

Moderator Guide

Adobe Connect v9

Thank you for volunteering to be a moderator at the VRT Web Conference. Without you, such a conference would not be possible.

In many respects, the role of the online moderator is the same as in a regular conference. Here are some guidelines to assist you in your role.

- a) Moderator Guide
- b) Running Sheet <http://tinyurl.com/7vrtwebconrunningsheet>
- c) A moderator workshop and its recording (Friday, 10am GMT)
- d) Prepared layouts with slides of the presenters

Contact information

Heike Philp, Skype: letstalkonline, mobile +491794772395

Adobe Connect

There are three rooms in total, each with a capacity of 100 participants.

Main Venue ARTHUR

<http://lancelot.adobeconnect.com/arthur>

Room MERLIN (Concurrent session)

<http://lancelot.adobeconnect.com/merlin>

Room TRISTAN (Concurrent session)

<http://lancelot.adobeconnect.com/tristan>

Room AVALON (Concurrent session)

<http://lancelot.adobeconnect.com/avalon>

Livestream (unlimited)

<http://www.livestream.com/letstalkonline>

Livestream on Facebook (same livestream just embedded)

https://www.facebook.com/vrtwebcon/app_190322544333196

Registration

To register for the VRT, sign up on the main website

<http://www.virtual-round-table.com>

Facebook Page

<https://www.facebook.com/vrtwebcon?fref=ts>

Twitter hashtag

#vrtwebcon

Conference Programme

<http://www.virtual-round-table.com/events>

Programme Overview and downloadable pdf of programme

<http://www.virtual-round-table.com/page/program-overview>

Certificates

<http://vrtwebcon.eventbrite.com>

FAQs

<http://www.virtual-round-table.com/page/faqs>

Recordings

Recordings will be published on the program overview shortly after each presentation

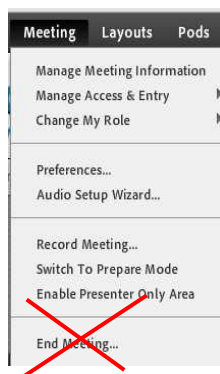
Survey VRT Web Con

<https://www.surveymonkey.com/s/W6X6PJS>

General

When you enter a room and want to be promoted, raise your hand, this will move you to the top of the attendee list and then we promote you and if you do not get noticed shout out on skype group chat.

The main account holders in the attendee lists are named: Heike Philp and Russell Stannard. IF these main accounts exit the meetings you will see a notice: "All Named Organizers have left the meeting. Your role will automatically be changed to Participant (and your sharing capabilities will be removed) in 5 minutes." - do not panic, we have 5min to re-enter and both Geoff and myself have the log-in data. If I crash badly, Geoff will reopen the rooms with these accounts.



NEVER click on 'End the meeting' – this will close the rooms. When you want to exit, simply close the window. Do not click on: End Meeting.... (in the Meeting menu) or else everyone will be thrown out.

Checklist

Moderator

30 min prior to the session	<ul style="list-style-type: none"> • Open the programme details of the presenter • Ensure presenters has presentation rights • Display the slides of the presenter (click on respective layout) • Confirm with presenter his media, ppt, video, sequence thereof etc. (should all be open already in various layouts and see running sheet) • Start a private chat with the guest speaker and make sure he sees this
10 min prior to the session	<ul style="list-style-type: none"> • Moderator turns on mic and webcam and start entertaining the crowd (so they can hear a voice and adjust their speaker settings if needed) • Social Networking <i>Questions like: how is the weather, what is your local time, which country do you live in, can you take a photo from your window and send it to us, add your town to the photo (?)</i>
3 min prior to the session	<ul style="list-style-type: none"> • As the presenter to turn on mic and webcam and check mic quality
START the session	<ul style="list-style-type: none"> • Start the recording (mention speaker name in recording link) • Mention date and VRT Web Conference • Say: "This meeting is being recorded. If you consent to this, please type YES in the text chat. If you don't, then you can always watch the recordings lateron." • Professional Networking <i>Questions like: Professional background, country, twitter handle "Could you let us know a bit about your professional background, are you a language educator, do you teach in public or private schools etc and tell us in a 1-line in the text chat what your professional background is, where you are located and who your students are."</i> • Introduce speaker • Read (recite) bio
During the session	<ul style="list-style-type: none"> • Open / close poll • Change layouts • Paste the links in text chat • Takes notes in the text chat or pastes links from guest speaker • When the speaker is screensharing, then it is good to tell the parts that they can click on Full Screen to see better and to click on Full Screen again to go back the previous layout • If needed mute the presenter during video playing if he/ she forgot
	<ul style="list-style-type: none"> • Thank guest-speaker • Mention the date • Open file share pod with slides as handouts (if that was prepared by

