All plenary speakers have granted permission to record their presentations and post the recordings to the agenda wiki for participants’ later review.

Order of operations for each concurrent talk

**Zoom Host or Co-host**: Ensure all co-hosts and session panelists have been promoted. Enable the following Zoom features:
- Q&A Settings: Allow anonymous questions, All attendees to view “all questions”
- Live Transcript: Select Live Transcript - “Enable Auto-Transcription”
- Share Screen: Who can share? “All Panelists”; Who can start sharing? “Only Host”
- Chat: Participants can chat with: “All panelists and attendees”

**If a pre-recorded presentation is not linked on the wiki page, please ask for permission to record live presentation (Prior to session block or via chat)**

1. **Moderator**: Turn on moderator’s mic and video
2. **Moderator**: Look into camera
3. **Moderator**: Remind all panelists to mute mic and stop video
4. **Tech Support**: Ensure “Active Speaker View” is enabled (in Participant menu “…at the bottom)
5. **Moderator**: Inform/remind audience that questions for the speaker should be entered into the Q&A dialog throughout the talk to be answered after the speaker is finished; no questions will be taken from the chat; if bots or other bombers or improprieties appear in the chat, it will be disabled. Auto-transcript will be enabled but they have the option to hide in the bottom toolbar if preferred.
6. **Moderator**: Inform/remind speaker and audience that the moderator will break in at the 8-minute mark to give a time check. Speakers have 10 minutes for presentations and 5 minutes for Q&A. The session will conclude at the 15-minute mark. Additionally inform them that the tech support person will stop the sharing of their presentation once completed. The next presenter should start sharing their presentation while Q&A is taking place.
7. **Moderator**: Welcome speaker by name
8. **Tech Support**: Turn on speaker’s mic and video *Start recording if necessary*
9. **Moderator**: Ask speaker to share screen
10. **Moderator**: Turn off moderator’s mic and video
11. **Tech Support**: Begin monitoring and organizing questions in Q&A
12. **Tech Support**: Begin monitoring chat, scan for improprieties, but keep main focus on questions in Q&A dialog
13. **Moderator**: At 8 minutes inform the speaker they are 8 minutes into their presentation
14. **Tech Support**: As speaker finishes speaking or time elapses, turn on tech support mic (and video)
15. **Tech Support**: Stop sharing of presentation
16. **Tech Support**: Begin Q&A if time allows
17. **Tech Support**: At 15-minute limit, stop the speaker and close Q&A
18. **Moderator**: Turn off speaker’s mic and video *Stop recording*
19. **Tech Support**: Move Q&A questions
20. **Moderator**: Turn on moderator’s mic and video
21. **Moderator**: Ask next speaker if they are ready, return to step 1.
22. **Moderator**: Following final talk in series, thank all speakers and the audience for attending, Demote panelists to attendees

**Tech Support**: Ensure “Active Speaker View”