

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"
- Participants Options Select: "Mute Panelists on Entry", "Allow Panelists to Unmute Themselves", "Allow Panelists to Rename Themselves", "Allow Panelists to Start Video"; Allow Attendees to "Raise Hand", "View Participant Count"; Attendee View: "Speaker View"
- 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"

Participants

Panelists (8) Attendees (0)

Find a panelist

- Adania Flemming (she... (Co-host, me)  
- Jillian Goodwin (Host)  
- Alnycea Blackwell (Co-host)  
- LE** Libby Ellwood (Co-host, Guest)  
- Molly Phillips (she, hers) iDi... (Co-host)  
- R** Reut Vardi (Guest)  

Invite Mute All More ▾

- Ask All to Unmute
- Lower All Hands
- Mute Panelists Upon Entry
- Play Join and Leave Sound
- Lock Webinar
- Allow Panelists to:**
 - ✓ Unmute Themselves
 - ✓ Rename
 - ✓ Start Video
- Allow Attendees to:**
 - ✓ Raise Hand
 - View Participant Count
- Attendee View**
 - Follow Host's View
 - ✓ Speaker
 - Gallery