	support) • Stop the recording • Demote presenter and promote next speaker • Display survey link at the end of a double session https://www.surveymonkey.com/s/65MWQXT
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Checklist Tech Support (Heike)

30min prior to the session	• Conducts a last mic and webcam check with presenter during break • Prepared layouts Prepare a file share pod with downloads • Prepare various layouts for each session
Start of the session	• Reminds moderator of recording in case he forgets
During the session	• Engages those with technical issues in a private chat • Create a list of twitter handles • Evict if necessary participants (in case of double log-in or when disturbing the session) • Watches the rooms and responds to technical issues such as video etc.
At the end of the session	• Remind the main moderator to hand out slides to participants • Gets the recording links

THE SESSIONS

The above list was the check-list, the following is in more details.

Moderator

- Make sure that the presenter has *presenter* rights, the moderators all have rights as *hosts* and the participants are *participants* (you may need to disable the auto-promote to presenter status in the main **Meeting** menu and if this was noted to late and it was accidentally left on, demote the participants to participants status)
- Make sure the right layouts are selected and the powerpoints are there, ask the presenter to forward them to see whether they look alright
- Coordinate different layouts for ppt/ screensharing/ video etc. and make sure you are aware of the different layouts (see below). If the presenter has *presenter* right, he will *not* see the thumbnails of the different layouts on the right hand side.
- Check polls with the guest speaker (if any)
- Ensure headset and webcam is working and **have tech support at hand to do the main audio and sound check**

- Do not start before seeing and hearing the guest-speaker clearly and before you yourself are not clearly heard and seen – ask the technical support to listen whether sound is ok for both you and the guest-speaker. Also ask the audience.
- Make sure the guest-speaker knows how to increase and decrease the volume of the microphone, even if it sounds ok. At times, the guest-speaker will start low and speak louder when he/ she gets excited or the other way round. In this case, you have to prompt the speaker to increase the volume of the microphone.
- Open a private chat message box with the guest-speaker and make sure that he/ she sees this and responds to this. A new instant message in Adobe turns the tab yellow(ish) – this is not very clear at times.
- Clarify to close the microphone during the playing of videos, in case he/ she does not use a headset.

Recording

After you start the recording (Meetings -> Record Meeting, type the name , greet everyone cheerfully and mention today's date and the conference and then start with this sentence:

- “Welcome to the VRT Web Conference. Today is the 25th of April 2014 and we are looking forward to (Joe Dale....).... Before we start, may I point out that **this meeting is being recorded.**” “This meeting is being recorded. If you consent to this, please type YES in the text chat. If you don't, then you can always watch the recordings later on.”

Speed Networking

“We hope that these sessions prove to be a networking opportunities for educators and if you want to, you could perhaps ...

- tell us in a **1-line in the text chat what professional background** is, where you are located and who your students are..
- let us know your **twitter handle and add the hashtag to your tweets**, so that we can include you for easy retweets. The hashtag of the conference is #vrtwebcon (type your own twitter handle in the text chat with an @sign)

Reading the bio

“**Whilst you are doing this, may I introduce to you** Joe Dale is.... ” now read or recite his complete bio. Then pass over to the presenter and thank him for being here. “Without further adue...”

