



MODERATOR GUIDE & SCRIPT

Requirements:

- Platform: Zoom. Download: <https://zoom.us/client/latest/ZoomInstaller.exe>
- Internet connection: 10 Mbps or higher (Speed test: <https://www.speedtest.net/>)
- Speakers and a microphone
- Webcam (Optional)
- Minimum OS: Windows 7 and higher / Mac OS X with Mac OS 10.10 and higher
- Hardware requirements (Recommended): 2.5 GHz Dual Core Intel Core i5 and higher desktop CPU

Getting started:

- **RT20 VIDEO TUTORIAL:** <https://www.opal-rt.com/wp-content/uploads/2020/05/moderator-video-tutorial-5.20.2020.mp4>

- **See all presentations you'll moderate (Tab: MODERATORS); and the account you'll login:**
https://opalrttechnologies104.sharepoint.com/:x/s/Marketing/EVhKhR1QhndDsrFD9hTo0K8BVCRiMqOQJipcU3z_QF6B4A?e=5VMkfa

- Joining & Configuring Audio & Video: <https://www.youtube.com/watch?v=-s76QHshQnY>

- Sharing Your Screen Video: <https://www.youtube.com/watch?v=YA6SGQIVmca>

Best Practices

- Find a quiet spot
- **Arrive 10 minutes earlier** to test your audio, open your slides and get ready to your presentation
- Use a good headset

Before Presentation

Step 1

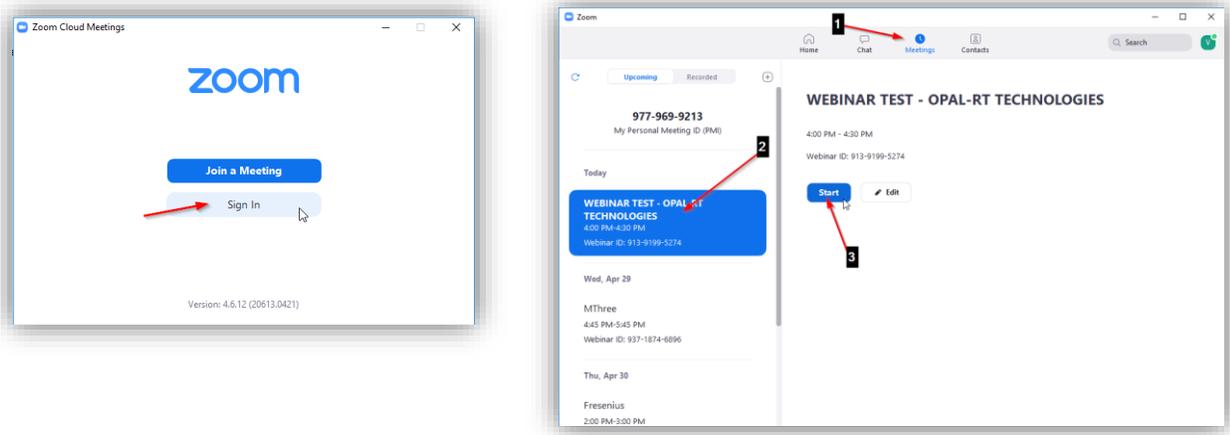
Download and install Zoom: <https://zoom.us/client/latest/ZoomInstaller.exe>

Step 2

- 1- Open Zoom app and sign in
- 2- Select tab "Meetings"
- 3- Select you webinar
- 4- Click Start.

