

Instructions for Zoom Webinar: Session Moderators (Co-host in Zoom lingo)

The only way for an individual to gain access to the 2020 AHS Conference is to have set up a Zoom account and then registered and paid through the AHS conference website.

Only authenticated users can participate in the webinar, which means in order to participate they must be signed-in to a Zoom account before joining the webinar.

If you have already registered for the 2020 AHS Conference Webinar, you should have received a registration **confirmation email** that includes the link to the webinar. **This link will provide you access to each of the sessions and is the same for all of them.**

You will receive a **reminder email** on Wednesday Oct 7 before the Thursday, Oct 8 to Saturday Oct 10 sessions and again on Wednesday, Oct 14 before the Thursday, Oct 15 to Saturday Oct 17 session.

- **15 minutes before the individual session start time, click on the link to the webinar** that is in the registration confirmation email. Despite there being a **passcode** for entering the webinar, it is embedded in the link so it will work automatically and you do not have to enter it manually.
- If the auto connection to the webinar link does not work, copy and paste the Webinar ID information and the passcode provided in the registration confirmation email after logging into Zoom and prompted for this information.
- When you log into the webinar, you will enter as an Attendee.
- Once you have logged in, the Host (Karen Brewster or Jo Antonson) will change your role to Panelist and then to Co-Host. This will give you the opportunity to use your video, speak, and share your screen.
- As the Co-Host, you have the same abilities as the Host to control panelists' turning video on and off and muting, setting screen views, and allowing attendees the ability to talk during the Question and Answer Discussion at the end of the session. The Host will be doing most of this so you don't have to learn it all, but you have the ability to do these things if you want.
- As people login, the Host will move each of the presenters for the particular session from Attendee to Panelists, so they can use their video, speak, and share their screen for their Powerpoint presentations. The Moderator/Co-host will not need to do this.
- The Moderator can send personal **Chat** messages to the Host, to all of the Panelists, privately to individual Panelists or Attendees, or all Attendees. However, we wish to **limit this back and forth Chat during presentations** that could prove distracting to everyone. We want all Panelists and Moderators to focus on listening to and watching the presentations as if you were sitting in the front of a room in a panel with all eyes on you!
- As Attendees are logging into the session, the Host will be posting a generic **opening screen** shot for the conference, so that this is what people will see at the beginning. They will do this by sharing their screen and showing the Powerpoint page with the image on it.
- Once the session is set to begin, the Host will switch the webinar screen view to **Gallery View** so Attendees can see the Moderator and all the Panelists to start with. Everyone will see the same screen view as that which is set by the Host.

- The Moderator will introduce the session, ask that people mute their mic when not speaking, and be aware of background noise and cell phones in your location so it won't disturb speakers, tell Attendees about the live Q&A discussion at the end of the session and using the Raise Hand feature if they wish to ask a question where they will then be given permission to talk, the use of the written Q&A and Chat features, remind folks that the session is being recorded, and introduce each Panelist before their presentation.
- Once the session starts and the Moderator has made announcements and introduction, the first Panelist will share their screen to show their Powerpoint and the Host will change the view to **Side-by-Side Speaker View**. This has the Powerpoint slides appear on the left in a large box and a small box on the right of the screen showing whoever is speaking: first the Moderator introducing the speaker; and then the Panelist giving their presentation.
- The Moderator will keep track of the 20-minute time limit and notify the speaker via Chat when they have five minutes left and when their time is up. (Moderator or Host has the ability to mute the Panelist as a way to cut them off if they are going too long.)
- At the end of the presentations, since there is no longer the need to see Powerpoint slides and the single speaker, the Host will switch to **Gallery View** so all of the Panelists and Moderator will be visible to everyone for the Question and Answer Discussion.
- After the Panelists have finished their presentations and stopped Screen Share, the Moderator will open up the webinar for attendees to ask questions.
- Instead of using the written **Q&A feature** where the Moderator can monitor written questions submitted by Attendees which the Panelists can also see and answer live after their presentation, the Host will allow attendees to talk during the Question and Answer Discussion at the end of the webinar session by **unmuting Attendees**. Attendees only have audio access, not video. However, if someone is not comfortable speaking or does not have microphone access through their computer, they can **write out their questions** in the Q&A window.
- Attendees will use the **Raise Hand feature** when they want to ask a question and the Host will use the "**Allow to Talk**" feature for that individual:

