

# Guidelines for speakers and moderators

## 1 | INTRODUCTION

Moderators and speakers will be required to enter to their session **30 minutes before the beginning of their session** for a last technical and connectivity test. The IT technician will be also there for this purpose.

The Moderators will be responsible of introducing briefly the speakers in one minute at the beginning of the session (and encourage Q&A-this will also be communicated to participants via a Pop message on the platform: We would love hear from you, send us your Questions & Comments in the Live Q&A). The list of speakers, the titles of the lectures and a short bio of the speakers is available in the **Session Information** tab on the right-hand side of the platform. The IT technician will move the moderators to the **Main Stage** for the introduction at the beginning of the session.

After the introduction, the **pre-recorded videos of the lectures or live presentations will be launched to the audience**. Meanwhile, the Moderators and speakers will remain in the Green Room area, where they can talk to each other, or interact with the participants using the Q&A interactive tool detailed below, unless its presented live, then the presenter will present live in the main stage.

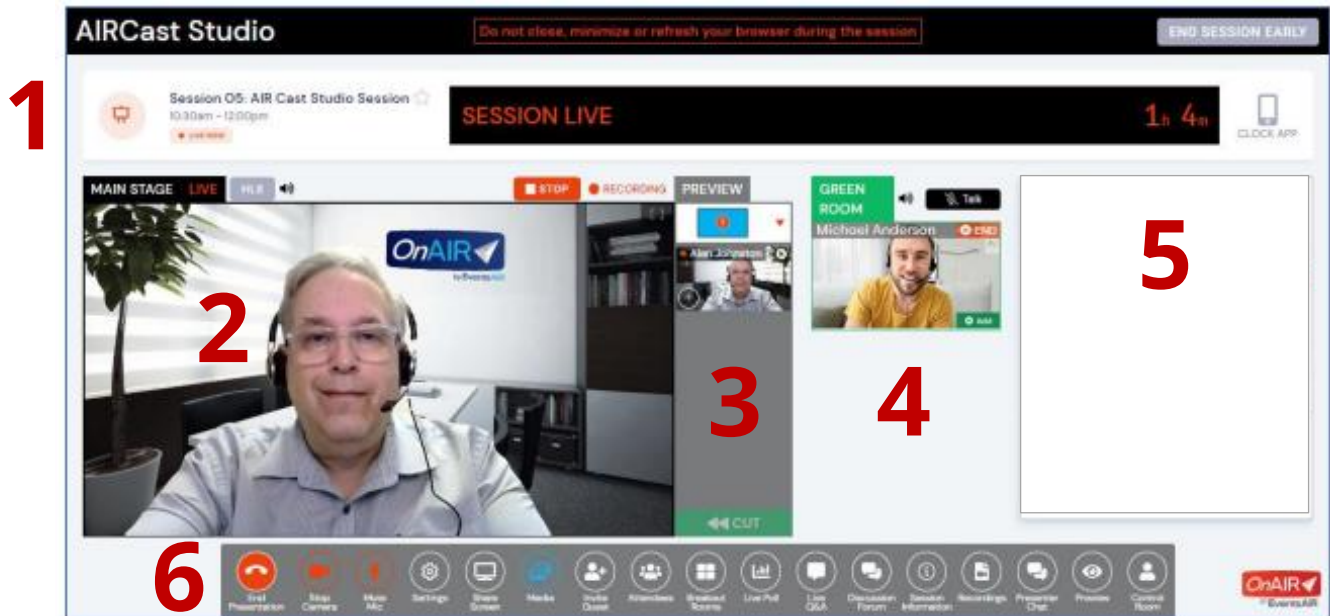
Faculty **interaction** with the audience and between the viewers themselves is certainly an important feature to integrate in the digital event. The contribution of the Moderators will be essential to stimulate the exchanges.

Faculties who present their talks live will be able to use the **Live Poll** tool to ask some questions to the audience and receive their feedback during the presentation. The live polling questions and possible answers should be sent to the Technical Secretariat 2 days before the beginning of the session so they can be set in the online platform. During the rehearsal, the IT technician will show how the Live Poll feature works in a live session.

