



ROUNDTABLE HOST CHECKLIST

General Recommendations:

- Be sure to coordinate with your co-host(s) to determine their preferences for running your session. If applicable

2-3 weeks prior to your session:

- Prior to your session, connect with your co-host(s) to determine talking points for the Roundtable. These sessions are 60 minutes and are greatly encouraged to include opportunities for dialogue.
- Please create a 3-4 sentence description of your roundtable. Send this to the office.
- Make sure you have a variety of prompting questions/ topics to keep session engaging during the discussion. Send these to the WACUBO Office to post on your session page.
- Confirm with the WACUBO office in advance (**by May 19**) of the timeline of your session and on how many break-out rooms will be needed:
 - Will your Breakout rooms need names/topics?
 - Will participants choose their own room or will the office randomly put people in the room?
 - How long should the breakouts last?

20 minutes in advance of your session:

- 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.
- 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 co-host to check technology by turning on their camera, unmuting their microphone, sharing their slides using screen share, and advancing their slides.
- If the co-host(s) 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 co-host(s). Make sure to check your chat audience in the drop-down, and look for WACUBO Office to communicate with staff.

During the session:

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

- Make sure the co-host(s) are unmuted and have video turned on. All attendees should be muted.
- Welcome everyone to the Roundtable and explain the timeline for the hour.
- For these networking roundtables Zoom chat will be used.
- Introduce the co-host(s) and the title of the Roundtable discussion session.

After the Session:

- When concluding your session, thank everyone for their time and discussion and remind them to take the session evaluation linked on the session page. Encourage attendees to navigate back to the schedule to see the next session and to visit the Business Partners Showcase. on Pathable.
- 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.

Thank you again for volunteering to lead roundtable at WACUBO 2021!