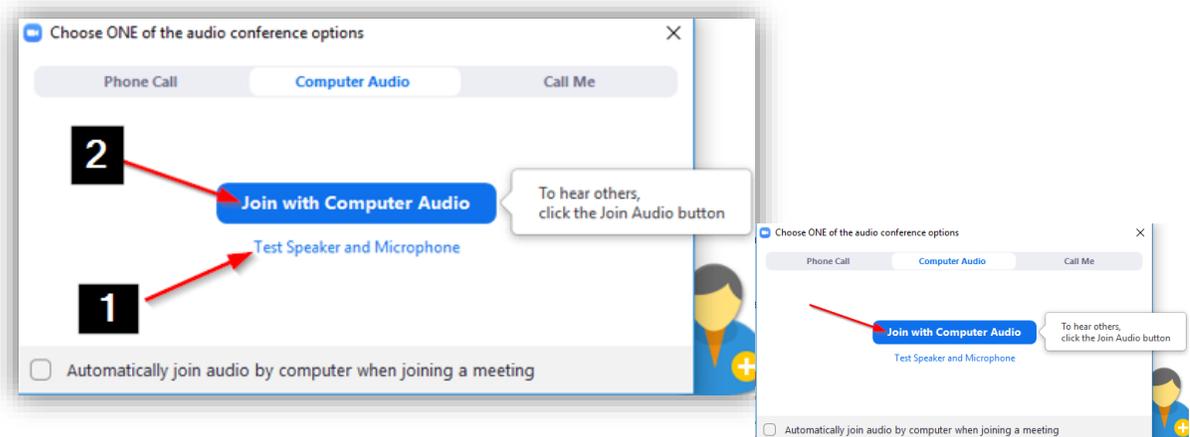
Accounts and presentations in tab MODERATORS:

https://opalrtechnologies104.sharepoint.com/:x:/s/Marketing/EVhKhR1QhndDsrFD9hTo0K8BVCRiMqO0JipcU3z_QF6B4A?e=5VMkfa



Step 3:

You will automatically be diverted to a pop-up window. Select "Test speaker and microphone", follow the instructions, and after select "Join with Computer Audio".



Note the webinar will be in Practice mode. You can talk with the panelist to see if all is ok (the audience cannot hear you). Select **“BROADCAST”** when it is time to start the scheduled webinar.

The screenshot shows the Zoom webinar interface in Practice Mode. At the top, an orange banner reads "Practice Mode Only: Attendees cannot join until you broadcast." with a "Broadcast" button. To the right is a "Start webinar" button. Below this is a "Talking:" box. The main content area features a "Question and Answer" window with two questions: "What is HIL?" and "What is rcp?". The bottom toolbar contains icons for "Mute", "Start Video", "Participants", "Q&A", "Polls", "Chat", "Share Screen", "Record", and "More". Red arrows point from text boxes to the "Mute", "Start Video", "Q&A", "Chat", and "Share Screen" icons.

Enable / Disable Audio or Video

Questions from the audience

Chat

Click to share screen and display your ppt presentation

During Webinar

Presentation:

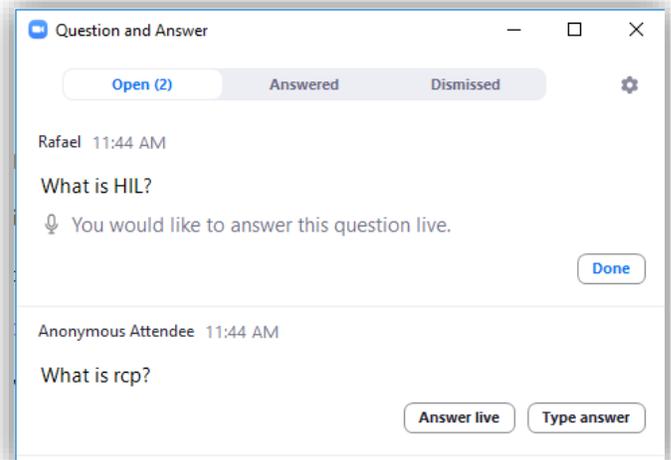
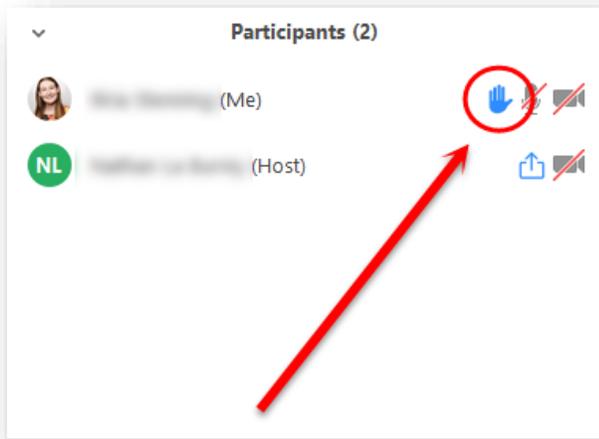
- 1 min. - Introduction (moderator)
- **20 min. - Presentation** (Speaker share screen)
- 8 min. – Question and Answer period (Speaker answer questions from the audience)
- 1 min. - Ending (moderator)

Q&A

The moderator can select questions that were sent, and ask the speaker during the Q&A period. The moderator can also allow attendees who raise their hand to speak and ask the question directly to the speaker.

