

Instructions for Presenters and Moderators of Workshops and Meet the Expert sessions



Zoom Sessions

All Workshops and Meet the Expert sessions will be conducted via Zoom conference calls. The Event Manager will set up a call for each Workshop and each individual Meet the Expert session and there will be links on the platform so that attendees can join each call.

Timings

Presenters and moderators should **log in to the zoom call 15 minutes prior to the beginning of the session**, so that we can check audio levels etc.

Moderators will need to stay online for the entire duration of your session, including during any pre-recorded presentations. Please refer to the [programme overview](#) for timings.

Attendees will be kept in a waiting room and will be allowed into the call just before the start of the session.

Instructions for moderators

- Please **mute your microphone** when you are not speaking.
- Please do not close, minimise or refresh your browser
- Familiarize yourself with your session's presentations ahead of time.
- Introduce yourself and your co-chair (if applicable) to the audience promptly as the session starts, giving the name of the session.
- Introduce the speaker and presentation title as indicated in the programme.
- **Strictly adhere to the schedule printed in the programme.** This is very important for the conference. We must be fair to allow all speakers their allotted time for questions.
- At the end of the session, please thank the presenters and the audience for their participation, and encourage delegates to attend the next session – indicate the starting time and what it is
- Be prepared for the unexpected, ie in case there are no questions please have some questions prepared

Equipment

The following are a couple of steps you can take to ensure the best possible connection and help prevent loss in audio and video quality:

- Use a **wired connection** to your internet rather than WiFi whenever possible
- **Close all other applications** on your computer for the duration of the session

In case of any queries at all please do not hesitate to contact us at iccbh@brightelm.co.uk