Q&A session

At the beginning of the Q&A session, the moderator switches his webcam back on. will bring the questions he/ she collected to the speakers attention and asks the audience for questions. At the end thank the presenter for his/ her wonderful and beneficial presentation.

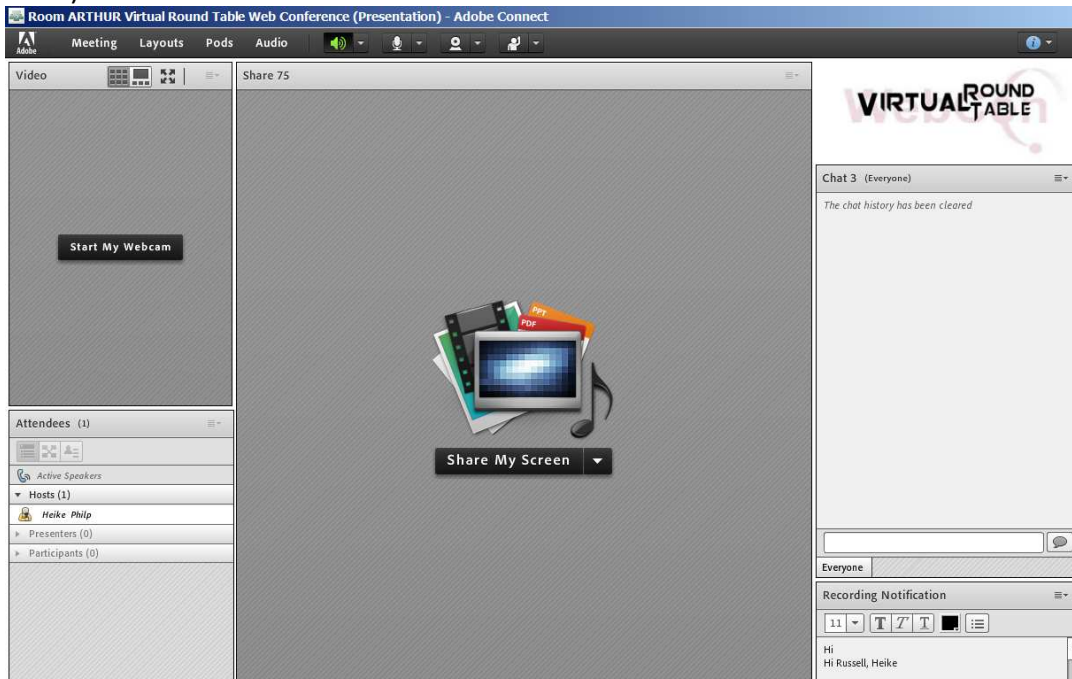
Open a new file share pod with the slides of the presenter. The audience can then download the slides.

Switch off the recording!