The Moderators will be responsible to manage the questions from the audience, to review and select the most relevant ones for the **live discussions** (identify them as favorite with the yellow star – see technical explanation on page 4). During the live discussion at the end of the session, the Moderators and speakers will be all together on the **Main Stage** of the platform to answer those pre-selected questions. Moderators are also welcome to answer the rest of the questions by written during and after the session.

## 2 | AIRCAST STUDIO

The **AirCast Studio** is the platform where the speakers and Moderators will be during their session. The main characteristics of the AirCast Studio have been shown to you during the rehearsals of the sessions.



### AirCast Studio sections ...

**1.- Header :** contains session information, session status and the timer.

**2.- Main Stage :** the location of live streams of presenters and chairs, videos and screen shares viewable by the virtual attendees.

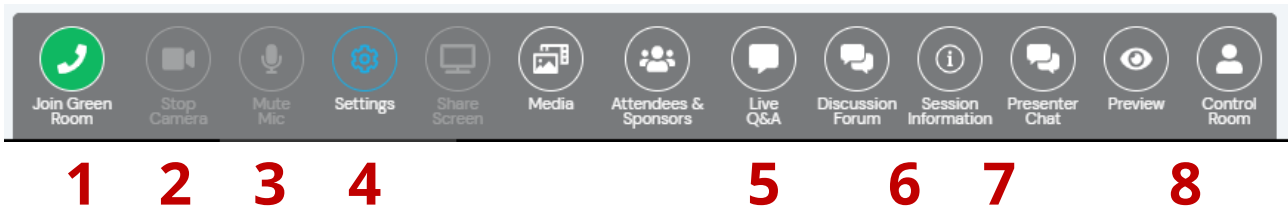
**3.- Preview Panel :** this is where the IT technician can organize presenters/chairs and media and decide both the layout in the Main Stage.

**4.- Green Room :** The waiting area for presenters and chairs. The IT technician can bring presenters from the Green Room onto the Main Stage.

**5.- Tools Options Panel :** on the far right you will see different functions such as Live Q&A and more.

**6.- Tools Menu Bar :** along the bottom is the Tools menu that provides access to different options for the current session. The Tools Menu will change based on the type of session role each person has when they are in the session ( see page 3 ).

## 2 | TOOL BAR



**1.- Join Green Room :** Click this button to enter to the Green Room where the IT technician will welcome you.

**2.- Start / Stop Camera :** This option will turn off your video. You can toggle this on and off as required.

**3.- Mute / Unmute Mic :** This option will turn off your microphone. You can toggle this on and off as required.

**4.- Settings :** This option lets you configure or change your video and audio options.

**5.- Live Q&A :** This option displays the Live Q&A panel, where you can review, manage, and respond to questions. **More information on page 4 and 5.**

