

Host-Moderator Pointers

Using Zoom Web Conferences

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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