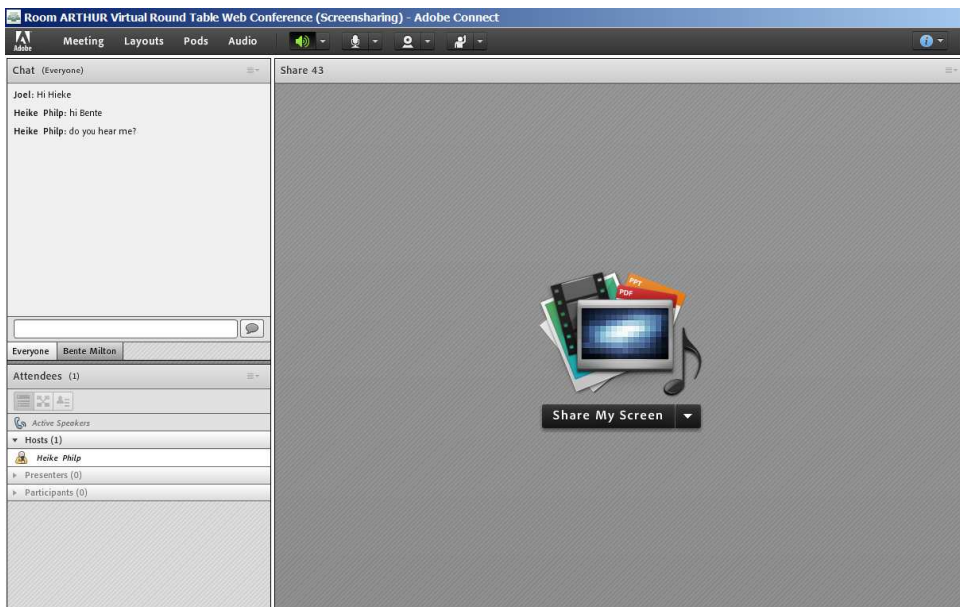
Layouts

Layouts are rooms layouts such as the different pods in Adobe Connect. They are also a great feature which allow me to prepare each individual presentation. For each guest speaker we have 1, 2 or 3 layouts depending on whether Video, Screensharing etc. is involved.

1) Presentation



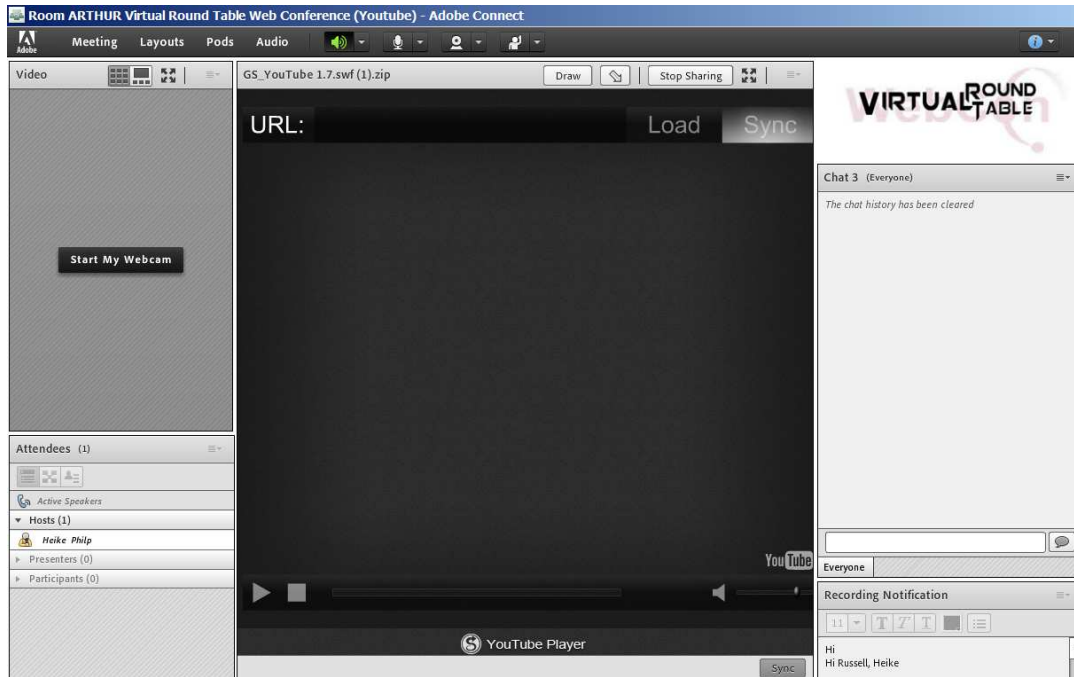
2) Screensharing (is without webcam on purpose)



3) A Youtube plug-in

NOTE: Short Youtube URLs do not work, has to be the normal long ones.

i.e. <https://www.youtube.com/watch?v=GUIXUahrOnI&feature=youtu.be> not
<http://youtu.be/GUIXUahrOnI>



4) Other videos need to be uploaded in Adobe Connect like a normal document. Mp4 and flv formats work fine, just need time to upload.

Note: Technical glitches with playing videos

At times, participants do not hear the video or they do not see the video. It is advisable to make sure the triangular slider is as far to the left as possible before clicking on the play button. If the audience still does not hear/ nor see, nudge the slider back to the far left starting position.



