Moderator Tips:

Please read through all the below bits of information carefully to better understand your responsibilities and timing for the program. If you have any questions please contact steven@iscb.org

Zoom Room Responsibilities:

- You must log in via the Zoom Room sent to you **(invite sent directly from ShowCare)** and not via the virtual platform.
    o We know Zoom is not always friendly with .edu emails so please check your spam folder and if you still have not received them email me at steven@iscb.org
- You need to enter the room **15 minutes BEFORE your session** so the tech team can check your set-up.
    o **NOTICE - if your session does not have a break before it (break, etc) but directly follows another session, YOU MUST log in 15 minutes before that session as the tech team cannot 'green room' check your set-up while a session is occurring.**
    o If you have any questions about this or need further guidance, do not hesitate to email me.

Program Responsibilities:

- Your absolute MUST DO job is to keep the schedule on-time. Detailed programs for each can be found via this link https://www.iscb.org/ismbeccb2021-program Please familiarize yourself with the times for each talk within your assigned moderating sessions. Presenters are aware of their assigned times and in most cases pre-recorded presentations will be used with live Q&A at the end of each talk
- Q&A is separate from the chat so we ask that you remind the audience of this at the beginning of your session.
    o ***"There is a separate chat and Q&A function. Please ask all questions in the Q&A. You can also upvote questions so that these are the first ones we discuss after the presentation"***
    o The only time most presenters are live is for Q&A and the live portion ends up being VERY SHORT. You are the one asking questions to the presenter from the Q&A section.
        ▪ We are encouraging the presenters to answer questions in the Q&A by typing BUT we ask you to select the highest priority questions (the one with the most upvotes or the one with the most interaction) to **reiterate** the answers during the live Q&A portion.
        ▪ You likely will not get to all questions and the session MUST end on time and the next pre-record in your session starts. You may have to cut the speaker short (start this 30 seconds BEFORE the end of their talk time) and encourage attendees with more questions to reach out to the presenter.
            ▪ ***"That is all the time we have for (name of presenter), if you have additional questions we encourage you to go to Cafe Connect and start a 1on1 conversation with the presenter."***
    o The tech team will be queueing you with messages so be on the lookout for these. They will be countdown markers at:
        ▪ 5 minutes to wind down your session
        ▪ 2 minutes to close
        ▪ 1 minute to close
            ▪ When you receive the 1 minute message, you need to stop the questions and either conclude your session (if a break or poster hall follows) or pass off your moderator duties to the next session's moderator.
            ▪ When closing a session we ask you to guide attendees back to the homepage. Feel free to use the below script (or similar):
                ▪ ***"Thank you for attendees (name of session). We invite you to head back to the Home Lobby to explore upcoming sessions or switch between tracks. Don't forget to visit the Research Exchange Forum that has access to the Exhibitors, Posters and Birds of a Feather sessions and start or continue a conversation in Cafe Connect.***