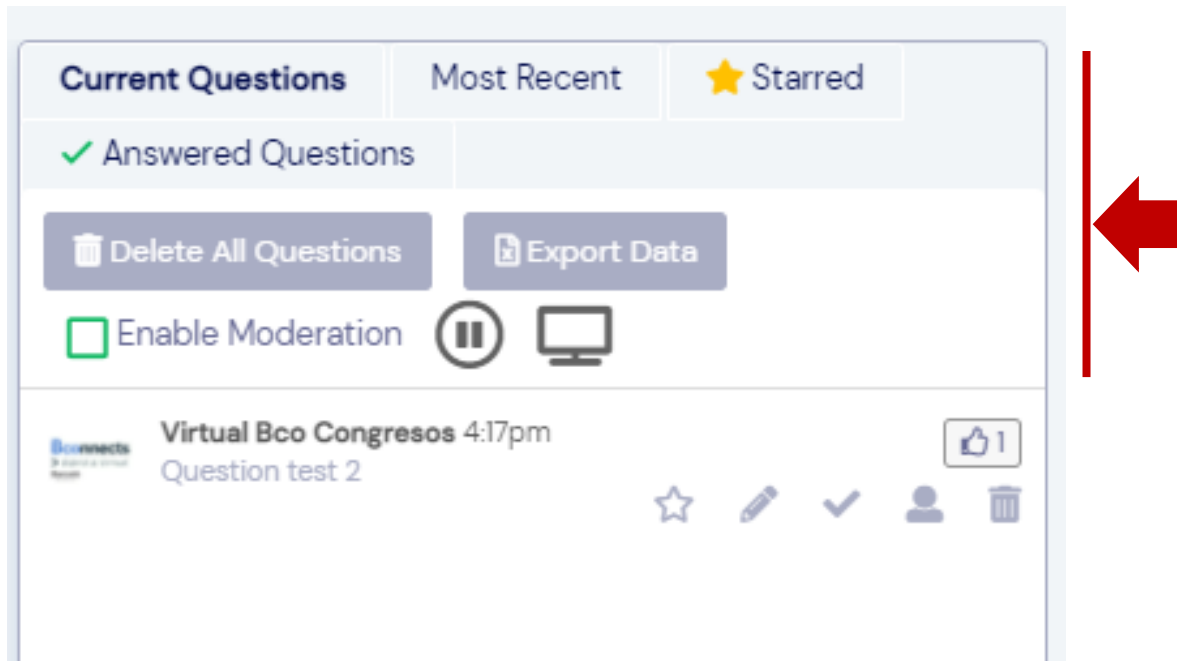
**6.- Session Information :** This option displays the session details, including presenters information and session description.

**7.- Presenter Chat :** This is a private chat area for all hosts, presenters, and other staff in the current session.

**8.- Control Room Chat :** This is a private chat area for all presenters and chairs and the IT technician.

### 3 | HOW TO MANAGE THE LIVE Q&A

The Moderators will be responsible to manage the questions from the audience, to review and select the most relevant ones for the **live discussions**. During the live discussion at the end of the session, the Moderators and speakers will be all together on the **Main Stage** of the platform to answer those pre-selected questions. Moderators are also welcome to answer the rest of the questions by written during and after the session.



**1.- Current Questions Tab :** This tab displays all unanswered questions.

**2.- Starred Questions Tab :** This tab displays all questions that have been "starred" with the yellow star being selected (☆). This is a great way to select a group of questions that you or your moderator feel should be answered orally during the discussion.

**3.- Answered Questions Tab :** These are answered questions, which have been marked as a "answered" with ✓

**4.- Delete all Questions :** Please do not use this function.

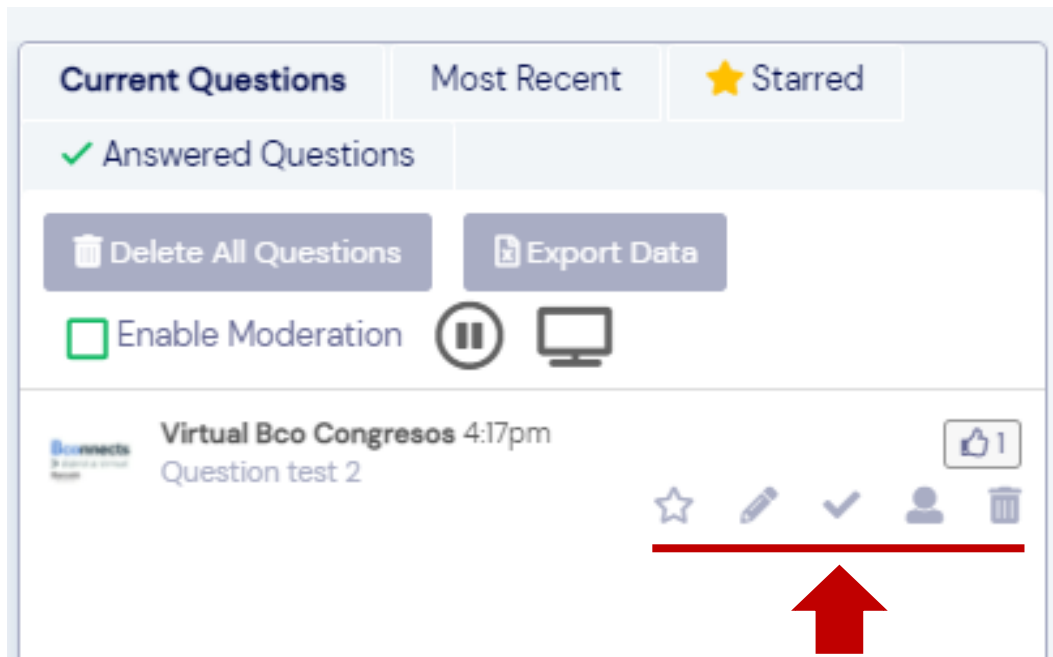
**5.- Export Data :** Choosing this option will export all questions (in all tabs) to a spreadsheet.

