

## Moderator's and Presenter Team's Tech Tips

(slightly revised, 8/8/21)

Note –

Call/email **now** with any questions! During the Congress, the **Congress Tech Team (CTT)** can be reached via email ([President@wilpfus.org](mailto:President@wilpfus.org)) or a call to Darien (**9 am PDT to 10:30 pm PDT** – 916/739-0860). The CTT Leadership Core consists of Darien, Ellen Thomas, and Ellen Schwartz.

Most “tips” documents, including the FAQs, are or will both be posted to the Congress website by Monday, August 9 – *the first day of the Congress!*

### **Tech Liaisons** (*and others needing certain Zoom controls!*)

The Tech Liaison and **any one who will need to control “co-host” functions** – *including recording and screensharing* – **must be sure to “come in early”** to the Congress (about 15-20 min. before your presentation) to be made a co-host, so you can do tech stuff. Definitely, the *Tech Liaison needs to be made a co-host*. Please see below on **How to Become a Co-Host**.

As **Tech Liaison**, you are the person who will be present at rehearsals and contact the **Congress Tech Team (CTT)** IN ADVANCE if any Qs or help is needed on tech matters. You don't need to have much in the way of Zoom skills, but I hope you're familiar with basic computer terms (window, dropdown menu, select).

As Tech Liaison for the presentation team, you should be present at rehearsals and contact the CTT IN ADVANCE if any Qs or help is needed on tech. matters. Please be sure to **rehearse with your team** to discover tech issues you may have. *Please practice **Spotlighting** (see below) in your rehearsal.*

*During the Congress*, you can communicate (for non-emergency questions/problems) by doing a direct chat to the Zoom host. For help on urgent or complicated items during the session, please call Darien. **Also**, send the CTT your own cell phone (or landline!) number! We want that, to be able to call **you** during the presentation, in case ...!

We'll want *all Tech Liaisons* to help (if they're not busy and are able) with *watching* for and (gently and appropriately) muting folks who are having background noise. By “gently and appropriately” I mean *mute only* those who aren't speaking (to the Congress). *Do not mute* someone chatting with others at home, on a phone call, washing dishes, with barking dogs, loud traffic, etc.!

Maybe, depending on your team's needs, you can be the person monitoring the chat box. That person will be present at rehearsals and will work out with the team what they should do for different Qs or concerns that may come up in the chat. ESP. — they will be the one to select Qs and read them aloud for the panelists to answer!

### **How to Become a Co-Host**

Please arrive (in the Zoom meeting) at least 15-20 minutes before the start of “your” presentation. Then send a “direct chat” (via Zoom chat) to the Zoom host of the meeting. (Look at the Participants list to see who the host is: They'll be labeled “(host)” and very near the top of the list.) Your chat message should request to be made a co-host; that will enable them to access certain special Zoom controls and functions.

### **Recordings**

All the Congress sessions will be recorded. However, it could be good for someone on each presentation team to *also* record the session to their own computer, for a “personal” recording for the presentation team. To record the session to their own computer, that person will need to have “space”

on their computer — from 500 mega bytes to two giga bytes, depending on the length and complexity of the presentation.

In order to be able to record, that person will have to be a co-host. Please see **How to Become a Co-Host**.

The team's own recording can, then, be an emergency back up (if we have some problem with the "main" recording) and also available to the team for any WILPF uses, esp. prior to the time when the Congress recordings are made available to the public.

### **Special Breakout Room for Presenting Teams to Prepare: the Green Room**

Use of the Green Room is entirely optional! It's there for your convenience, for last-minute checks. Please refer to Q #14-17 in the **FAQs WILPF Congress**.

Refer to the **FAQs WILPF Congress**, Q #15, to get details on how *you can move yourself* into the Congress Green Room, from the main room!

### **Spotlighting**

Spotlighting is a helpful way to focus audience attention on your speakers. For many of your presentations, the most useful tech "trick" will likely be spotlighting.

This Zoom feature – spotlighting – helps focus attention on the *official* speaker, rather than other attendees who chance to make noise. When "activated", for anyone in the Speaker view option of View, only the *spotlit* speaker's video window shows up.

This will be useful for our Congress when the speakers are giving their talks and you don't want the attendees being distracted by scrolling through the many pages of attendees' little windows to see who's speaking. Please have a member of your presentation team (preferably, your tech liaison) who will ask to be made a co-host (see **Co-hosting**), so that they can **spotlight your speakers!**

**Important!** Remember to *turn off* the spotlight (or switch it on for the *next* speaker) when you spotlighted speaker is done speaking!

Here is the Zoom help webpage on this feature:

<https://support.zoom.us/hc/en-us/articles/201362653-Spotlight-Video>

Please practice spotlighting in your rehearsals. Contact the CTT for more information.

### **Closed Captioning**

If you have not yet recorded any *pre-recorded* portions of your presentation, please be sure to take the steps to *enable* Closed Captioning. Refer to the **FAQs WILPF Congress**, Q #7, to get details on how to do so. Contact the CTT if you need more information.

### **Chat Use**

Presenters, announce "Please minimize use of the chat — doing only direct messages or, for chats to everybody, using that only to share resources/references. Please hold your questions until the Q&A period, and then precede them with a Q and use all caps. If you need tech support, please direct message to the Zoom host."

### **Other Announcements & Noise**

Ask participants (non-speakers) to *all mute*. The CTT will be watching out for background noise and will mute unmuted participants ("viewers") with such noises, so that the presenters can be clearly heard. Please also announce that Close Captioning is available during the Congress sessions. (See more details on this and other announcements in the document, "Announcements to Do and Co-Host Info".)