

Thank you for being a presentation room moderator for the Annual Research Colloquium. The guide on the following pages will, hopefully, contain all the information you need to set up and moderate a presentation room. Everything in the guide is on the publicly accessible Canvas page for Colloquium (<https://scgssm.instructure.com/courses/3481>) in the “Moderators” module.

In order to allow attendance by family, friends, and mentors, information to access the Zoom meeting rooms will be posted on a publicly accessible Canvas page. The room setup instructions below are designed to avoid releasing your personal meeting room ID and provide security against random strangers joining without moderators

As a reminder, Colloquium is scheduled for **1:30-4:00PM - Wednesday - 3 March 2021**.

Due to the structure of Zoom meetings, I will need you to set up your own Zoom meeting room to act as your presentation room.

Due to the nature of the projects, intellectual property issues, and safety, only the Welcome Session will be recorded. Please do not record your presentation room.

We need your presentation room setup by Friday - 26 February 2021 to allow the information to be posted on the Colloquium Canvas page. Room setup directions are below. You may email the room invitation to me at witten@gssm.k12.sc.us.

I will be hosting a moderator “training” session on Tuesday - 2 Mar 2021 at 12:30PM via Zoom. Attendance is not required. This is an opportunity to address any questions or uncertainties that you might have. The information for this meeting is below & you will receive an optional Outlook meeting invite. If you cannot make this session, but have questions or uncertainties, just let me know and we will set up an individual meeting.

Moderator Training Session

- URL: <https://gssm.zoom.us/j/87212072811?pwd=WUZpRjBOMWJUymIueHhPN05CYIMvZz09>
- Meeting ID: 872 1207 2811
- Passcode: 611502

During Colloquium, I will keep the Welcome Session room open to address technical issues and be available to you by email (witten@gssm.k12.sc.us) or text/phone at 803-594-2212.

When in doubt, put the students first and trust your judgment.

Thank you for your help,
Josh

General Overview

Colloquium Canvas Page: <https://scgssm.instructure.com/courses/3481>

As a room moderator, you have a few specific items in your job description:

1. Manage the schedule of Presentations. STICK TO THE SCHEDULE
2. Introduce the Presenter(s)
3. Mute anyone who isn't the presenter(s) during the presentation
4. Keep track of presentation time & warn presenter(s) if they are running out of time.
5. Moderate Q&A from the audience at the end of the presentation

Student presenters have 15 minutes in their presentation window, which is distributed as follows:

- 1 min - Introduction by Moderator: (see [During the Colloquium Presentation Sessions](#))
- 10 min - Student Presentation
- 2 min - Audience Questions:
- 2 min - Changing of Rooms/Setting Up Next Presentation

Traditionally, student presentations do not take the full 10 minutes, which leaves additional time at the end. This is ok. The audience can have a longer break

Moderator Schedule/Room Assignment

- Presentation Room 1 - Bhuvana Parameswaran
- Presentation Room 2 - Gordon Brown
- Presentation Room 3 - Steve Kaczowski
- Presentation Room 4 - Nicole Kroeger
- Presentation Room 5 - Matt Martin
- Presentation Room 6 - Jenny Salazar
- Presentation Room 7 - Kristin Walker
- Presentation Room 8 - Carl Yackey
- Presentation Room Alternate 1 - Jennifer Brown

Moderator “To Do” Lists

Before the Conference (DUE: 26 FEB 2021)

1. Create your presentation room - see [How to Setup Your Presentation Room](#) below
2. Send presentation room details to Josh Witten (witten@gssm.k12.sc.us) using the “Copy Invitation” button, but make sure to include at least the following information:
 - a. One-Click Meeting Link:
 - b. Meeting ID:
 - c. Meeting Password:

Start of Colloquium Presentation Sessions (1:45PM)

1. Start your meeting room by 1:40PM.
2. Click “Participants” in the toolbar to access the participants management window.
3. Click “Chat” in the toolbar to access the in-room chat.
4. Enable screen sharing by Participants (if not already enabled by your settings).

During the Colloquium Presentation Sessions (1:45-4:00PM)

1. Mute all Participants
2. Introduce the Presenter(s) by Name.
3. Ask Presenters to Unmute & Share their screen.
4. Remind participants that they can ask the presenter questions by “Raising their Hand” in the “Participants” window or by typing the question in the chat window. Do not allow the audience to interrupt the presenter verbally. Audience members will have to be unmuted to verbally ask questions.
 - a. Showing appreciation in Zoom meetings can be challenging. I recommend establishing a method for doing so in your room that fits your style (e.g., visibly applauding on camera, posting in chat, etc.) and communicating that to the audience before each presentation.
5. Introduce the presenter by name & school.
6. After the presenter concludes, invite questions (if the student does not) and thank the presenter(s).
7. You may wish to share the link to the Colloquium Canvas page with links to all presentation rooms in chat: <https://scgssm.instructure.com/courses/3481>

End of Colloquium (4:00PM - or after last presentation in your room)

1. You are done - THANK YOU!

How to Setup Your Presentation Room

Following this guide is a series of screenshots showing the meeting room scheduling & setup through the Zoom website (zoom.us). Please note that these screenshots are cropped and were generated through the Chrome browser running in Windows 10. Your information may be displayed slightly differently.