**6.- Enable Moderation Checkbox :** To be used by the IT technician. Selecting this checkbox will add moderation checkboxes to each question. Only if the checkbox is selected will the question be visible for the attendees.

**7.- Display Full Screen :-** This option will display a nicely formatted screen of the Live Q&A. If you or your moderator moderate questions, star questions, complete questions or mark a question as the next question to be answered.

## Live Q&A Display Options :

The following icons are available in question displayed in the Live Q&A :



**Starred Questions** : Selecting this icon will turn it yellow, and will both add the question to the Starred Questions tab and move all questions with the star to the top of the Live Q&A Feed.



**Answered Questions** : Selecting this icon will open the answer text box for the current question. This is useful for answering and storing responses during the actual presentation and can be accessed after the presentation is over. Answered questions will also appear in the Answered Questions Tab.



**Completed Question** : Selecting this icon will mark the question as answered and move it to the Answered Questions tab.



**Send to Presenter** : Selecting this icon you may send a specific question to a presenter.



**Delete Question** : Selecting this icon will delete the question.

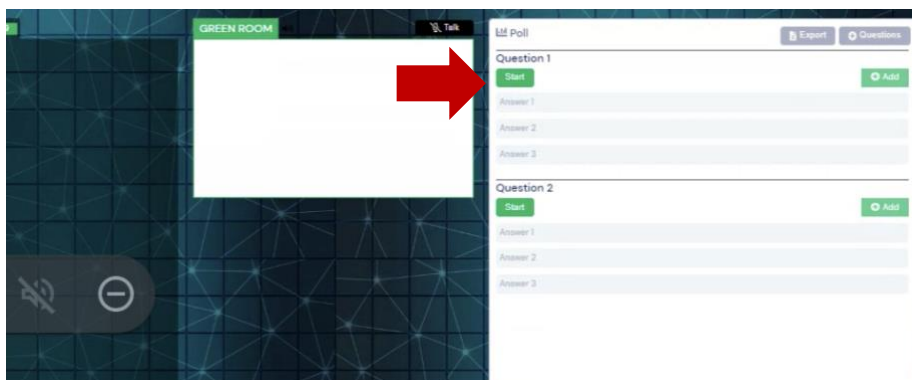
## 4 | HOW TO MANAGE THE LIVE POLL

The Faculties who present their talks live will have the chance to use the Live Poll tool to launch some questions to the audience and receive their feedback.

The Technical Secretariat would need to receive the live poll questions and possible answers to be set in the platform, at least 2 days before the session takes place.

