join with their video and audio automatically turned off, you will see them in the “participants” section of your zoom app
 - The attendees who are viewing in the platform will see whoever is speaking
 - The attendees are also able to view directly in the zoom app by clicking “join in zoom app under the bottom of their video screens”
 - This can create an “echo” if people are both viewing in the zoom app, and the platform. This can be resolved by muting the browser they are viewing the platform in, or returning to the timeline
- Muting / Unmuting
 - Keep your eye on the participants panel in zoom – you may need to mute or unmute attendees and presenters.
 - If there is background noise coming from anywhere, try and see which attendee is unmuted and mute them
 - Keep an eye on video and sound during the presentation – you may need to prompt a presenter to share video, finish sharing slides, mute and unmute (you can do this as you are the zoom host)

When the session finishes

- All sessions that finish before a break are allowed to extend over time. HOWEVER – breaks are short, so please don't encourage this
 - If the presentations are un-usually quick, the session chair may decide to close the meeting early. If you receive this instruction:
 - END the zoom meeting
 - On the platform, return to the timeline