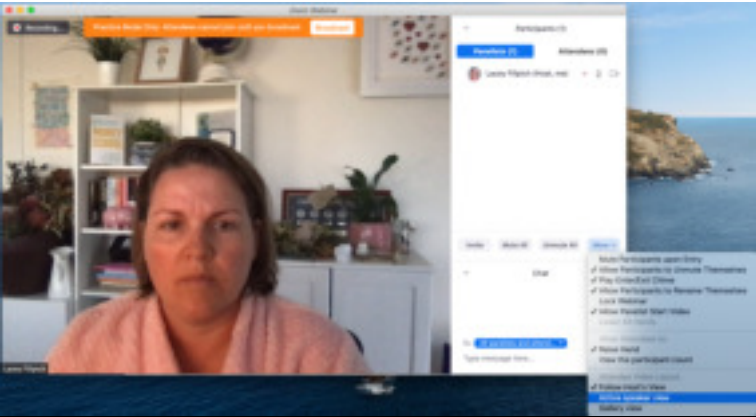


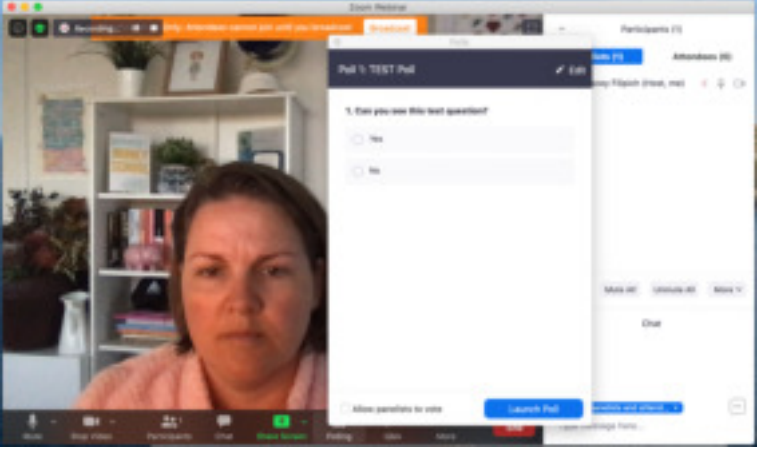
## DRAFT TO BE UPDATED: Zoom instructions for Hosts

Prior:

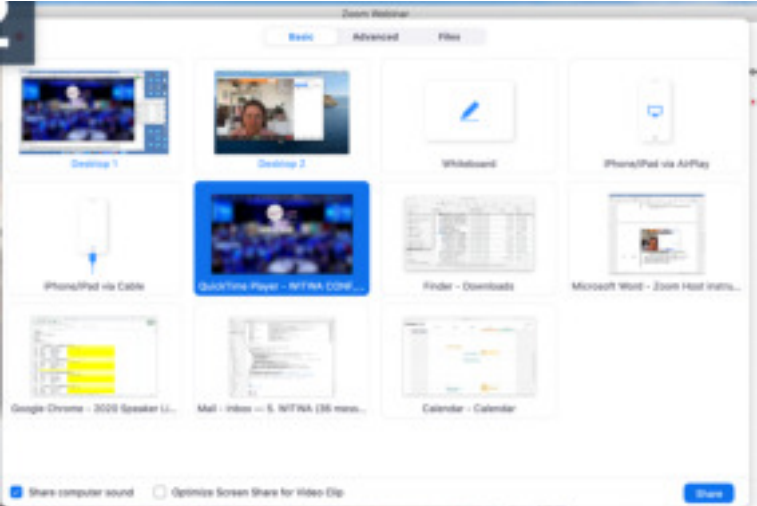
- Check you have the latest version of Zoom installed, you're logged in and you're happy with the profile pic displayed
- Download anything we're sharing (video, slides) onto desktop and have open, ready to share.
- Close anything you don't need, so it's easy to find the things you'll share
- Check you have enough free space (at least 10GB) on your computer to save the .mp4 recording
- Set up computer and self for filming
- Agree contingency plan for Host 1 internet fail, specifically:
  - Host 2 will be recording the webinar separately too, on a different device using different internet source
  - If Host 1 internet fails, Host 2 will step in. Host 1 will assign Host 2 as 'Host', if they can.

## Run sheet


Time (pm)	Who	Action
6:40	Tash	Launches webinar in practice mode (default)
	Hosts 1 & 2	Joins webinar via their unique panellist link
	Tash	Makes Host 1 'host', then leaves (can exit or can stay with video/audio off)
	Host 1	Checks all settings correct - set Attendee video layout to 'Active Speaker view' if not already selected 
6:45	Host 1	<ul style="list-style-type: none"> <li>• Welcomes panellists and moderator as they dial in</li> <li>• Remind of process:               <ul style="list-style-type: none"> <li>○ At 5mins to start, we all go on mute/video off and I will play intro video on loop while people are coming in. You won't be able to see/talk then, so ask any questions now.</li> <li>○ At official start, I will end video and appear on screen to welcome everyone.</li> <li>○ I will intro moderator, then hand over and disappear.</li> <li>○ Moderator will do acknowledgement of country then we're into the panel discussion.</li> <li>○ You are welcome to mute your audio while not speaking, but don't forget to unmute when it's your turn to answer so we don't need the most used phrase of 2020 (you're on mute!)</li> <li>○ I will monitor the chat and Q&amp;A, so don't feel you need to be doing anything other than focusing on the discussion.</li> <li>○ If we have time at the end, moderator will call on me and I'll reappear to ask questions on behalf of audience.</li> <li>○ Otherwise, if you see my head pop back in, it's 2mins till official end so we need to start wrapping up.</li> </ul> </li> </ul>

