

# Virtual Technical Sessions: What to Expect

Thank you for agreeing to moderate at NEWEA's 2021 Virtual Conference. Learn what's next and what to expect below.

## Moderator Role

Reads the script  
Introduces the session  
Introduces speakers  
Keeps time  
Lead panelist discussion (if applicable)  
Strong Internet/Use of Zoom

## Assistant Moderator Role

Displays into screen  
Plays pre-recorded presentations  
Displays poll questions  
Handles Q&A - reads questions out loud and directs them to a speaker  
Strong Internet/Use of Zoom

## PRACTICE SESSION

Review agenda  
Check audio and lighting  
Run through script and practice running presentations  
Practice presenter hand-off  
Practice pronunciations of speakers names  
Confirm details of live event  
Share cell phone number with host and NEWEA staff

## TECHNICAL SESSION

### Sign in

Join with your panelist link  
Sign in 15 minutes prior to the scheduled start time

### **IMPORTANT: STAY MUTED WHEN NOT PRESENTING**

### Set the Stage

Adjust the lighting  
Be on the right level  
Frame your face  
Dump distractions Check what is shown behind you: ensure it is neat and tidy  
Quiet space  
Have some water nearby and ready

### Presentation Ready

Close all your windows, browsers and tabs, leaving only the webinar browser tab open.  
Open your presentation and necessary applications  
Turn off your email and IM apps on your computer

## POST EVENT

Remind attendees to follow up with speakers directly through the networking platform with additional questions.

TCH/PDH certificates will be sent by end of February.

Technical sessions will be available for future viewing via NEWEA's virtual platform.