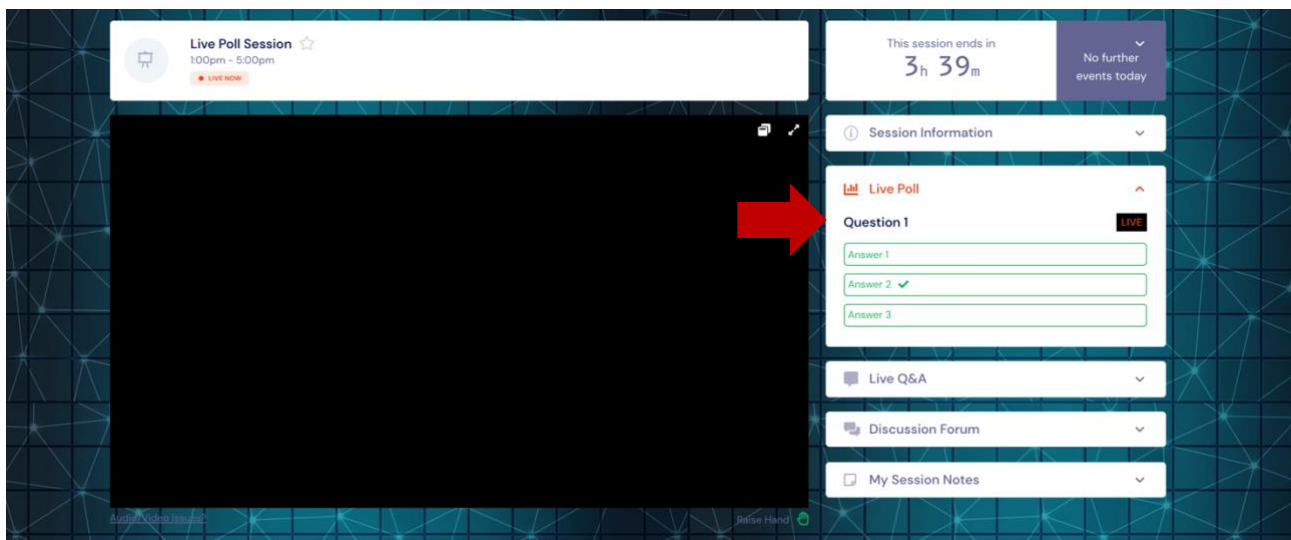
During the live session, the IT technician will be in charge of launching the live poll questions when agreed with the faculty by pressing the button "Start".

