

# COSM 2021 VIRTUAL

APRIL 7-11, 2021 // COSM.MD

## MODERATOR GUIDELINES

Thank you for your participation in COSM 2021 Virtual, April 7-11, 2021!

### General Information

- All sessions will be presented virtually through COSM's virtual platform, CadmiumCD
- Sessions will be live and available for registered attendees during the official meeting dates Wednesday, April 7 through Sunday, April 11, 2021, in addition to, on-demand following the meeting
- All Moderators will be asked to participate in a Technical Check in advance of your session
- Visit [www.cosm.md](http://www.cosm.md) for general information about the meeting

### Timeline

- **Mid-February:** Presenters and Moderators will receive an email with a login to Cadmium's Harvester
- **March 1:** Moderator tasks due (update profile, upload bio and image, etc.)
- **March 22-24:** Moderator technical checks (an email will be sent with scheduling options)
- **April 7-11:** COSM 2021. Presenters and Moderators should login to their Zoom Waiting Room link 30 minutes in advance of their session

### Technical Check

- As a presenter and/or moderator for this virtual event you will be required to do a technical check
- A technical check is a chance to log into the Zoom Waiting Room at a scheduled time days before your scheduled presentation. The technical check is to test the devices audio & video capabilities as well as any presentation media you are using. The Production Technician will also work with you on the background and lighting for the webcam. **PLEASE NOTE THIS IS NOT A CONTENT REHEARSAL AND IS TO CHECK THE TECHNICAL ELEMENTS ARE WORKING.**
- During the technical check you **MUST** use the same equipment that you will be using during your presentation (Computer, Microphone, Lighting, Internet)
- Technical checks needs to be done from the physical location the presentation/recording will be done from. This will avoid any connection issues due to VPN's or security features not fixed during the tech check.
- VPN – When presenting please avoid VPN's. Turn off the VPN on your computer and select a location outside of an office without a controlled VPN.

### Presentation Preparation

- Download the Zoom App and/or update to the latest version. Please do not use the web-based version of Zoom.
- Inform other people at your presentation location that you will be presenting and be mindful of any noise or interruptions
- Turn all devices to silent. (Phone, tablet, desk or house phone, anything else they may have alarms or make noise.)

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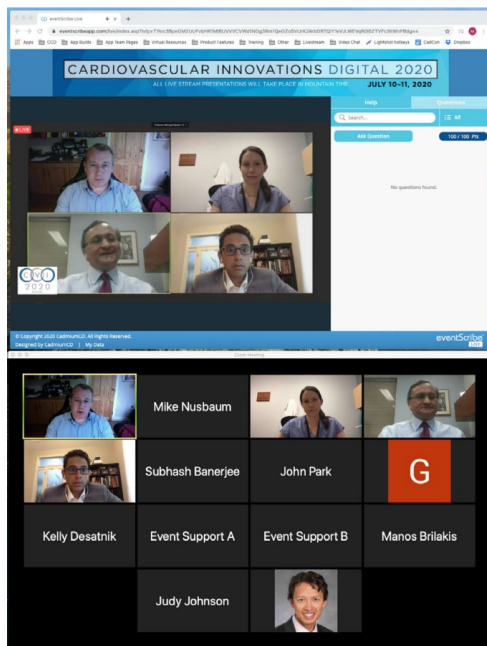
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- Close all other programs on your computer that are not used for the presentation. (If your computer makes noise it will be broadcasted out on the web stream.)
- Turn on or off all lights or lamps, close or open windows to have the same lighting as your tech check
- If there are two Moderators assigned to a session, please determine one Moderator that will focus on the written chat box (and the other more on live conversation).

## Day of Live Presentation

### 30-Minutes Before Session, Zoom Waiting Room

- We require you enter the Zoom Waiting Room a minimum of 30 minutes before your presentation *session* starts (NOT 30 minutes prior to your Q&A or individual speaking time)
- Enter the Zoom Waiting Room using the provided speaker Zoom link for your session
- The Zoom Waiting Room environment serves as the green room/studio for Speakers and Moderators. Speakers and support staff will be in the Zoom Room. Attendees will experience the presentations via our virtual platform hosted on CadmiumCD
- A Production Tech and Session Monitor will admit you into the Zoom Waiting Room, conduct a technical check and review the flow of the session
- The Production Tech can control which speakers and Moderators to broadcast to the audience via live stream



