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**

1. **IU Co-host:** Promote iDigBio counterpart co-host!
2. **Moderator:** Turn on moderator’s mic and video
3. **Moderator:** Look into camera
4. **Moderator:** Remind all panelists to mute mic and stop video
5. **Tech Support:** Ensure “Active Speaker View” is enabled (in Participant menu “… ” at the bottom
6. **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
7. **Moderator:** Inform/remind speaker and audience that the moderator will break in at the 8-minute mark to alert the speaker to time remaining. The session will conclude at the 15-minute mark.
8. **Moderator:** Welcome speaker by name
9. **Tech Support:** Turn on speaker’s mic and video
10. **Moderator:** Ask speaker to share screen
11. **Moderator:** Turn off moderator’s mic and video
12. **Tech Support:** Begin monitoring and organizing questions in Q&A
13. **Tech Support:** Begin monitoring chat, scan for improprieties, but keep main focus on questions in Q&A dialog
14. **Moderator:** At 9 minutes, verbally warn speaker there are 2 minutes remaining
15. **Tech Support:** As speaker finishes speaking or time elapses, turn on tech support mic (and video?)
16. **Tech Support:** Remind speaker to stop screen share
17. **Tech Support:** Begin Q&A if time allows
18. **Tech Support:** At 15-minute limit, stop the speaker and close Q&A
19. **Moderator:** Turn off speaker’s mic and video, demote to attendee
20. **Tech Support:** Move Q&A questions
21. **Moderator:** Turn on moderator’s mic and video
22. **Moderator:** Ask next speaker if they are ready, return to step 1.
23. **Moderator:** Following final talk in series, thank all speakers and the audience for attending