SESSION HOST CHECKLIST/ SCRIPT

General Recommendations:

- ☐ Turn off your phone and exit any programs that might have pop-up notifications during your presentation. Ensure that you are not competing for bandwidth with others in your household.

- ☐ Connect with your speaker(s) in virtual venue. You can send them a message and introduce yourself, if you do not already know them. Let them know you are here to support them during the event.

- ☐ Be sure to coordinate with your speaker(s) to determine their preferences for your assistance. Some presenters may want assistance monitoring the chat function for comments or questions that may add to the presentation beyond Q&A and any polls. Some may not need assistance at all, others may want you to message them directly, others may welcome a 'live' comment during the presentation. If the presenter would like you to take a more active role, try to familiarize yourself with the presenter's topic if possible

20 minutes in advance of your session:

- ☐ Navigate to the Conference Schedule, under the Schedule menu, and click on your session.

- ☐ Click the Manage button on your session page, then select the Join Meeting button in the Live Meeting tab.

- ☐ Turn your video and microphone on. Ask each speaker to check technology by turning on their camera, unmuting their microphone, sharing their slides using screen share, and advancing their slides.

- ☐ If the speakers have any video to share during their presentation, do a test, to make sure that you can hear the sound. They need to make sure to select "Share sound" when they share their screen.

- ☐ WACUBO staff will be silent participants in the session—they will remain muted and off camera for the duration. Please use the Zoom chat to communicate privately with WACUBO staff and speakers. Make sure to check your chat audience in the drop-down, and look for WACUBO Office to communicate with staff.

- ☐ Check on how many break-out rooms will be needed (i.e., duration, specific room hosts, etc.), if not already clarified. If specific room hosts, names will need to be shared so that when making the break-outs, the correct host goes to the correct room.

- ☐ Check with speakers on how they would like to be introduced. They may prefer to introduce themselves and their backgrounds, or you can refer to their bios on Pathable.

- ☐ Ask your speaker(s) if they would like you to read questions from the polls tab during the Q&A, or if they would like to.

During the session:

- ☐ One minute before the start time, all other attendees will be able to join the live meeting.

- ☐ Make sure the speaker(s) are unmuted and have video turned on. All attendees should be muted.

☐ **Please read if Session is eligible for CPE:** Welcome to the _____(Session title). Before we jump into our introductions, we wanted to give a few reminders for those who are seeking CPEs during this workshop. We want to reminder everyone they can earn up to 10.5 CPEs for their participation throughout the conference. This session is eligible for earning CPEs during the conference. In order to earn those CPEs, you must participate in the polling questions that will be posted throughout the 60 minutes of this workshop. Along with the polls, we encourage everyone to keep their cameras on and be ready to engage with our speakers. They may ask for discussion during the presentation. Please do not log out of the meeting before the conclusion of the workshop as your time in the meeting is tracked. We understand that internet bandwidth can accidently remove you from the meeting, but logging out can impact your ability to participate in the polls.

As a reminder this session will be recorded. Please remember to use the Virtual Venue Chat box to communicate with speakers and other attendees. The Polls box will be used for any questions you have for the speaker, as well as any polls the speaker might have for you.

We will not be using the Zoom Chat feature. Since attendees might be watching these sessions in many different time zones, we want anyone to be able to allow anyone to follow along with the chat and polls. The best way to do this is do a split screen with Zoom and the Virtual venue. Lastly, you will receive an opportunity to evaluate this session. We value all feedback surrounding the program and speakers and encourage you to share your thoughts.

☐ **Please read if Non-CPE session:** Welcome to the _____(Session title). Before we jump into our introductions, we wanted to give a few reminders. This session will be recorded. Also please remember to use the Virtual Venue Chat box to communicate with speakers and other attendees. The Polls box will be used for any questions you have for the speaker, as well as any polls the speaker might have for you.

We will not be using the Zoom Chat feature. Since attendees might be watching these sessions in many different time zones, we want anyone to be able to allow anyone to follow along with the chat and polls. The best way to do this is do a split screen with Zoom and the Virtual venue.

Lastly, you will receive an opportunity to evaluate this session. We value all feedback surrounding the program and speakers and encourage you to share your thoughts.

☐ Introduce the speaker(s) and the title of the session, and then mute your microphone. Make sure your video is on so the speaker can see your timing cues. Introduce the speaker(s) and the title of the session.

☐ During the presentation, you might give the speaker(s) timing cues. If speakers go beyond their allotted time, feel free to turn on your microphone and interrupt them.

☐ Speaker(s) may answer questions from the chat and poll areas on Pathable.

After the Session:

☐ When concluding your session, thank the speaker(s) and remind them to take the session evaluation linked on the session page. Encourage attendees to visit the Business Partners in the Business Partners Showcase and promote the next scheduled activity.

☐ The zoom session will end 10 minutes after the closing time of the panel. Remember that you should end the session early enough to allow attendees to move to their next session. Remind attendees that a link to a recording of the session will be posted within 20-30 minutes of the end of the session, if the session is recorded.

Thank you again for volunteering to lead a session at WACUBO 2021!