### 1) Speakers view:

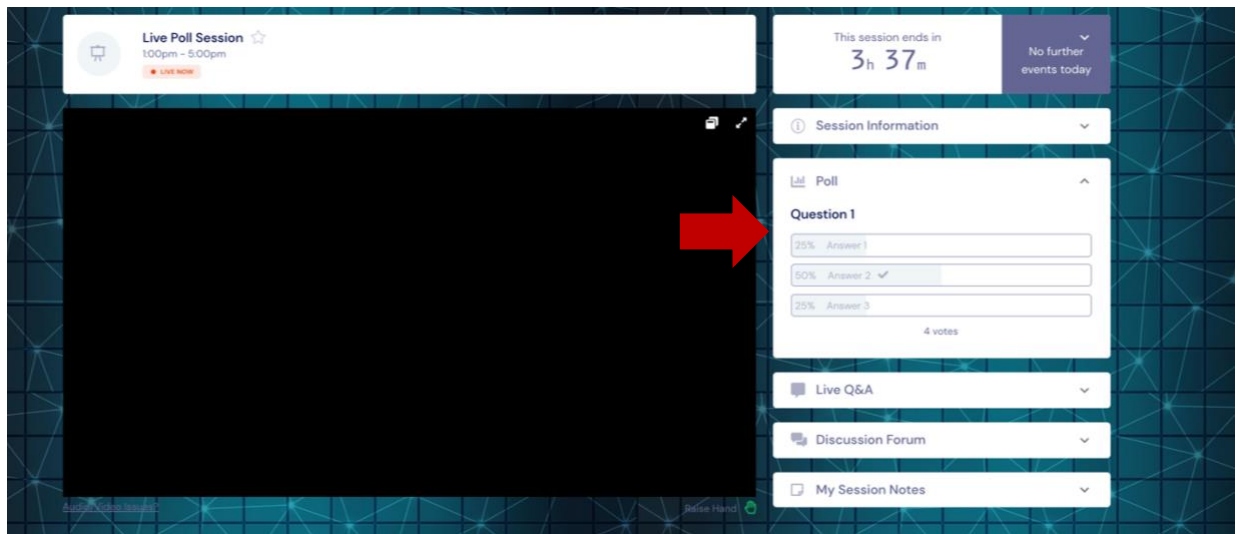


### 2) Attendees view:

Once launched, the live poll questions will appear on the right-hand side of the online platform and attendees will be able to answer by selecting any of the possible answers:



The live poll can remain open for the minutes that the speaker estimate. After this time, the IT technician will end the live poll and the results will be shown in the online platform:

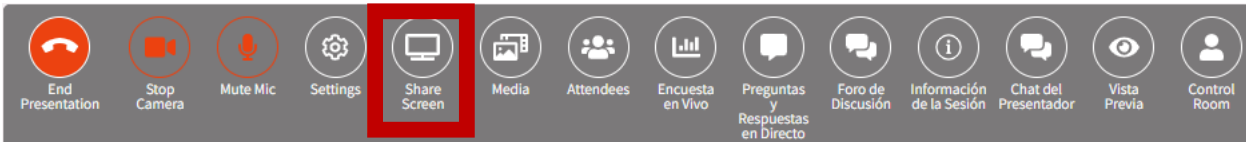


The attendee and the speaker can view the results and the votes of all participants in the same panel on the right-hand side of the platform. Faculties can launch as many live poll questions as they wish in their presentations.

## 5 | HOW TO SHARE YOUR SCREEN AND PRESENT YOUR SLIDES

### Using Windows

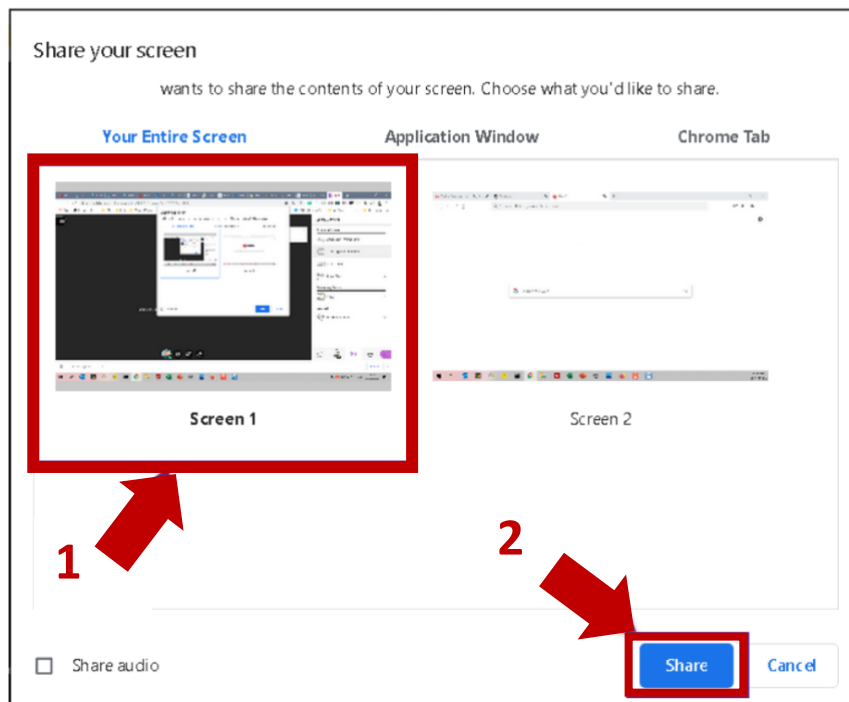
To share your screen, please go to the tool bar you will find within the platform and press the button "Share your screen"



### Once you have pressed the button, this pop-up will appear

Firstly, you shall select if you want to share the whole screen or just one particular window (we recommend sharing your whole screen) after selecting what you would like to share, the last step is pressing the button share.