1. Log-In to Zoom in your Web Browser: zoom.us
2. In your account page ("My Account"), select "Meetings" then "Schedule a Meeting"
3. Schedule your Meeting Room - [How to Schedule a Meeting from Zoom](#)
 - **Topic:** **Room # - GSSM Research Colloquium** (use your room number)
 - **Description (Optional):** Leave Blank
 - **When:** **3 March 2021 1:30PM**
 - Date/Time format may vary depending on individual settings.
 - **Duration:** **2hr 30min**
 - a. Let me know ASAP if Zoom will not allow you to schedule a meeting of this length
 - **Time Zone:** **(GMT-5:00) Eastern Time (US and Canada)**
 - **Recurring Meeting:** **Do Not Check "Recurring Meeting"**
 - **Registration:** **Do Not Check "Required"**
 - **Meeting ID:** **Generated ID**
 - **Security:** **Check "Password"**
Do Not Check "Waiting Room"
 - **Video - Host:** **On**
 - **Video - Participant:** **Off**
 - Participants can choose to turn video on, but this starts them out with video off.
 - **Audio:** **Both**
 - **Dial From:** **United States of America**
 - **Meeting Options - Enable Join Before Host:** **Do Not Check**
 - **Meeting Options - Mute Participants Upon Entry:** **Check**
 - **Meeting Options - Enable Waiting Room:** **Do Not Check**
 - While useful for excluding unwanted guests, this feature greatly increases room management overhead for the moderator.
 - **Meeting Options - Only Authenticated Users Can Join:** **Do Not Check**
4. Send the meeting invitation to witten@gssm.k12.sc.us.

Zoom Presentation Room Setup Screenshots

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

My Meetings > Edit "Room X - GSSM Research Colloquium"

Topic

Room X - GSSM Research Colloquium

Description (Optional)

Enter your meeting description

When

2021-03-03

13:30

Duration

2

hr

30

min

Time Zone

(GMT-5:00) Eastern Time

Registration

☐ Recurring meeting

☐ Required

Meeting ID

☒ Generated ID 823 8908 3691

☐ Personal Meeting ID 873 959 0381

Security

☒ Passcode

865299

Only users who have the invite link or passcode can join the meeting

☐ Waiting Room

Only users admitted by the host can join the meeting

☐ Require authentication to join

Video

Host

☐ on

☒ off

Participant

☐ on

☒ off

Audio

☐ Telephone

☐ Computer Audio

☒ Both

Dial from United States of America [Edit](#)

Meeting Options

☐ Allow participants to join anytime

☒ Mute participants upon entry

☐ Breakout Room pre-assign

☐ Approve or block entry for users from specific countries/regions

Alternative Hosts

Enter user name or email addresses

Save

Cancel

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

My Meetings > Manage "Room X - GSSM Research Colloquium"

Topic	Room X - GSSM Research Colloquium		
Time	Mar 3, 2021 13:30 Eastern Time (US and Canada)		
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar		
Meeting ID	823 8908 3691		
Security	<div> <div>✓</div> <div>Passcode</div> <div>*****</div> <div>Show</div> </div> <div> <div>✓</div> <div>Waiting Room</div> </div> <div> <div>×</div> <div>Require authentication to join</div> </div>		
Invite Link	https://gssm.zoom.us/j/82389083691?pwd=Q2QxcFU1cmE1ZGJQZWllbHp6QkdCdz09		
Video	Host	Off	
	Participant	Off	
Audio	Telephone and Computer Audio		
	Dial from United States of America		
Meeting Options	<div> <div>×</div> <div>Allow participants to join anytime</div> </div> <div> <div>✓</div> <div>Mute participants upon entry</div> </div> <div> <div>×</div> <div>Approve or block entry for users from specific countries/regions</div> </div>		

Start

Edit

Delete

Save as Template

Dealing with Disruptions

The presenting students are doing something that is challenging and uncomfortable for almost all of us - ie, public speaking - and doing so in a new format. Our top priority is providing a supportive environment for that personal challenge and experience. Audience members who are unaware and are making background noise can be muted with one-click on “Mute” in the Participants management window.

Any elevated disruption can be dealt with by ejecting the offending participant from the room by hovering over their name in the Participants management panel, selecting “More” then selecting “Remove”. The conference code of conduct clearly states that the moderator may do so at any time and without warning at their discretion.

Code of Conduct

A virtual conference environment requires as much, if not more, consideration by each individual for the ways their choices may positively or negatively affect the experience of all other participants. Participants are representatives for both themselves and their schools.

Participants are expected to be dressed appropriately, use polite language and tone, and display appropriate background images if using video at all times. GSSM will have zero tolerance for any behavior that is judged to be disrespectful or demeaning toward others, particularly on the basis factors including but not limited to race, ethnicity, gender identity, creed, political affiliation, nationality, and sexual orientation.

In presentation rooms, speaking priority will be given to the scheduled student presenter & moderator at all times.

Room moderators may mute, stop video, or remove any participant who, in their judgment, is violating the GSSM standards without warning in order to protect the experience of other participants and the conference organizers may bar re-entry to any conference activities. Violations may be referred to the individual's school for consideration of disciplinary action.

Troubleshooting Questions

1. What if the scheduled presenting student is not there at their scheduled time?

Stick to the schedule. Attendees will be expecting students to be presenting in specific rooms at specific times.

Give the presenter five minutes in case of technical difficulties before announcing a break and the time that the next presentation will begin.

2. What if I encounter technical difficulties that stops me from hosting a room?

Contact Josh Witten immediately at 803-594-2212. We will activate and transfer to an alternate presentation room as rapidly as possible.

3. What if the presenting student & discussion end very early?

Stick to the schedule. Attendees will be expecting students to be presenting in specific rooms at specific times. Attendees from other rooms may join intending to see this presentation.