



VIRTUAL PRESENTER GUIDE



2020 VIRTUAL MEETING PRESENTER OR MODERATOR GUIDE

This guide contains two helpful sections for those moderating/hosting a Zoom virtual CMSA Chapter meeting or simply presenting during the meeting.

As a host/moderator, you will be required to:

- 1) Arrive in your virtual meeting room at least **10 minutes** prior to the start of the session to:
 - a. Meet with any presenters to articulate the discussion format and the meeting expectations.
 - b. Verify with the presenters that the Zoom room is working properly.
 - c. Confirm that all speakers have their presentations ready for screen sharing during the session. Test the sharing system for any speakers that are unsure or new to Zoom.
 - d. Explain to the speakers how you may use the chat box to communicate with them during the meeting.
- 2) Please be sure your computer is muted until it is your time to speak.
- 3) **Introduce the speakers and begin the meeting.**
- 4) **Keep track of the time.**
- 5) **Facilitate the meeting agenda. Should the meeting require the use of Zoom's Q and A feature, [click here](#) for information on enabling and using the feature.**
- 6) Thank all the presenters at the end of the session.

As a presenter, you will be required to:

1. Arrive early to test any slides or video you may be sharing, your camera, speakers, and microphone. Should you have technical difficulties during the live session, contact the host or moderator.
2. The moderator will ensure you have appropriate permissions during the meeting. Please be sure your computer microphone is **muted until it is your time to present**.
3. The moderator will welcome all the attendees, provide session housekeeping details, and introduce the speakers at the appropriate time, or proceed with the meeting agenda.
4. **When it is your time to present:**
 - a. The moderator will provide you access to share your screen. Please be sure your slides are open on your computer and ready to present when the meeting starts, and presenter view is turned off.
 - b. **Unmute yourself** and turn your **video on during presentation**.
 - c. During your portion of the presentation, meeting attendees will see your slides and hear your audio.
 - d. We encourage you to place a photo of yourself and your contact information as the first slide so attendees can know who is talking.
 - e. You will have control to advance your slides as needed.
5. Once your presentation is complete, click "**Stop Share**" to give control back to the Host/Moderator.
6. **Questions & Answers (if applicable):**
 - a. Attendees will be able to ask questions via a Q&A button at the bottom of their screen.
 - b. Moderators will monitor the questions and hold all questions until the Q&A portion of the session.
 - c. At the beginning of the Q&A portion, the moderators will ask presenters to turn their video on.
 - d. Video capabilities will be turned on during Q&A periods so attendees can see who is answering the question.

7. Additional helpful tips:

- a. It is best to not include videos in your presentation. Videos depend on internet bandwidth to view and may cause lag in the attendees' experiences. If you have a video you would like to share, it is best to share your video link with the attendees or email the attendees after the session.
- b. If you are unable to share your screen during your presentation, please advise the room host at the beginning of the session. Room host will share your presentation and give you access to advance the slides from the moderator's screen.
- c. Please be sure you are in full presentation mode of Power Point and you are not sharing the presenter screen with your notes and view of the next slide.