Allow to Talk: Allows the Attendee to unmute and speak in the webinar. The participant will receive a prompt to confirm if they want to unmute or stay muted. If you already allowed a participant to talk but they decided to stay muted, click **Unmute** to prompt them to unmute their mic. All participants will be able to hear them. **Note:** While unmuted, the Attendee's profile picture and name is displayed to the host and panelists. Only their name is displayed to other Attendees.

If you allowed the Attendee to talk, you will see these options:

Mute / Unmute: Mute or unmute the Attendee. They need to accept the unmute prompt before they are unmuted.

Disable talking: Revoke the Attendee's ability to talk. This will mute the participant and prevent them from unmuting themselves.

- The participant will receive a **prompt to confirm** if they want to unmute or stay muted. After the question has been asked, the Host can then mute the Attendee or they can mute themselves (use this if they might want to speak again, such as in the Monuments

Discussion), or the Host can disable the attendees talking again which means the Attendee cannot unmute themselves without once again receiving permission to talk..

- An Attendee can also use the **Chat** feature at the bottom of the Zoom window to send messages or submit questions directly to a Panelist or Co-host or Host. They cannot Chat between Attendees. We prefer Attendees use the Q&A feature or wait to speak live in the Question and Answer Discussion, so that there is not a lot of back and forth Chat during presentations that could prove distracting to everyone. We want people to focus on listening to and watching the presentations. **We are asking Panelists to try to ignore any messages in Chat or close the Chat window so they are not distracted and leave answering Chat messages to the Host and Moderator.**
- **The Moderator or Host can answer Chat messages if they are critical.**
- Panelists, the Moderator and the Host can use the **Chat** function to send a written chat message to each other individually or to the group of Panelists as a whole. Or to Attendees, individually or as a whole group. It is **best to limit this** to comments related to use of Zoom or the presentations, so that there is not a lot of back and forth Chat during presentations that could prove distracting to everyone. We want all Panelists and Moderators to focus on listening to and watching the presentations as if you were sitting in the front of a room in a panel with all eyes on you!
- Review **best practices** for being a moderator: have speaker introductions written out based on biographical information from the abstracts/bio document or personal contact with the person, introduce the session and remind participants about the format with Question and Answer Discussion at the end of the session where Attendees can be unmuted and that the session is being recorded, be close to your computer mic, speak slowly, have a good video view of yourself, and think about lighting, having a non-distracting background, and being in a quiet setting.
- Remind your Panelists about **Presentation Length**: The length of presentations is limited to 20 minutes. This may not seem like much time, but in this context brevity is a virtue. You will have time to introduce your topic, present a few highlights, and conclude while (if you chose) presenting a batch of Powerpoint slideshow images. Practice your presentation at home so that you do not exceed the time limit. A good rule of thumb for presenting Powerpoint images is 1 per minute. This means no more than 20 slides for a 20-minute presentation. It is also good to remember that slides full of text are difficult for the audience to read and can seriously detract from your presentation. Most people cannot listen and read at the same time, so either you will lose your listening audience while they read your slide, or they will just listen and not look at the slides. If we all take care to stick to the 20-minute rule, our audiences will thank us and so will the presenters who follow us next on the schedule!

AHS Business Meeting will be a regular Zoom Meeting format, not webinar, so all participants can be on video or audio and can unmute themselves as they wish to speak. It will be moderated by AHS Board President Bill Schneider and Host Jo Antonson. The Host can mute and unmute all participants if they so desire, but participants have control of themselves as well. There are no Panelist or Attendee roles like in a Webinar and no written Q&A feature, but anyone can use the Chat to write questions to all participants or to the Moderator and Host.

For questions about accessing the conference, using Zoom or these instructions, contact:

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For general Zoom help go to the on-line Zoom Help Center: <https://support.zoom.us/hc/en-us>