COA, CORS, & CORA
Virtual Meeting 2020
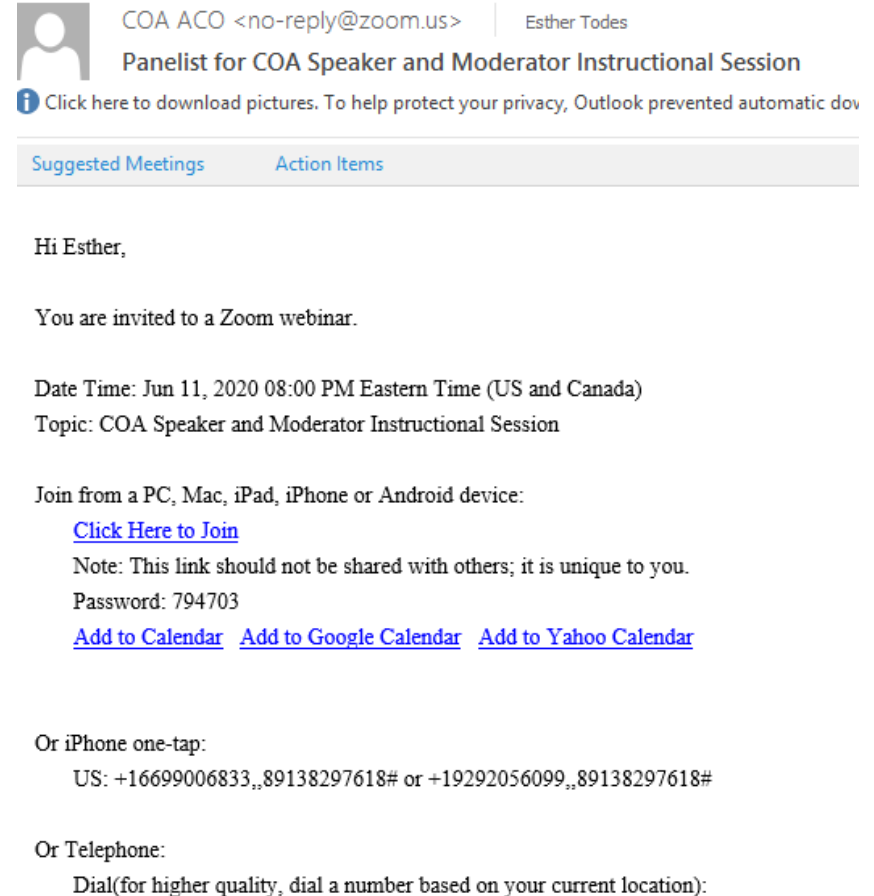
SPEAKER & MODERATOR BEST PRACTICES

Presentation Platform

- **As a speaker/moderator, you will be conducting your presentation directly on Zoom Webinar**

- **Attendees will be viewing your presentation streamed on the Virtual Event Platform (PheedLoop)**

ZOOM Webinar Features

As a speaker/moderator, you will be accessing zoom as a panelist:

- You will be sent an e-mail invitation directly from Zoom

- Please use only that link to log into the Zoom webinar at your assigned time

- Once logged on it will ask you to verify your name and email

COA ACO <no-reply@zoom.us>   Esther Todes

Panelist for COA Speaker and Moderator Instructional Session

Click here to download pictures. To help protect your privacy, Outlook prevented automatic dov

Suggested Meetings   Action Items

Hi Esther,

You are invited to a Zoom webinar.

Date Time: Jun 11, 2020 08:00 PM Eastern Time (US and Canada)
Topic: COA Speaker and Moderator Instructional Session

Join from a PC, Mac, iPad, iPhone or Android device:
   Click Here to Join
   Note: This link should not be shared with others; it is unique to you.
   Password: 794703
Add to Calendar   Add to Google Calendar   Add to Yahoo Calendar

Or iPhone one-tap:
   US: +16699006833,,89138297618# or +19292056099,,89138297618#

Or Telephone:
   Dial(for higher quality, dial a number based on your current location):

ZOOM Webinar Features

- **Updating to Zoom version 5.0:**

- You will be prompted to update when joining a meeting after May 30, 2020. When prompted, follow the instructions provided.

- You can update now via our [Download Center](#). Please also see our how to [video](#).

