Hello Conference Speakers and Moderators!

This information should contain everything you need to know about speaking/moderating at this year's online Washington GIS Conference.

First and Foremost:

1. Please ensure that you downloaded the latest Zoom software and have a login/account (free or paid), that is associated with the email address with which you registered.
   a. *You must have Zoom software installed on your computer.*
2. Check your inbox for an email from noreply-zoomevents@zoom.us; it will contain the information you need to complete your registration for the Conference..
   a. *You're registered via our WAGISA website, but must **complete** the registration on Zoom with the same email address.*
   b. *There is a step by step guide accompanying this email to help you navigate to the Lobby of the Conference right now.*
   c. *If you registered for the conference on WAGISA's website with an email that's different from the email you use to login to Zoom, you will need to contact technology@wagisa.org to have your invite sent to Zoom associated email.*
3. You will also receive an email containing a link to allow you to join the conference as a panelist (only on your scheduled day(s)).
4. Make sure that your cameras, microphones, screen sharing, etc works on Zoom

Zoom Events:

The Washington GIS Conference 2022 will utilize Zoom **Events** instead of Meetings and single Webinars to host large WAGISA events. It allows for a centralized lobby that contains session previews, sponsor booths, speaker bios, customizable itineraries, and the ability to have all conference content to be self-contained in one interface. This allows for a more structured format that separates Panelists and Attendees, giving video, audio, and screen sharing abilities to just a few Panelists. It gives the event a more professional feel and reduces interruptions.

Watch this short **one minute** video to become more familiar with Events:
https://youtu.be/LJr-DE4ktb4

Lobby:

Remember the physical Lobby from previous in-person conferences, where people hung out and chatted between sessions? We've got one for you VIRTUALLY. It is from here that everyone (Hosts, Panelists and Attendees) navigate to their assigned or desired sessions, as well as our sponsor booths and expos.

Expo:

Remember the Vendors from in person conferences, where you were able to speak with Sponsor representatives and get SWAG? We've got one for you VIRTUALLY, *(minus the SWAG, because the technology isn't quite there yet).*

Event Webinars have three types of participants:
1. **Hosts** (Gregory & Taylor)
2. **Panelists** (Speakers and Moderators, including Vendors that are speaking)
3. **Attendees**

Hosts: Initiate the Webinar, manage the recording, promote/demote participants between Panelist and Attendee, remove unwanted guests, initiate polls, turn off microphones/cameras.

Speakers: Present, answer Q&A in coordination with the Moderator (Panelist)

Panelist (Moderators): See specifics below, but…state that they are about to start the session, remind the host to record, Introduce speakers. During the session; assist with Q&A, give time cues to Speakers, keep an eye on the chat/Q&A.

Attendees: Watch presentations, ask questions in Q&A

If you are scheduled to be a speaker or moderator, you will be added to the Zoom Webinar as a 'Panelist' automatically, which will allow you to use your camera and microphone, share your screen, and answer Q&A.

When it is time to join the conference as a Moderator or a Speaker, click on the link in your inbox from Zoom. You will be added to the Zoom Webinar as a 'Panelist', which will allow you to use your camera and microphone, share your screen, and answer Q&A.

While you can join your day/track's Webinar as a panelist at any time, it is probably best to do so 5 or 10 minutes before you present, but please keep your microphone muted and camera off until you are being introduced by your moderator.

Technical Difficulties:
If you have trouble joining as a Panelist, please contact your Track's Host and join as an Attendee; your Host can upgrade you to a Panelist.

      Gregory Lund - gwlgis@uw.edu - 360.402.3550 *(text is quickest)*
      Taylor Dixon - taylorjohndixon@gmail.com - 509.599.0059

During your presentation, it is best to close all other browser tabs and applications to preserve bandwidth and processing power. If there starts to be 'lag-time' Hosts or Panelists may turn off video for the speaker.

If you haven't yet attended Webinar Dress Rehearsal, please send an email to Technology@waurisa.org to schedule a quick training. While it is not required, it is highly recommended.

Specific Moderator Roles

Role 1: Moderator

- Cue the Host (Gregory or Taylor) that you're about to start (and say, 'please start the recording')
- Introduce the presenter(s) (speaker), session title & brief summary.
- Keep presentations on-time

Presenters may ask you to run the slide deck, transitioning from one slide to the next (this involves sharing your screen, be sure to set your computer to "Presentation Mode"; good Internet connection of 50Mbps or better required). If sound is required,

Role 2: Zoom Warrior(s) Support,

- Monitor Q&A for Questions *(answer those you can and assign to others when you can't)*

- Paste helpful hyperlinks from slide decks into chat as they are introduced (make a copy of the slide decks locally so you're not interfering with the 'live' version)

Welcome Script for starting the sessions.

"It is _____ (time), lets get started, Will our host (Gregory or Taylor) please start the recording"

RECORDING MESSAGE PLAYS

" Welcome everyone to the _____ (sesson) of WAGISA's 3-day virtual GIS Conference." (Introduce yourselves and Gregory and/or Taylor as the moderator & Host.)

Introduce the Speaker(s), using their Bio that they updated in Zoom.

Sometimes it takes someone to get the ball rolling with Q&A - the moderator should be thinking of questions to ask during the presentation to ask in case there are no questions at the end of the session.

Optional items at the end if there is dead air (noone has questions at the end).

"Thank you to our conference organizers who've spent the past several months volunteering their time to plan this event. Also, thank you to the WAGISA organization for promoting and growing the GIS profession by supporting GIS professionals at all stages of their careers with essential training and resources."

Don't be shy! You'll have opportunities to hear from sponsors directly during sponsor showcases or lightning talks each day, as well as visiting them in the Expo.

"As we move through the conference in general, please feel free to make new friends, ask tons of questions, and share your experiences as well. (No Dead Air)"

Suggested by Micah Gelber, Moderator (2021 & 2022)

One thing that helped last year was reaching out via email to each session/speaker I was moderating. This was the general script that I used when contacting my speakers:

Hello {speaker name},

I am writing to inform you that I will be the moderator for your {Title} presentation at this year's WAGISA GIS Conference on {date/time}. I'm writing to reach out to you and ask if there is anything specific that you would like from me as a moderator (specific introduction instructions, preference for answering audience questions – during or after, etc.). I want to make sure that everything goes smoothly and that I am moderating your session effectively. Let me know if there is anything that I can do to help!

Sincerely,

Micah Gelber