If the speaker reads a question he would like to answer; he'll inform the moderator.

Once the Q&A time is finished, the moderator will end the webinar.



What if the speaker don't know the answer?

He could say:

Thank you for your question. This question **requires a more in-depth answer than time allows**. If you provide me with your email address I will follow up with an answer via email after the webinar.

Or, Thank you for your question. That's not something I have thought of before/That's not something I'm extremely familiar with, but I appreciate you raising the question and would be happy to discuss it further via email after the webinar.

Chat

Moderators will answer questions not related to the presentation. For example, recording information, audio issues, etc.

Chat common answers:

Hello, thank you for your question. The speaker will answer some questions from the audience at the end of the webinar.

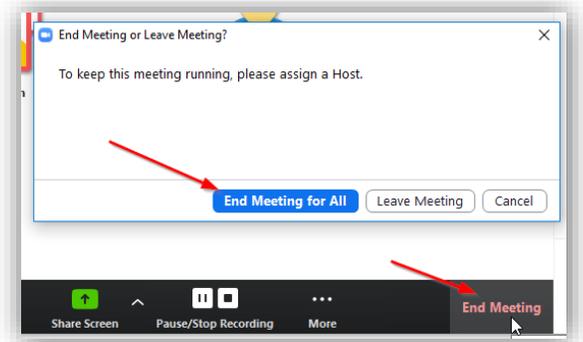
Hello, all presentations will be available after the webinar in this platform. You can access RT20 platform until July 16th.

Hello, if you have issues with your audio, please see the links below:

- 1- Zoom audio configuration: <https://www.youtube.com/watch?v=-s76QHshQnY>
- 2- iOS or Android issues: <https://support.zoom.us/hc/en-us/articles/204484835-My-Audio-is-Not-Working-on-iOS-or-Android>
- 3- You can also check Windows audio configuration:
 - Access Windows' sound option by typing in the taskbar: "Sound mixer options"
 - Select the correct Input and Output of your browser.

Ending webinar

Once the webinar is finished, select "End Meeting", and after "End meeting for all"



RT20 – Webinar Script

Please note this is a suggestion. You can adapt it as much as you want.

Step 1: Slide #1 (cover

<https://opalrttechnologies104.sharepoint.com/:p/s/Marketing/EWg6l4vadMIGl3miCNSFGwABCB9l--5qLfqU8wuOktboww?e=kin8oh>)

Good morning or good evening depending on where you are. Welcome to RT20!

First, let me introduce myself, my name is **[your name]**, from OPAL-RT. I'll be responsible for hosting this presentation today, and I'm glad to welcome **[speaker name]** who will present **[presentation title]**.

If you would like more information about their presentation and biography, you can access our website at opal-rt.com/rt20

At the end of the webinar [speaker name] will answer questions from the audience. If you have questions, you need to select the icon "Raise hand", and then I will unmute you.

And now, here's our special guest... **[speaker name]**

(Speaker share screen and start presentation)

Step 2: Q&A – after presentation

Thank you very much [speaker name]! I hope you all enjoyed this amazing presentation.

Now [speaker name] will answer some questions. If you have questions to [speaker] please raise hand then I will unmute you. You only need to select the small icon in the platform "raise hand".

Step 3: Ending - Slide Cover:

<https://opalrttechnologies104.sharepoint.com/:p/s/Marketing/EWg6l4vadMIGl3miCNSFGwABCB9l--5qLfqU8wuOktboww?e=kin8oh>

Ok, thank you again **[speaker name]** for answering those questions, and for the great presentation. It was a pleasure to have you with us.

So, this concludes the webinar. Thank you all for attending, we hope you have learned and enjoyed this presentation!

Step 4: Select "End Meeting", and after "End meeting for all". Check the "Moderator Guide" to upload the video in the platform.