Requirements for ZOOM

- **Wired Headset**: preferred – if you are using Air pods please make sure that they are fully charged and connected to your computer and disconnected from other devices

- **Quiet space:** required

- **Ethernet (not wireless):** strongly encouraged

- **Tabs:** only one please (shut down all other tabs and programs)

- **Browser:** Chrome on a laptop/desktop (with camera and audio)

- **Device:** Laptop/desktop (iPads or iPhones not recommended)

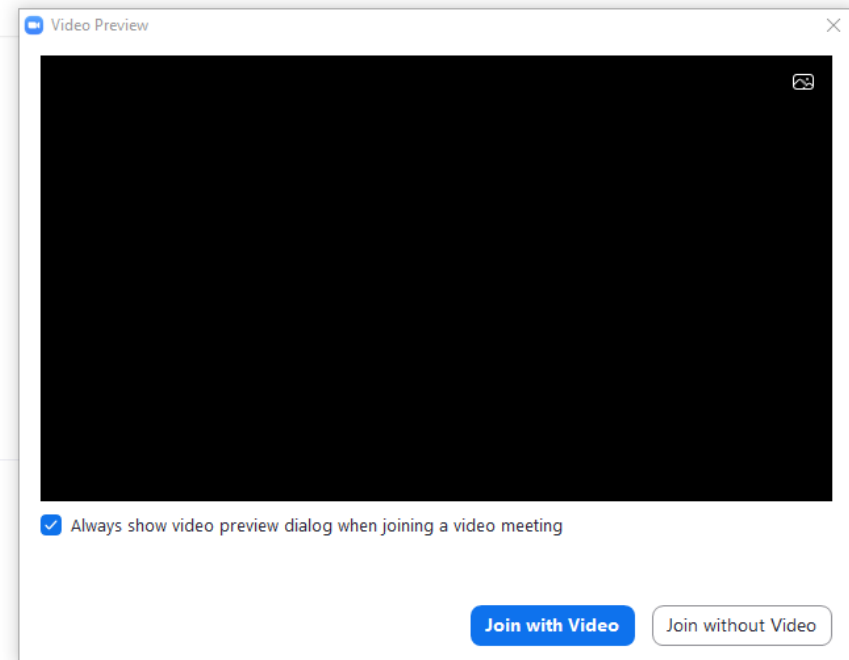- **Web Camera** (built into laptop or via USB plug is)

Suggestions for ZOOM

- **Second Monitor:** This is will help with sharing your screen during a live session or at your booth.

- **Microphone:** This can provide better sound quality
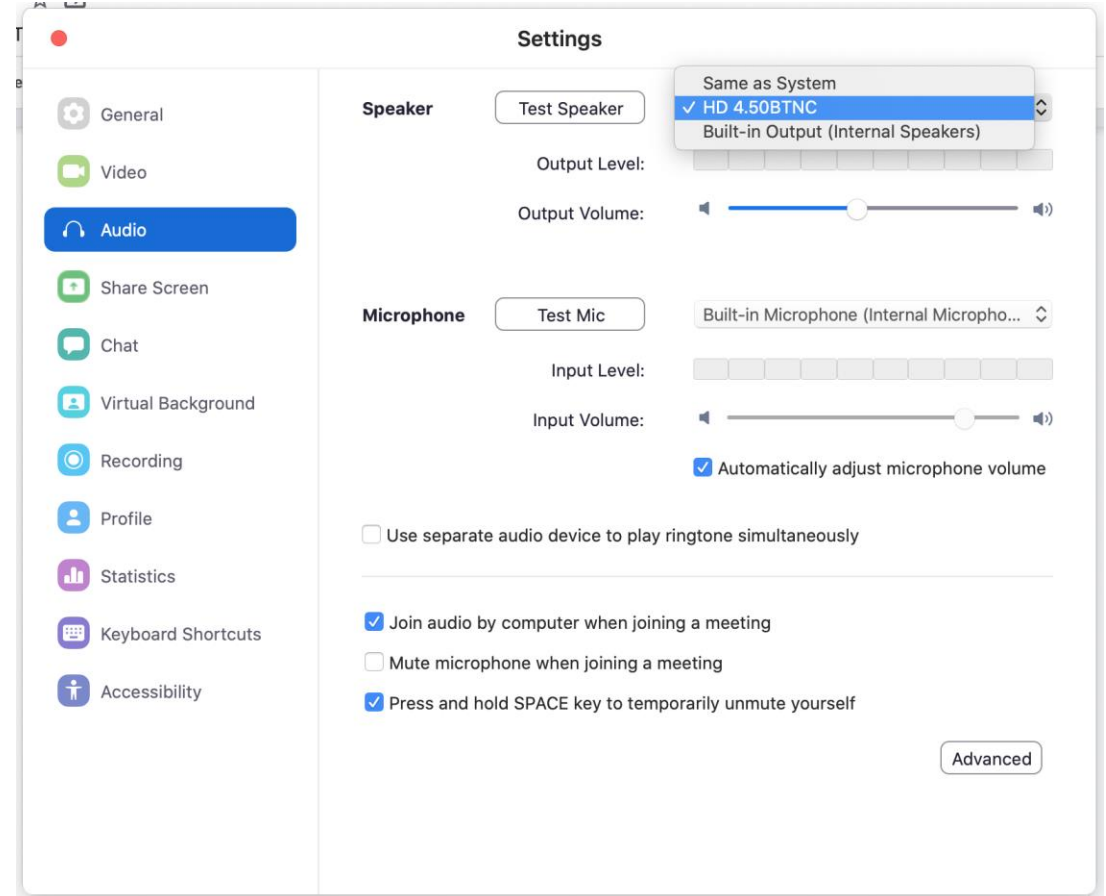
ZOOM Webinar Features