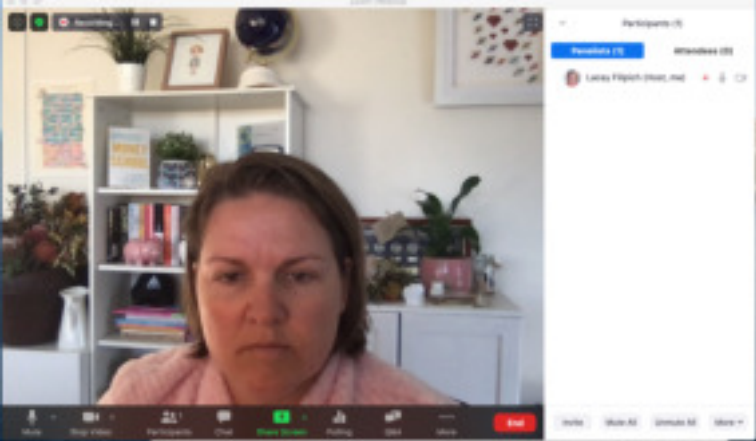
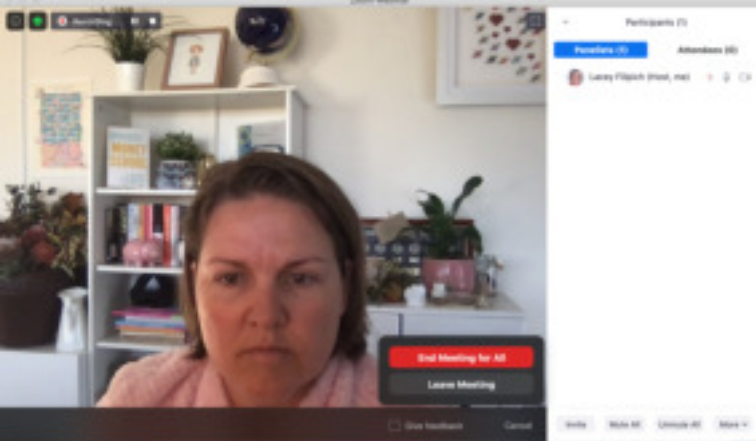
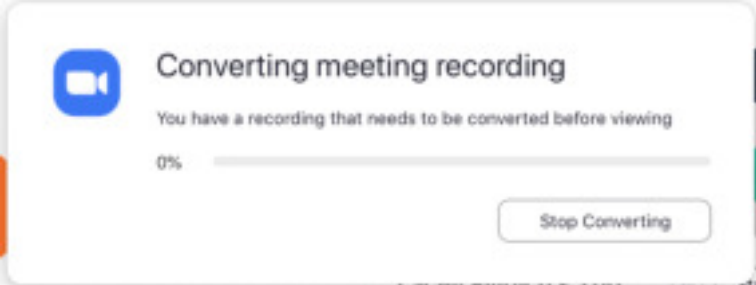
		<ul style="list-style-type: none"> <li>• Checks everyone’s video and audio is working - any glitches, ask to exit, reboot and come back in</li> <li>• While they’re talking, do the tech checked: <ul style="list-style-type: none"> <li>○ Check ‘Don’t show panellists when video turned off’ [NEED A LIVE WEBINAR WITH OTHER PARTICIPANTS TO SCREENSHOT THIS]</li> <li>○ If we’re running a poll: Click ‘Polling’ in bottom menu. Confirm poll pops up when clicked, so you can launch later.</li> </ul> </li> </ul>  <ul style="list-style-type: none"> <li>○ Confirm recording has started (top left corner should say ‘Recording’. If not, click to start recording)</li> </ul>
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6:50	Host 2	<ul style="list-style-type: none"> <li>• If any no-shows, contact them on phone/email to help them get in. Have their panellist link on hand to send them if they’ve lost it</li> <li>• Host 2 also starts recording, so we have a backup copy of the files if needed</li> </ul>
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6:55	Host 1	<ul style="list-style-type: none"> <li>• Tells moderator and panellists: turning you all off now, and playing video while we let attendees in. We’ll start officially in 5mins.</li> <li>• Turn off video and audio for all others</li> <li>• Press play on intro video and set to loop</li> <li>• Click in Zoom: Share screen <ul style="list-style-type: none"> <li>○ Select the video</li> <li>○ Click ‘Share computer sound’</li> <li>○ DO NOT CLICK OPTIMIZE!</li> <li>○ Click ‘Share’</li> </ul> </li> </ul> 
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		<ul style="list-style-type: none"> <li>• Mute your audio</li> <li>• Click white ‘Broadcast’ button in orange panel at top of screen - this makes the webinar live and attendees will be able to see it now. Your video should be visible throughout this five mins, so keep that in mind.</li> </ul>
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7:00	Host 1	<ul style="list-style-type: none"> <li>• Turn on your audio</li> <li>• Stop video</li> <li>• Stop Sharing screen by Clicking 'Stop share'</li> </ul>  <ul style="list-style-type: none"> <li>• Welcome attendees and outline agenda (see script)</li> <li>• Encourage social sharing - hashtags and tagging @witwa or @womenintechwa</li> <li>• Introduce moderator (brief bio)</li> <li>• If moderator hasn't done so while you're introducing them, turn on their video and audio</li> <li>• When moderator starts speaking, turn off your audio and video</li> </ul>
7:00	Host 2	Post anything relevant mentioned by Host 1 in comments - tagging and hashtags for example.
7:02	Host 1	<p>While panel is running:</p> <ul style="list-style-type: none"> <li>• Monitor Q&amp;A and chat: <ul style="list-style-type: none"> <li>○ Note down any questions worth asking if time allows</li> <li>○ If anyone is abusive, you can remove them from the webinar [NEED A LIVE WEBINAR WITH OTHER PARTICIPANTS TO SCREENSHOT THIS]</li> </ul> </li> <li>• If a panellist has tech issues, turn off their video/audio and send them a private message via the chat so you can resolve it. Usually the easiest fix is to exit the webinar, reboot internet, come back in via panellist link</li> <li>• If you're comfortable and have time, feel free to interact on chat! Thank people for comments, add your thoughts... whatever works :)</li> </ul>
7:02-7:43	Host 1	<p>If called by moderator to ask audience questions:</p> <ul style="list-style-type: none"> <li>• Turn on your video and audio</li> <li>• Ask one question at a time, directly to panel - if directed to an individual, say their name first (so they get a cue that they're going to be up to speak)</li> </ul>
7:43	Host 1	<ul style="list-style-type: none"> <li>• If not already on screen, turn on your video and audio as a cue to the moderator to wrap up</li> <li>• Moderator to thank the panellists and sponsors and hand over to you.</li> <li>• Click 'Mute all' if not all muted already</li> <li>• Thank moderator, then launch poll if we're running one</li> <li>• IF POLL PLANNED: <ul style="list-style-type: none"> <li>○ Read out the poll - it won't be visible in the recording</li> <li>○ While poll open, explain what's next, depending on agenda: <ul style="list-style-type: none"> <li>▪ Networking session?</li> <li>▪ Tomorrow's sessions?</li> </ul> </li> <li>○ Click 'Close poll' and 'share results'. Read out the results, as they aren't visible in the recording.</li> </ul> </li> <li>• IF NO POLL: explain what's next, depending on agenda: <ul style="list-style-type: none"> <li>○ Networking session?</li> <li>○ Tomorrow's sessions?</li> </ul> </li> <li>• At end, thank everyone for their time. Replay will be available via conference platform in 24hrs. See you at the next one!</li> </ul>
7:45	Host 1	<ul style="list-style-type: none"> <li>• Click 'End'</li> </ul>

