<div align="center">**Moderator Info & Announcements and Co-Host/Tech Liaison Info**</div>

<div align="center">*This document and the other tips and FAQs for the WILPF Congress are posted to the Congress website in the Congress Documents section*: https://wilpfus.org/34thCongress/documents.`</div>

Communications with the Congress Tech Team (CTT)

We do not want to interrupt or disrupt the presentations by speaking aloud during your presentation. So most communications among the "presenting teams" and the on-duty CTT volunteers *during* their Congress sessions will be by **direct Zoom chat** (to Zoom host) or, if *urgent,* by phone call.

Plan ahead, and get proactive; call or email *now* with questions! But *please note our time zones and don't call before 9 am, except in an emergency/urgency.*

<div align="center">**Tech Team Core Phone Numbers**</div>

Darien De Lu 916/739-0860 **Pacific**   President@wilpfus.org
Ellen Schwartz 916/835-4330 **Pacific**
Ellen Thomas 202/210-3886 **Eastern**

Closed Captioning – **Please announce!**

We offer it! Moderators, please remind folks at the start of your program:

> You, the viewer, can access closed captioning: Look for the Live Transcript logo – a grey rectangle with CC in it – at the bottom of your Zoom window *or* in the menu options that come up by clicking on More (the logo of three periods). *Click on that and follow the prompts to enable closed captioning.*
> If you need more help with this or *any other* tech program, use chat to send a **direct chat** to the Zoom host.

Also announce – Viewers, we encourage you to choose the **Speaker option** under **View** (in the top right of the Zoom window).

Also, moderators, FYI – Someone can "spotlight" the speaker (see Presenter Team's Tech Tips, also known as Moderator and Presenter Tech Tips, for details). When done, that usually *automatically* shifts what viewers see into something very much like Speaker view.

Please see below about other announcements, in the **Good Zoom Practices and Etiquette** section (in (3) below).

Tech Liaison Functions and Responsibilities – including **How to Be Made a Co-Host**

Moderators/facilitators/organizers – do you have a Tech Liaison for your presentation?
If not, have we talked/emailed with you? Do you understand all of the below?
If yes – Please email Darien with the best telephone number (landline or cell), to reach your Liaison around the time of your presentation! If you/your team runs into an unexpected technical problem, we'll take the initiative to contact the Liaison and *may be* able to help.

Please provide your Tech Liaison with this document, which both you and they should read.

***If YOU are the Tech Liaison – or ANYONE* WHO WILL BE HANDLING ZOOM FUNCTIONS DURING YOUR PRESENTATION…**

> The Tech Liaison *and anyone else who will need to exercise certain Zoom powers and functions* **must be made a co-host!** **To do so** sign in at least 15-30 minutes early for your session. Then use the chat to send a **direct chat** to the Zoom host, requesting co-host status. (Find the host in the Participants list: click on Participants at the bottom of your Zoom screen; the host in near the top of list.)

<u>Tech Liaison Functions and Responsibilities</u> (continued)

   (1) As the Tech liaison, you should participate directly in rehearsals of presentations. Please alert the CTT promptly about any known problems or questions. Forewarned is at least partly "foredisarmed": If we know about a technical problem or question early, we can help you disarm it by the time of the presentation.

   (2) Typically, as a tech liaison you'll need to exercise some Zoom co-host functions and control options.   So you should arrive at least 10-20 minutes early for your session.

   (3) As a Tech liaisons, you encourage (reminding folks through direct chat, if needed) the cooperation of presenters and participants on the following:
      Good Zoom Practices and Etiquette *Moderators* *should announce these items!*

MUTE THYSELF (except when speaking)!
   Please step in when participants understandably make mistakes like forgetting to mute themselves after, accidentally or otherwise, unmuting.
   Un-muted background noise – from fans and air conditioners (a known factor in August, but doubtless worse as a result of global warming!), barking dogs and meowing cats, not to speak of unrelated conversations in well-populated households – distracts from featured panelists and speakers. When participants forget to mute themselves, then tech liaisons may step gently in and correct this inadvertent omission.

BE SELF-DISCIPLINED ON CHAT
   To avoid taking the focus from speakers and presenters, hosts and co-hosts should ask participants to beware of free-ranging conversations addressed to "Everybody". Use chat only for the following purposes, where the benefits may outweigh the distraction:

  Use Direct Chats
   → To the host (or to the person name "tech support") for technical support.
   → Direct chat messages between participants, especially to share contact information such as email addresses or telephone numbers;

  Use Chat Messages to "Everybody"
  To provide general references or URLs of references (presenters or moderators sometimes post such information)

  For Questions (Q&A) (*Moderators* – Remember to have someone monitoring the chat for Qs *and* keeping track of the Qs not immediately asked.)
   → <u>Ask folks to wait for the Q&A sessions</u> within presentations, then address to "Everybody", open with a tag of "**Q:**" or "**Question:**", and type them in all caps. (An advantage of addressing questions to Everybody – where they can be seen publicly – is that people can see what has been asked and avoid repetition.)
   Or → If desired and specified by the presenters – by direct chat, addressed to a designated question moderator and during the Q&A.

Please note – WILPF will not be using the Zoom Webinar add-on. Therefore, there will not be a Questions and Answers box/option. Written questions must be posted in the chat, and we recommend the options above.