Joining the Webinar

- Once you join the webinar as a panelist please select to join with video

ZOOM Webinar Features

Testing Audio and Video

- You have the chance to test your speakers(or headphones) before you join in

- You will also have the chance to test your microphone and video as well

ZOOM Webinar Features

Screen Sharing:

- Each speaker will have the ability to share their screen during the webinar

- All speakers will share their presentations via screen share

- Please note that ONLY speakers will be sharing their presentations and advancing their own slides
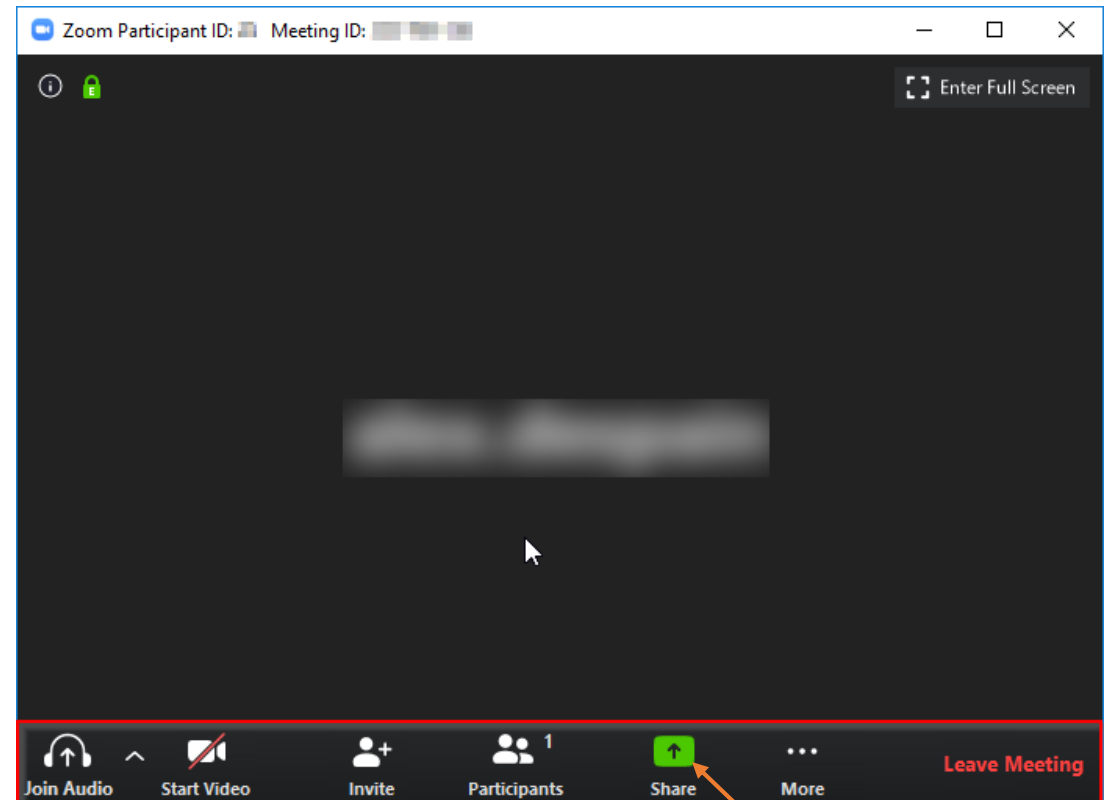
ZOOM Webinar Features

