



Speaker, Session Moderator & Introduction Speaker Guide, rev 12/5/2020

This guide is for:

- SPEAKERS - anyone who will present in a session
- MODERATORS - those facilitating the flow of the session and Q&A
- INTRODUCTION SPEAKER - those introducing a session (not all sessions have INTRODUCTION SPEAKERS)

Before Virtual Summit Begins (Before December 8)

- Accept the calendar invitation (this will include 20 minutes prior to your session start time for us to conduct a final tech check).
- Claim your profile in the Virtual Summit 2020 platform
 - If we did not receive your headshot/bio, please upload them yourself
- Download the [Zoom App](#) or update to the latest version. Please do not use the web-based version of Zoom.
- Download the presentation PowerPoint template for Virtual Summit.

20 minutes before the start of your session

- Log into the Zoom Meeting for the session by clicking on the link provided in your Calendar Invitation.
- A Production Tech and Session Monitor from CCPRF staff will admit you into the Zoom Meeting from the waiting room, conduct a tech check and review the flow of the session.
 - The Zoom environment serves as the green room/studio for speakers. Speakers and support staff will be in the Zoom Room. Attendees will experience your presentation via our virtual platform hosted on Pathable.
 - You will not be able to view your own session through the virtual event platform while you are speaking.
 - Unless other arrangements have been made, each speaker will share their screen and advance their own slides.
 - The Production Tech will count down to your start time and cue you to begin.

At Start Time for your session

- The camera, screen share (slides) and microphone will “go live” at the session start time for FIRST SPEAKER and MODERATOR
- The Production Tech will count down from 5 and end with “you’re Live”.
 - They will provide a 5 and 1 minute warning before the countdown
- At the end of the countdown the INTRO SPEAKER or MODERATOR (as applicable) will begin the introduction
 - When the introduction is complete (listen for verbal cues), The MODERATOR asks the first speaker to begin their presentation.
 - First speaker shares their screen and begins their presentation.

During the Session

- Assume you are always on camera and your microphone is live
- SESSION MODERATOR should watch the Google Doc for instructions from the Production Tech and/or Session Monitor. The link to your session’s Google Doc is provided in your calendar invitation.
- The SESSION MONITOR will watch the chat box in the livestream virtual platform and “feed” the questions to the SESSION MODERATOR in the GOOGLE DOC.
 - At the end of the session, the SESSION MODERATOR should read the questions to the speakers to answer live.
- Please advance your own slides (or proceed as discussed in your tech check rehearsal)

At 5-minutes Left in the Session

- **The SESSION MONITOR will keep track of time.**
 - They will type a 5-minute, 1-minute and Wrap Up time cue in the GOOGLE DOC.
 - Session MODERATOR should watch the GOOGLE DOC
 - If we come to time, they will give a verbal cue to wrap up and ask attendees to attend the session that follows.

Closing the Session

- SESSION MODERATOR should close the session by thanking the speaker.

After the session

- The live stream will end and the Production Tech will let us know that we are “off air.”
- We’ll thank you for your presentation and you are free to attend other sessions.
- “Click the LEAVE” button on Zoom to leave the meeting.

**Thank you for your preparation and your participation in the
Citizen CPR Foundation Virtual Summit 2020!**