Please be aware that if you want to share a video, you have to share your audio in the small square on the right that says "share audio".



If you have two screens, you will be able to see the document you are currently sharing and on the other one, our platform and its toolbar.

If you do not have two screens, we propose the following options:

#### Presenting with powerpoint (PPT):

- Open up your ppt presentation.
- Press "Share your screen", select the window you would like to share, then press the presentation (PPT) and, finally, select the share button.
- Open the PPT presentation and select Present full screen.

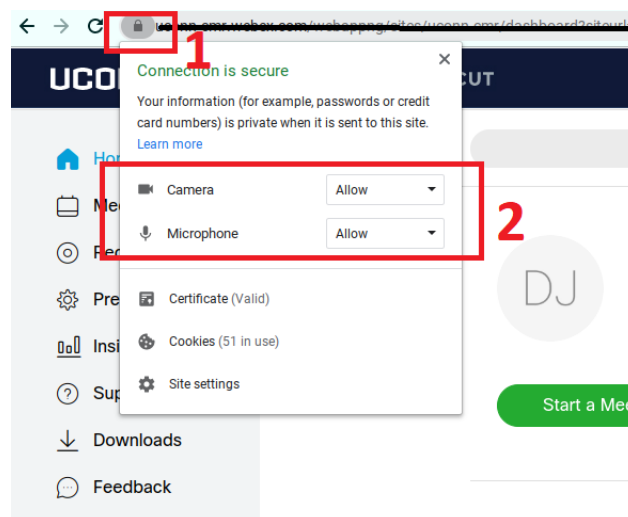


- Once your presentation is over, you must close the ppt and go back to the platform to look for the same button you used for sharing screen and now it will be converted into a "Stop share screen" icon.
- While you are presenting your PPT, you won't be able to see the platform you will be looking at your presentation all the time. The technician in charge of the session will be projecting your presentation as well as yourself for all attendees. In case the technician must make any comment to you, she will do it through a mic and only you and the rest of the speakers will be able to listen to her.

## Using MAC

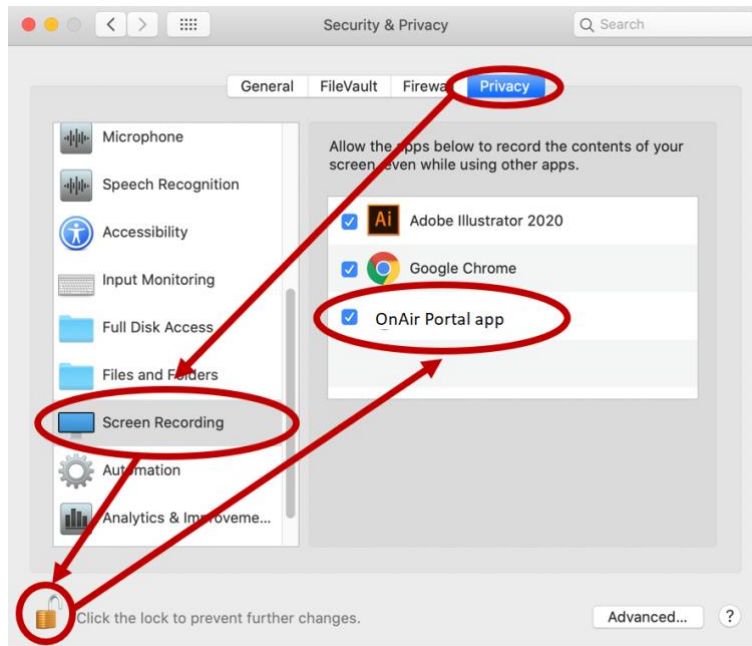
Please find below the steps to follow when sharing your screen with a MAC:

1. Use **Google Chrome** as a browser.
2. Verify that Google Chrome has access to your mic and camera look at the padlock icon located on the left at the search bar:

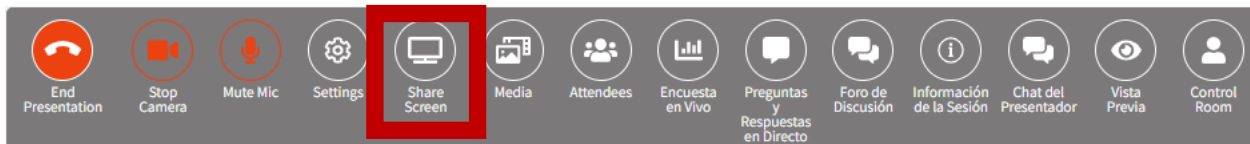


3. Check that your computer does not have any restrictions when sharing screen; in order to be able to do so, you need to allow the action "record your screen":

- On your computer, please select Apple menu > System preferences, go to "Security and Privacy" and, then, press Privacy.
- Select "Record your screen".
- Choose with a "click" the square located next to the app to allow to record screen ( in this case, it must appear Google Chrome or the Congress Platform "OnAir"):



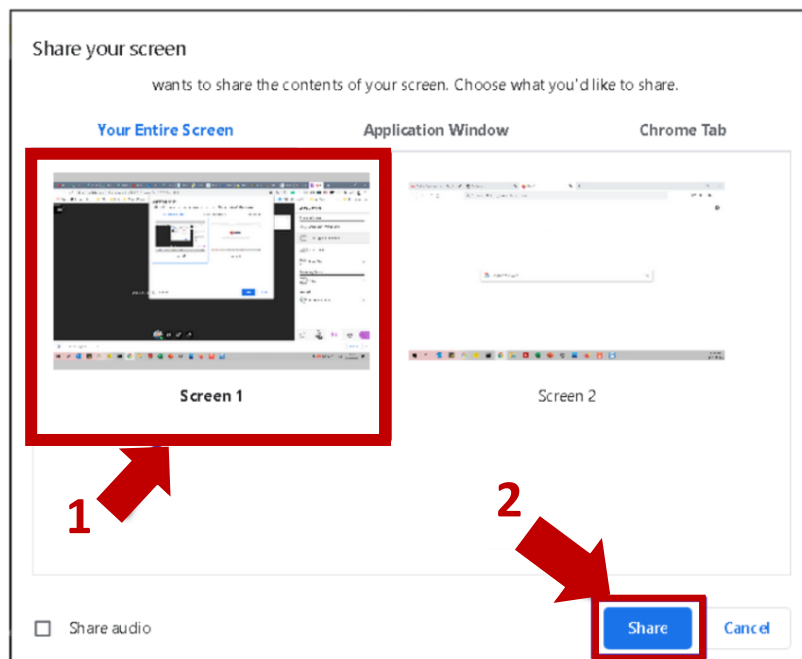
4. To share your screen, please go to the tool bar you will find within the platform and press the button "Share your screen".



**Once you have pressed the button, this pop-up will appear**

Firstly, you shall select if you want to share the whole screen or just one particular window. After selecting what you would like to share, the last step is pressing the button share.

Please be aware that if you want to share a video, you have to share your audio in the small square on the right that says "share audio"



**If you have two screens**, you will be able to see the document you are currently sharing and on the other one, our platform and its toolbar.

If you do **not have two screens**, we propose the following options:

**Presenting with powerpoint (PPT):**

- Open up your ppt presentation.
- Press "Share your screen", select the window you would like to share, then press the presentation (PPT) and, finally, select the share button.
- Open the PPT presentation and select Present full screen.
- Once your presentation is over, you must close the ppt and go back to the platform to look for the same button you used for sharing screen and now it will be converted into a "Stop share screen" icon.
- While you are presenting your PPT, you won't be able to see the platform you will be looking at your presentation all the time. The technician in charge of the session will be projecting your presentation as well as yourself for all attendees. In case the technician must make any comment to you, she will do it through a mic and only you and the rest of the speakers will be able to listen to her.