

WITWA [+] HOST GUIDE

Thank you so much for joining us for the [WITWA \[+\] 2020 Conference!](#)

Each webinar has three key roles:

- **Host** - like the MC, and in charge of logistics of the webinar and Zoom operation.
- **Moderator** - introduces speakers and directs the discussion, with specific questions to individual panelists.
- **Panelist** - participate by answering questions.

Your role as **host** is essential in helping the Conference run smoothly, and taking pressure off the moderator and panelists so they can focus on their content, not the tech.

That said, you don't need to be a tech guru either!

The host role involves:

- **IMPORTANT: Making sure all sessions are recorded, and recordings uploaded to G drive each evening**
- Timekeeping, to ensure sessions start and finish on time,
- Managing what appears on the Zoom screen during each session - switching between you, the moderator and the panelists for example, and
- Monitoring the chat to ensure (a) behaviour is consistent with standards, and (b) pass on any questions (if there's time available) to the moderator.

Here are some pointers for running your session/s:

PRIOR PREPARATION

- See the run sheet for when you need to start your webinar (15 mins prior to official start of your session). Put it in your calendar with a reminder so you don't miss it.
- Check whether any questions have already been submitted by attendees.
- Draft your short (2-3 sentence) moderator introduction. Resist the urge to read their bio, as people can read that themselves - make it fun and interesting if you can.
- You may like to contact the moderator and panelist/s prior to introduce yourself and provide your contact details.
- Make sure you have the latest version of Zoom installed on your device and that it's working.

DURING 15 MINUTE TEST PERIOD AT START OF SESSION

- Launch the webinar:
 - A WITWA team member will launch, ensuring it's in practice mode.
 - Once you have joined, the WITWA team member will make you the Host - then it's over to you!
 - The WITWA team member will still appear as a panelist on the list, but will be muted and video off for the duration from then on.
- Spend the 15 mins of test time with the moderator and panelists:
 - Introducing yourselves
 - Confirming pronunciation of name/s and any prefixes (Dr, A/Prof, Prof) for the moderator (who may like to do the same with the panelists)
 - Confirming light, audio and internet (phone on DND etc) are working for you all

- Testing switching from host to moderator so the moderator knows what to expect
- Testing screen share, if needed (this is not anticipated)
- Reminding everyone that the session will be recorded for replay.
- Reminding everyone that you'll reappear when there's two minutes left of the session, so that's their queue that it's time to wrap up. The moderator should start the thank you's soon after you appear.
- Warn them not to look at # of attendees! Just carry on. People will watch the replay, so no need to worry if no one turns up.
- Check you've set the event to not show panelists whose video is off.
- Set the display to 'Speaker view' so the main video shows the person speaking up close.
- Just before you're ready to start broadcasting, mute all participants and turn off their videos, so it's just you on the screen.

AT 5 MINUTES BEFORE THE OFFICIAL START TIME

- Play the intro video
- Allow attendees to enter by switch from practice mode to broadcast by clicking the 'Broadcast' button in the orange box saying 'practice mode, click broadcast to start webinar' at top of screen.
- **CHECK SESSION IS RECORDING - important!!! If not automatically recording, click 'Record'.**
- Remember that webinars are designed so that you cannot see the audience and they cannot speak, they will only be able to communicate with you through the chatbox. Meetings allow more interactions.
- Once the video ends, welcome everyone. Encourage attendees to type in the chatbox (to all panelists and attendees) to confirm that they can SEE you and HEAR you (this will also help keep the audience engaged) and also to say hi.
- Introduce yourself by name.
- Introduce the moderator using your prepared 1-3 sentence intro.
- If you have deactivated the moderator video/audio, reactivate it so they appear on screen
- Hand over to them to start the event.
- Mute and turn off your video so you disappear.
- As the moderator begins to introduce a panelist, reactivate that panelist's video and audio so they appear during that introduction.

DURING SESSION

- Monitor chat - any questions to ask? Note these, ready if time allows at the end.
- If anyone is rude or abusive, you can remove them from the webinar or meeting.
- If no questions forthcoming - draft some you can ask instead if time allows.
- If any problems - e.g. with a speaker's internet - jump in and ask audience to standby. In this case, you can encourage the speaker to reset their internet and try again.

WHEN NEARING SCHEDULED END OF SESSION

- If more than two minutes to official end time but moderator throws to you, turn on video/audio and pose questions from form submissions and/or chatbox to the panelists to answer, or your list if none there.
- At two minutes to finish, if the moderator hasn't finished yet, switch broadcasting so you now appear too. The moderator should start wrapping up swiftly.
- OPTIONAL IF WE HAVE A POLL: if the Moderator hasn't mentioned it yet, tell the audience there's a poll now and could they please vote. Open the poll.
 - Click 'Polls'
 - Select the poll and tick 'Allow panelists to vote' then 'Launch'

- Leave poll up but keep talking - people may still be able to see you!
- As they're voting:
 - thank moderator and panelists (even if you have to cut them off!),
 - remind the audience they can watch the replay later and to check out the speakers' pages - connect via socials, take up offers, look out for giveaway if one's on offer.
 - remind them of what's coming up next (or tomorrow).
- OPTIONAL IF YOU RAN A POLL: Close the poll, announce the results.
 - Click 'End Poll'
 - Click 'Share Results'
 - Click 'Stop Sharing'
- Thank everyone for participating, farewell. Close session ON TIME

AFTER SESSION - IMPORTANT!

If you've ended up with local recording responsibilities, upload the recorded presentation to G Drive.

Once the recording is uploaded in full, send link to designated WITWA Comms team rep for trimming then uploading to YouTube. Please make sure it's done before you finish for the day as people will be wanting the replays the following morning.

Please note there is a detailed run sheet available with Zoom instructions, also on the [/speaker/](#) page.