Thank you for volunteering your time to moderate a Zoom session at the Undergraduate Research Symposium. We truly appreciate your support.

This year, all Zoom sessions will be on the Webinar platform. Presentation sessions are 90 minutes, unless otherwise noted.

**MODERATOR ROLES**

**Moderator 1**
Moderator 1 will lead the session conversation, keep time and facilitate the Q&A.

**Moderator 2**
The second moderator is responsible for the technical aspects of the meeting: allowing people in from the waiting room, provide screen sharing permission to presenters, monitoring Q&A chat, and to keep the session flowing smoothly.

**LOGGING IN**
You will not be able to log in until 5 to 10 minutes prior to the start of your session. This is because the webinar account link remains active for the prior session (and will also be for the session after yours).

- Once you log in, Moderator 1 should take the Co-Host role and Moderator 2 should take the Primary Host Role (as they will provide Screen Sharing permission to presenters).

**DURING THE SESSION**

**Moderator 1**
Feel free to adapt the session to your own style, but the key is to do an overall introduction of the panel (introducing yourself, the title of the panel). Below are general community standards to set as you open the session.

To provide all presenters with ample time, please limit presentations to no more than 12 minutes. The Q&A will take place after everyone has presented.

Below are some helpful talking points:

- We are all here to honor the work that these undergraduate students have done over the year. Be respectful of each other and the presenters.
- All non-presenter guests, thank you for joining, please make sure you are muted with your video off for the duration of the session.
- All presenters should remain muted until they are presenting or responding to questions during the Q&A.
- Q&A will take place at the end of the session once all presentations are complete.
  - Questions can be submitted through the webinar Q&A
• I will be keeping time, presenters I will give you a nudge (verbally I will interject a brief time call) at 10 minutes and you will need to wrap up your presentation.

• I will direct questions and answers at the end of the presentations.
  a. Here are some questions to use to get the Q&A started
    i. Tell us about how you got interested or involved in your research?
    ii. What challenges have you overcome while working on your project?
    iii. How did you come up with your hypothesis?
    iv. If you could go back in time and start this project fresh, what would you do differently?
    v. What are your goals/aspirations for this research?
    vi. What is next for you in your research and in your life?

Moderator 2
When you join the session, ensure that you are the Primary Host of the session, so that you can ensure that presenters have access to Screen Sharing and monitory Q&A (right clicking on a person’s video in Zoom opens up the options menu where you can assign co-host or mute participants, that is where you will be assigned as the Host).

• Disable the Chat feature, as questions will be submitted through the Q & A feature.
  a. Here is information for Controlling and disabling in-meeting chat and controlling chat access, and Using Q & A as the webinar host

• The session is open to everyone. We have done our best to only share the links with those who are intended to participate, you as the moderator have the power to remove someone from the session. We have set up all sessions so that if someone is removed from the zoom session they cannot rejoin again. Below are some specific notes for what to do:
  o Make all presenters Panelists in Webinars. Presenter names should be listed as First Last (Presenter) ex. Puddles Mallard (Presenter). This will make it easier to remind when it is their turn to present
  o If needed, you can remove a participant by right clicking their photo or selecting the more (…) button in the participants menu.

• Once presenters identify themselves, they can be promoted as a Panelist so they may Share Screen once it’s their turn to present. Visit the ‘Managing attendees and panelists in a webinar’ page and scroll down to ‘Promoting an attendee to panelist’ section for more information
  o Once Host starts webinar
  o Click Participants icon
  o Click Attendees tab
  o Hover over the name of the attendee you want to promote and click More
  o Click Promote to Panelist

• Ensure that all non-participants are muted.
MANAGING ATTENDEES & PANELISTS IN WEBINAR

1. Video describing some helpful tips and a screen shot of the webinar interface:
   https://uoregon.zoom.us/rec/share/3sJwMJ7v8jNOAdL95E7fevN8PqP7T6a8hnMb-
   tZykiB7tuZlZ07MoxGGwTjNev?startTime=1590020553000

2. When you hover over a panelist or attendee, you get the options to promote them, mute them,
or anything else you might need to do

FAQs

- **Do not “lock” the session!** This was originally the protocol (noted in the moderator
guidelines) but we have since received new protocol from IT that allows folks with the
link to access the session safely.
- You will not be able to access your session until 5-10 minutes prior. **Please DO NOT
  login more than 5-10 minutes prior to your scheduled session. If you do so and then
  log out, it will CANCEL your entire scheduled Zoom session!**
  - If you get a message that says your session has expired, this was likely caused
    from logging in too early and cancelling the session. Tell us immediately if this
    happens!
- **Sessions are scheduled on one account, back to back, for cloud recording. Please be
  patient and wait for your session time!**
- **If you want to practice or get acquainted with Zoom, please do so on your own Zoom
  account by starting a new session.**
- **Please make sure you finish on time** otherwise it will not record the next session!
- **Oral Presentations are 10-12 minutes each.** Whatever time you have leftover in your 90
  minutes session will be for Q and A. Feel free to use your judgment and discretion to
  adjust this as needed. [Refer to this page for more info.]
- **Interactive Poster Presentations are 3-5 minutes each.** Whatever time you have
  leftover in your 60 minutes sessions will be for Q and A. Feel free to use your judgment
  and discretion to adjust this as needed. [Refer to this page for more info.]

We will provide Moderators with a TEAMS chat link on the Symposium date as a point of
contact to resolves any issues that may arise during the presentation.