Q&A:

- The Question & Answer (Q&A) feature for webinars allows attendees to ask questions during the webinar and for the panelists, co-hosts and host to answer their questions

- All speakers and moderators will have access to answer audience questions

- The **moderator** will facilitate the Q&A: they can read the question out loud so audience can hear it and speakers can answer it live (usually done at the end of the presentation)
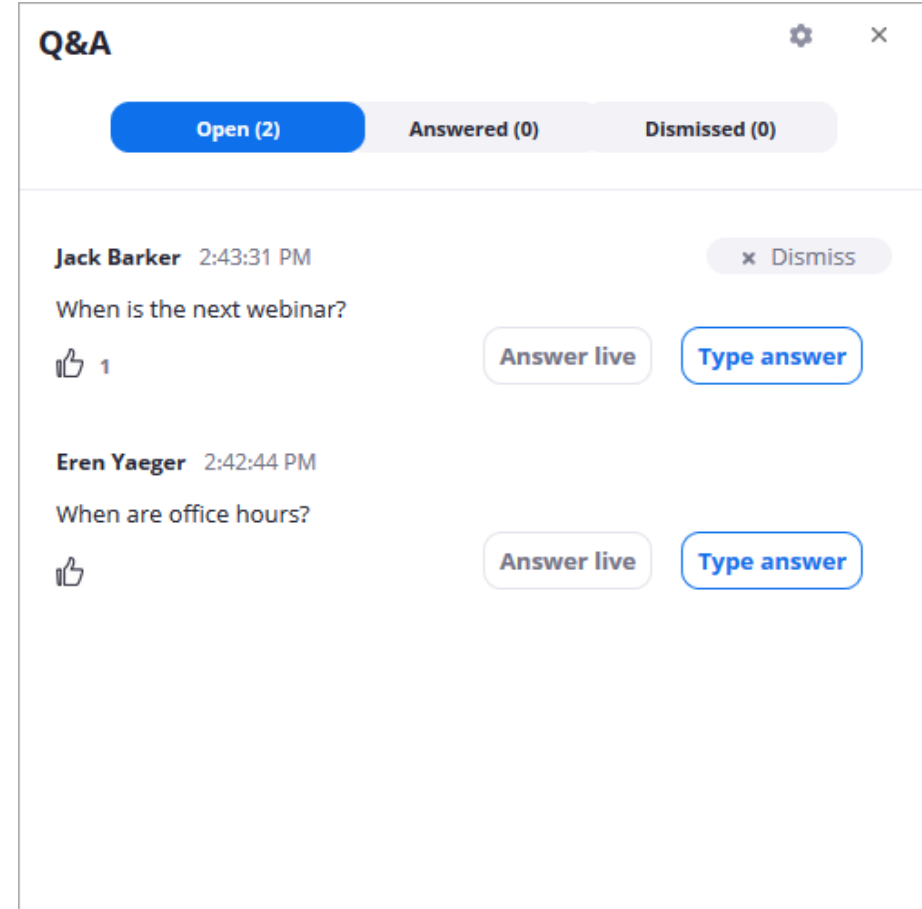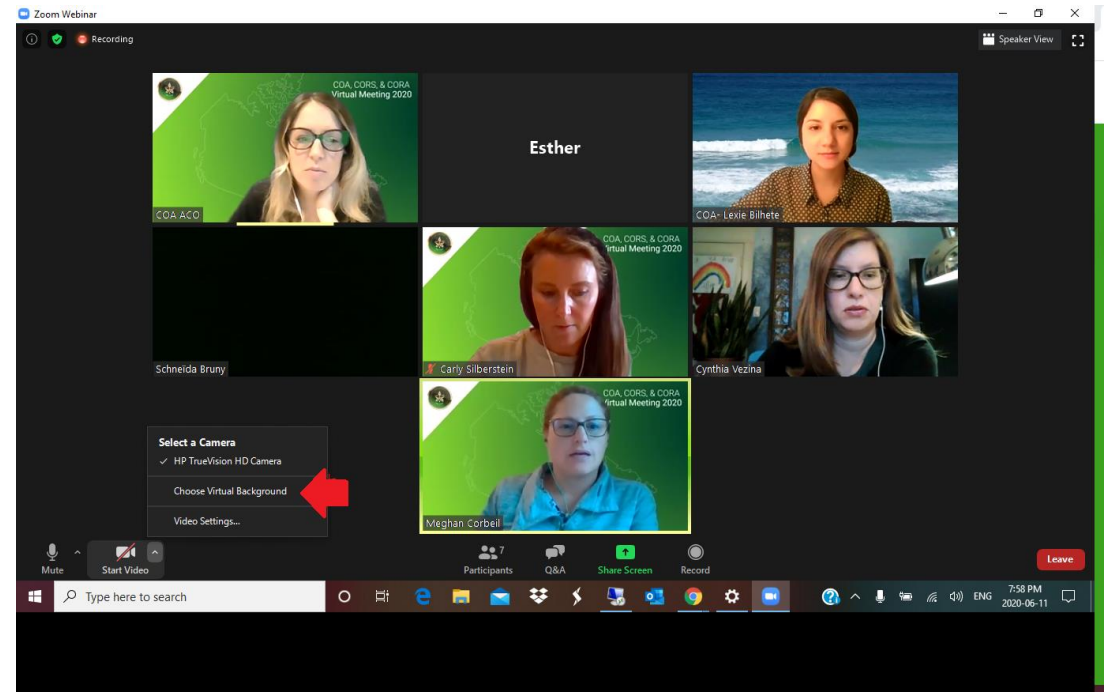
Speaker Role:

- All speakers are expected to log into their zoom session 15 minutes before their session start time to test their audio and video and to run through the plan for the presentation

- You will not be "live" during the testing

- The host (COA staff) will let you know when the session will go live
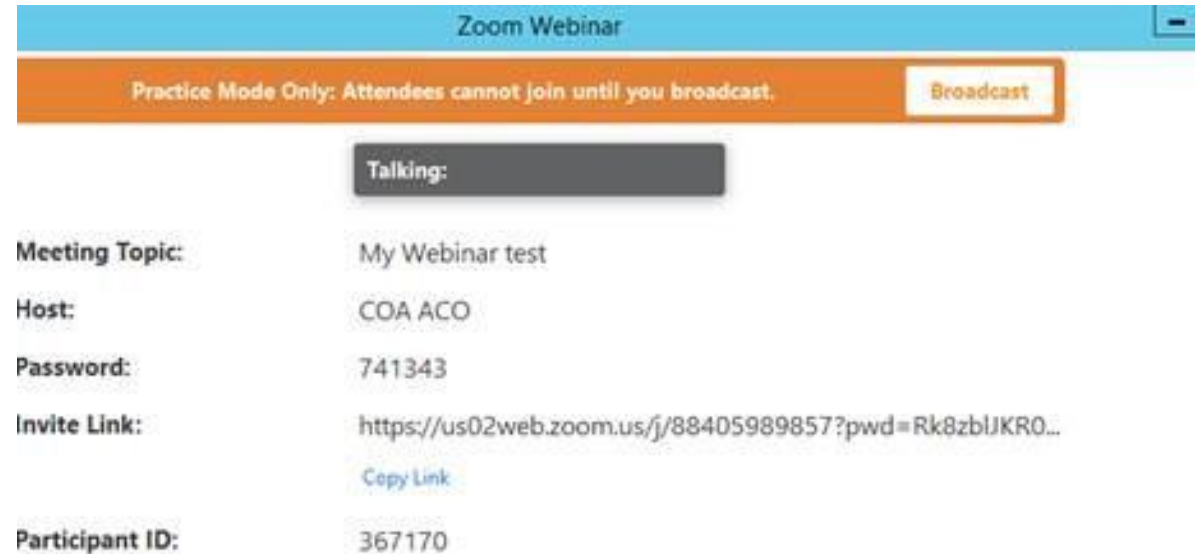
Speaker Role:

Setting up custom COA background:

- You will be emailed an image that you are encouraged to use as your Zoom backdrop during your session

- Once you have logged into Zoom you will click on "Video" at the bottom left of your screen, select "choose virtual background" then you will select to upload the image we sent (please make sure to have the image on your desktop or in your files for easy access)

- We recommend having a plain wall behind you and wearing a top that is a different colour than your wall and skintone for the background to be the most effective

Speaker Role:

- Each speaker will be responsible for sharing their own screen as well as controlling the slides on the presentation
- It is mandatory that speakers do not go over their allocated session time as we will be beginning the next session immediately after yours.
  - We will give you a 5 minute warning when your session is about to end
  - After the 5 minutes, the session will be ended for all participants and the next session will commence

Moderator Role:

- At the start of the session the moderator will welcome everyone (on camera) to the session
- Moderator will do a quick intro of all the speakers/panelists
- Once the speakers start, the moderator can turn off their camera until the Q&A begins
- If there will be a Q&A at the end of the session you will remind everyone to use the Q&A feature within the application window
- You will also guide the Q&A for the speakers
- Each moderator will keep the time for the speakers (you will be given the time at the start of the session). Please encourage the speaker to keep time and remind them of remaining time for their session
- Moderators will NOT be responsible for switching speakers slides

Moderator Role:

- It is the role of the moderator to keep and eye on the zoom chat
- Within the chat you will be able to directly message the speaker as well as the meeting support staff person
- The staff person for the session will add in any questions from the audience into the chat box if the audience asks it in the virtual platform
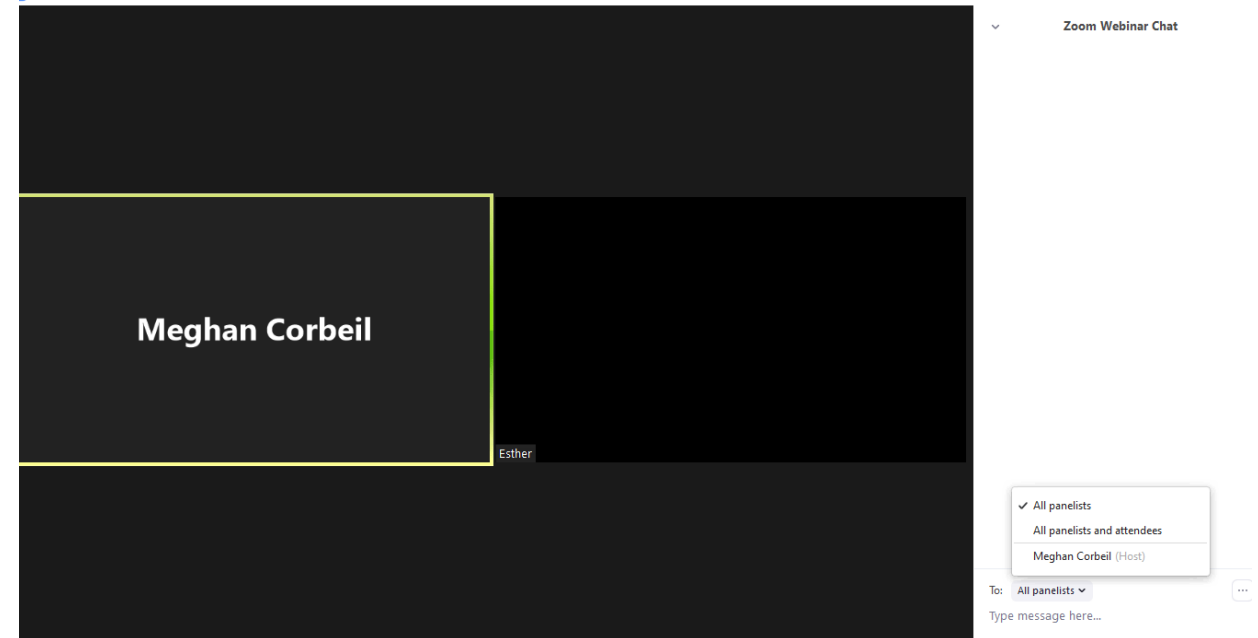
Need Technical Help?

Chloe Filteau

chloe@redstoneagency.ca