

# WiTWA [+] 2020 - MODERATOR 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 a **moderator** is essential in helping the panel session run smoothly, and facilitating the panelists as they explore your topic.

Your role involves:

- Beginning the session with “Acknowledgment of country”
- Introducing each of the panelists - this is essential! Do not ask panelists to intro themselves, it’s poor form.
- Pitching questions to the panel
- Timekeeping, to ensure sessions start and finish on time, and each panelist gets a fair share of speaking time.

Here’s what to expect from your session:

## PREP

- You’ll receive a Zoom link to your session via email/invite
- Please prepare for your live session by:
  - Setting up your phone or computer in a well-lit, quiet area (see the ‘being screen ready’ guide)
  - Making sure your internet is performing as well as it can -
    - If using phone data: redirect calls to message bank and set ‘Do Not Disturb’ so you don’t get calls/text. You might also like to turn off app notifications.
    - If using wifi/broadband etc: set phone to airplane mode.
  - Don’t wear patterns if you can help it - can make people motion sick if you move around.
  - Try to get computer or phone to eye level. No one wants to see up your nostrils ;)
  - Use a headset with a mic, so your voice is clear and we can minimise feedback and background noise.
  - We’re using Zoom. Download the software or app, complete sign up if you don’t already have an account. If you already have it, ensure you have the latest version installed.

## ON THE DAY

- Please join your link 15 mins prior to your session start time (e.g. 6pm session = join Zoom at 5:45pm)
- Your host will join you promptly:
  - if not there when you join, they will likely just be finishing up the session before.
- Attendees will be in a waiting room until start time.
- While in practice mode, you, the host and panelists will confirm arrangements, which will be:
  - Host enters guests from the waiting room, they will be the only person on screen for introduction.
  - Will make you a presenter immediately following the intro - when they disappear, you’re on.
  - You won’t see the attendees . So might feel strange, but pretend there’s a bunch of enthusiastic engaged people on the other side of your phone/computer and you’ll be fine!

- When there is two minutes remaining, the host will reappear. When you see them, this is your cue to wrap up. THERE'S NO ROOM FOR OVERRUNS so please be vigilant about the end time, or we'll have to cut you off, even if it's mid-sentence.
- If you finish early, there will be time for questions submitted via chat by attendees... will see how we go. Host will pose submitted questions in webinars on behalf of attendees, who can't be seen/heard on webinars.
- During the session, you're directing the panel. We suggest:
  - Introducing each panelist one at a time, with a 1-2 sentence intro explaining their background and expertise.
  - Direct specific questions to the panelists, especially to tease out the different perspectives and address any points of contention. It's a good idea to say the person's name at the start of the question, so they know you're throwing to them and can think about their answer (it's harder to cue someone physically compared with in-person events).
  - If you run out of questions before the end of the time slot, throw to the host to ask audience questions.
- When the host appears on the screen (two minutes prior to the end time), explain:
  - OPTIONAL, TO BE CONFIRMED FOR EACH SESSION: You'll now see a poll on your screen
  - Please answer while we close out the session (Host will do the closing bit).
- Unlike physical events, you don't get applause and to chat with guests. This can feel weird. Rest assured, you've done a great job!