- Please inform the Production Tech that you are the Moderator
- The Production Tech will count down to your start time and cue you to begin
- The Production Tech will also count-down to your end time. They have the ability to speak to you without being heard by the audience

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- When attendees ask questions within a Live Stream, a Moderator can be chosen to delegate answering questions or rejecting questions. This can help keep the speaker concentrated on the presentation and allow more time for important Questions.
- A moderator link will be shared with you prior to the event that allows for answering questions
- Click the moderator link before the presentation begins. Familiarize yourself with the platform
- Once in the Zoom Waiting Room be mindful of what you say. Always assume you are live to the world on your presentation day

## *At Start Time for your Session*

- Moderators should have two browsers open: their Zoom Room and their Moderator link (we do not advise logging into the meeting as an attendee due to the delay and noise interference)
- The camera, screen share (slides) and microphone will “go live” at the presentation start time
- The Production Tech will count down from 5 with a silent 3, 2, 1
- At the end of the countdown, you should introduce yourself and begin your presentation
- Be mindful of the time you have presenting. Have a clock or run a timer (Silently) on your phone if it helps.
- If there are technical issues the Production Tech will be working and giving instructions
- As for audience engagement:
  - Attendees can pose questions during the presentation. These questions can be voted up on a question list by the attendees, and you can help your Presenters answer them at any time
  - You can watch the chat and feed questions to Presenters
  - Ask a question to your audience to encourage comments
  - Watch the questions moved from the Unanswered tab to the Answered tab
- Keep an eye on the chat within the Zoom Waiting Room for information from the Production Tech
- The Production Tech is always there, if you encounter an issue just ask for guidance

## *Closing the Session*

- The Production Tech will keep track of time
- They will type a 2-minute, 1-minute and Wrap Up time cue in the Zoom chat
- If we come to time, they will give a verbal cue to wrap up
- Thank attendees for coming

## *After the session*

- The live stream will end, and the Production Tech will let us know that we are “off air”
- We’ll thank you for your presentation and you’re free to go
- Leave the Zoom Room

Thank you for your work, your preparation, and your participation in COSM 2021!

## **Need Help?**

Contact us at [cosmsupport@facs.org](mailto:cosmsupport@facs.org).

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## General Presentation Tips

Please review the following best practices in making your presentation a success.

### *Internet*

- Always make sure that your Internet connection is through a hard wire Ethernet LAN if possible.
- Do not use a wireless Wi-Fi connection if you can avoid it as these types of connections can experience packet loss that can degrade the quality of your audio or video and may even cause the signal to stutter or drop entirely.
- Don't compete for bandwidth: If you are presenting from a location with consumer-grade Internet bandwidth, ensure that you are not competing for bandwidth with others in your household.

### *Environment and Setup*

- Turn off your phone and all electronic notifications.
- If you have pets, partners, roommates or children, take precautions to ensure that they do not disturb your presentation.

### *Sound and Audio*

- Your microphone will pick up any noises around you. Try to eliminate any background noises and mute any telephones or other devices so they will not provide a distraction during the talk.
- If at all possible, use a USB headset during your presentation.
  - Ensure that your headset is charged, if relevant.
  - The microphone will be placed close to your mouth so that background noise is greatly reduced compared to your computer's built-in microphone.
  - A USB headset or a regular pair of headphones can also greatly enhance what you hear with audience participation or questions.

### *Computer Preparation*

- Plug your computer into a reliable outlet. If this is not possible, ensure that your computer is fully charged prior to your presentation.
- Close all open windows and programs other than the ACR20 platform.
- Exit any programs that might pop up notifications during your presentation (e.g., Slack, Outlook, Skype, etc.) Note that an iPhone, in particular, will ring on a Mac that's attached to a phone, even when muted.

### *Presenting Tips*

- Relax and take a few deep breaths before you start presenting. Remember that the audience is interested in what you have to say, but you won't receive the same types of "social cues" that we all rely on in our daily interactions.

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- Build-in natural pauses in the content to allow the audience a moment to interpret an important point before continuing.
- Don't rush your presentation, but also don't dwell on any one slide too long. A remote presentation should be engaging and your content is key.
- Keep a glass of water nearby and take a drink during a natural pause in your talk if your throat becomes dry.
- Practice your talk a few times in advance. Practicing will ensure that your talk flows in a more natural way, you will be more relaxed, and your audience will perceive that you have confidence in relating your expertise/research. ***When practicing, make sure to track the length of your presentation and ensure that it does not exceed your allotted presentation time.***