

# WiTWA [+] PANELIST 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 **panelist** is to answer questions from the moderator based on your personal beliefs and perspective, interact with your moderator and fellow panelists, and answer audience questions (if there's time).

## PREP

- You will by now have received 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
  - 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 camera 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.
- After we've gone live and the host has handed over to the moderator, the moderator will introduce panelists one at a time:
  - The moderator will a brief intro to you, so there is no need to introduce yourself further.
  - After all panelists are introduced, you will be invited to answer questions from the moderator, and possibly from the audience via the Host if time allows.
- Unlike physical events, you don't get your applause and to chat with guests. Can feel weird. Make sure you invite them to connect via your 'freebie' or exclusive offer to continue the conversation.