#### Host-Moderator Pointers

Using Zoom Web Conferences

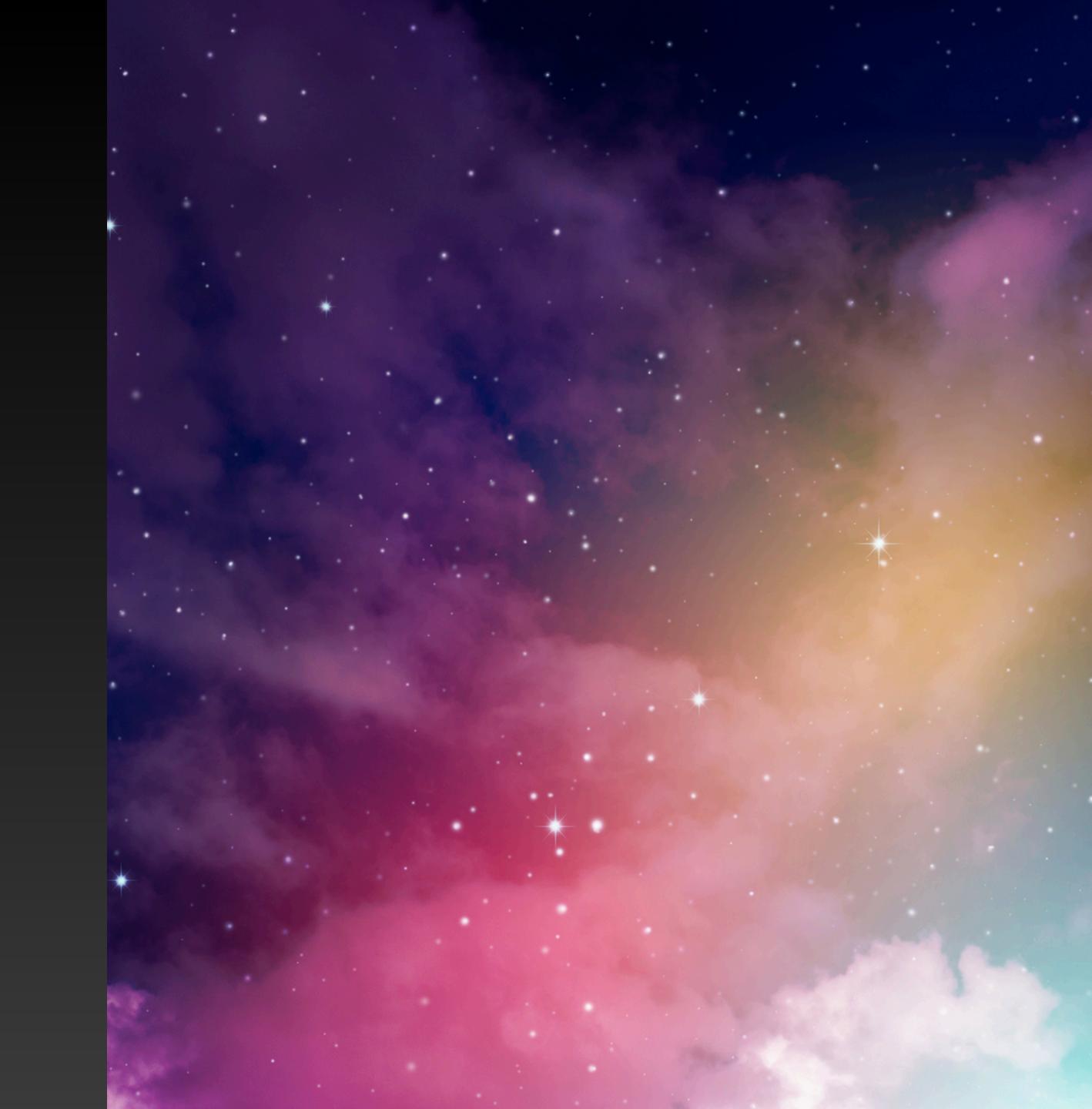
#### Good & Bad Experiences

- Good Quality Audio (70%)
- Ensure Adequate Lighting
- Bad Video Background
- Mobile Placement Nostrils
- Protocol Stop Video



# Moderator Passive Role

- Ensure that My Meetings allows
   Co-host controls
- Monitor Audio Mute status
- Scan Participants list and Gallery View for Raised Hands
- Intervene as Mute Audio activates



# Q&A Sessions Procedures

- Ensure Co-host Status
- Keep a paper Speakers' List
- Scan for Raised Hands
- Acknowledge Questioner "Got you Alan"
- Guide Next Question "Go Brad
  - Alan is Next"



# Chat & Reactions Passive Role

- Share Agenda on Chat (also in Breakout Rooms)
- Monitor Private Chat Questions to Host/Co-host
- Keep Speakers' list for Questions
- Ask Question or Guide Questioner Order