		 <ul style="list-style-type: none"> <li>• Click 'End meeting for all'</li> </ul> 
<p>Post 7:45 (ASAP)</p>	<p>Host 1</p>	<ul style="list-style-type: none"> <li>• Allow converting meeting recording to happen - this should pop up automatically</li> </ul>  <ul style="list-style-type: none"> <li>• Once it's 100% done, either the folder it's saved in will automatically pop up (if you've got your settings doing that) or you'll need to go find the recordings under your Zoom folder on your harddrive</li> <li>• Rename the folder containing all four files (audio_only.m4a, chat.txt, playback.m3u, zoom_0.mp4) to the session name, e.g. Panel The World is Your Oyster</li> <li>• If you are comfortable to do: <ul style="list-style-type: none"> <li>○ Trim the video (.mp4) to start when the movie begins playing - we want anyone watching the replay to see the sponsor logos and social media instructions</li> <li>○ Trim end of video if needed - may not be if it was just straight to end for all</li> </ul> </li> <li>• Upload the folder into <a href="#">G drive</a> (path is: Events &gt; 2020 &gt; WiTWA [+] Conference and Awards - 30 October 2020 &gt; 11. Videos for YouTube upload</li> </ul>

Steps to finish off for HeySummit:

- Download the .mp4
- If not done by Host 1:
  - Trim the video to start when the movie begins playing - we want anyone watching the replay to see the sponsor logos and social media instructions
  - Trim end of video if needed - may not be if it was just straight to end for all
- Upload the video to WiTWA's YouTube channel as an unlisted video and using the cover slide as thumbnail
- Copy the YouTube link into the right spot on the 'Complete Content List' tab of the Speaker tracker in G drive
- Paste the end of the YouTube link into that talk's replay in HeySummit